

Urgent Message for All Garner Drivers and CDL A Holders

As of January 6, 2020, The FMCSA will open the Drug and Alcohol Clearinghouse. As a driver/CDL holder, you will need to complete the registration process before you can respond to employer consent requests or access your driver record from the FMCSA Clearinghouse.

Employers are required to pull a driver's record from the FMCSA Drug and Alcohol Clearinghouse at the time of hire and/or at least once per year.

Accessing the clearinghouse requires the creation of an account with **login.gov**. To complete this process, you will need access to your email account, a 12-character password; and you will need to select one other method of verification by following the steps below:

1. Go to <https://clearinghouse.fmcsa.dot.gov/register>
2. Click go to **login.gov**
3. Near the bottom, select **Create an account**
4. Enter **your email address**
5. Create a password at least **12** characters long
6. Select **Phone** and ask for a security code **via text message**, then **continue**
7. Enter the **security code** you receive on your phone, then **submit**
8. Then select **continue** to set up a 2nd authentication method
9. Using google authenticator, select **Authentication application**, then continue
10. Open the app on your phone, and **quickly enter the code**. It will change to another code if you take too long

You may continue to the Clearinghouse Website to complete your Clearinghouse registration!

1. Select your role as **Driver**, click next
2. Enter your **contact information** and click next
3. Choose your **preferred contact method**
4. **Confirm**
5. Enter current **CDL or Permit** information and **verify**
6. **Next**
7. Terms and conditions: **Check box** and **agree**
8. Success! No, really! You are finally DONE!

You may now go to your Clearinghouse Account to respond to employer consent requests, view your record, or make changes to your account.

It is highly recommended that all drivers and/or CDL holders of Garner Trucking, Inc. register with the clearinghouse because if we are required to pull a Full Query, the CDL holder has to grant permission to pull the Full Query within 24-hours. If you do NOT grant permission, Garner Trucking, Inc., is required to remove you from any safety-sensitive function per FMCSA.

Questions or concerns, please contact Human Resources (HR) or Safety at 419-422-5742. If you would like assistance with the registration process, please **stop by the office**. HR or Safety can help you with the process.

Thank you for your compliance with this new process!