

PSATS CDL Program

Managing your FMCSA Clearinghouse Account

If your township has already registered with the FMCSA Clearinghouse, the PSATS CDL Program encourages you to make three updates (which only you can make) to your Clearinghouse account:

- (1) If you are a municipality, make sure your “company name” is in the “Township, County” format under “Company Information” so we can easily determine which account is yours;
- (2) Under the “Designate Your Consortium/Third Party Administrator” section, make sure you authorize your testing consortium, whether it is the PSATS CDL Program or another company, to:
 - a. Report Violations
 - b. Report Return to Duty Results
 - c. Conduct Queries on your behalf (which may entail an additional, separate fee from your testing consortium)
- (3) Make sure you have purchased a sufficient number of queries, which at a minimum is the number of new hires planned for the year plus one query each year for every current employee.

If you have not yet registered for the Clearinghouse, click [HERE](#) and go to #2 for Clearinghouse instructions. If you have other questions on this matter, contact the PSATS CDL Program at cdl@psats.org.

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