



PSATS CDL Program Updating Your FMCSA Clearinghouse AccountGuidance

Revising your “Company Name”:

If your township **has** already registered with the FMCSA Clearinghouse and you need to add your county name to your “Company Name”, login to your account and click on the “My profile” link under the “My Dashboard/Manage” button.

If you are a municipality, make sure your “Company Name” is in the “Municipality, County” format under “Company Information” so we can easily determine which account is yours.

Designating Your Consortium/Third Party Administrator (C/TPA):

If your township **has** already registered with the FMCSA Clearinghouse and you need to designate the PSATS CDL Program as your C/TPA, login to your account and click on the “C/TPAs” link under the “My Dashboard/Manage” button.

When asked to designate your C/TPA, begin typing “PSATS CDL Program” in the search box, and then designate us as your C/TPA. We also encourage you to say “Yes” to the three questions allowing your C/TPA to:

- a) Report Violations
- b) Report RTD (Return to Duty) Information
- c) Conduct Queries on your behalf (which may entail an additional, separate fee from your testing consortium)

Purchasing Queries:

Make sure you always have purchased a sufficient number of queries (preferably by using a township credit card) which, at a minimum, must be the number of new CDL driver hires planned for the year, plus one annual query for every CDL driver. To purchase new or additional queries, login to your account and click on the “Purchase a Query Plan” link under the “My Dashboard/Queries” button.

Clearinghouse Registration Instructions:

If you have not yet registered for the Clearinghouse, click [HERE](#) and select “FMCSA Clearinghouse Registration Instructions” under the Member Information Forms section. If you have further questions on this matter, contact the PSATS CDL Program at cdl@psats.org.

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