

FMCSA System Request Instructions

For a Portal Account you will also require a Login.Gov account. Please see the instructions below.

If you are an inspector, you will also require a SafeSpect account to complete your inspections. SafeSpect account also requires a Login.Gov account.

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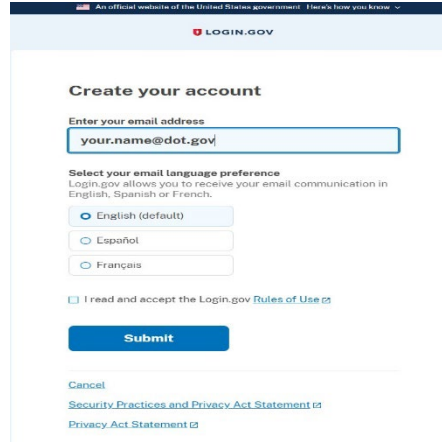


[Commerce and Compliance Division](#)

Create a Login.Gov Account

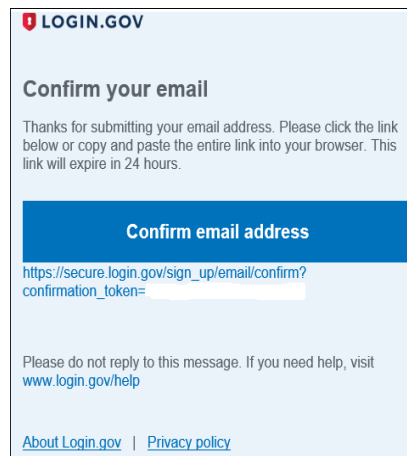
1. Access https://secure.login.gov/sign_up/enter_email to begin. Enter your government email address that you will always be able to access. No Gmail, Yahoo or AOL email addresses will be allowed for FMCSA IT Systems.

Note: Use the same email address you use for your Portal Account.



The screenshot shows the 'Create your account' page on the Login.gov website. At the top, it says 'An official website of the United States government. Here's how you know ✓'. Below that is the 'LOGIN.GOV' logo. The main heading is 'Create your account'. There is a text input field for 'Enter your email address' with the placeholder text 'your.name@dot.gov'. Below that is a section for 'Select your email language preference' with three radio button options: 'English (default)', 'Español', and 'Français'. There is a checkbox for 'I read and accept the Login.gov Rules of Use'. A blue 'Submit' button is at the bottom. Below the button are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

2. Read the [Rules of Use](#) statement, then check the box confirming that you have.
3. Click the “Submit” button. You can now close that page.
4. Check your email for a message from Login.gov.



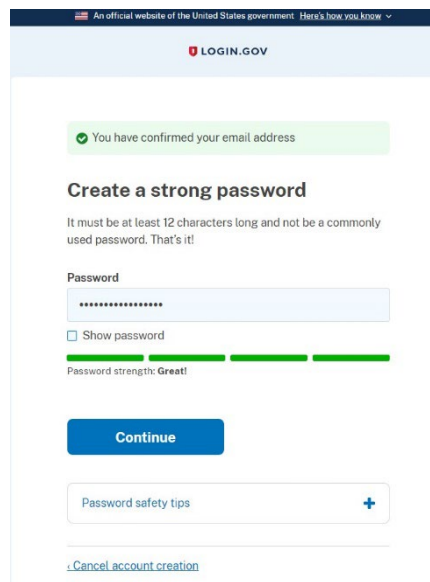
The screenshot shows an email confirmation message from Login.gov. At the top is the 'LOGIN.GOV' logo. The heading is 'Confirm your email'. The text says: 'Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.' Below this is a blue button that says 'Confirm email address'. Under the button is a URL: 'https://secure.login.gov/sign_up/email/confirm?confirmation_token=' followed by a redacted token. At the bottom, it says 'Please do not reply to this message. If you need help, visit www.login.gov/help'. There are also links for 'About Login.gov' and 'Privacy policy'.

5. Click the “Confirm your email address” button in the message. This will take you back to the Login.gov website.

6. Create your Login.gov password, ensuring it meets the following requirements.

- Must not contain all or part of the user's account name.
- Must contain characters from each of following categories:
- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numerals (0 through 9)
- Non-alphabetic characters (e.g., !, \$, #, %)
- Must contain 12 characters.

Your Login.gov password should be different from passwords you use for other accounts such as your bank account or email. Using the same password for many accounts makes identity theft easier.

A screenshot of the Login.gov website's password creation interface. At the top, there is a navigation bar with the text "An official website of the United States government" and "Here's how you know". Below this is the "LOGIN.GOV" logo. A green notification box states "You have confirmed your email address". The main heading is "Create a strong password", followed by a note: "It must be at least 12 characters long and not be a commonly used password. That's it!". There is a "Password" input field with a masked password "*****". Below the field is a "Show password" checkbox. A green progress bar indicates the password strength is "Great!". A blue "Continue" button is positioned below the progress bar. At the bottom, there is a "Password safety tips" link with a plus sign icon, and a "Cancel account creation" link.

7. Set up a second layer of security.

As an added layer of protection, Login.gov requires you set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA).

While we only require one secondary authentication method, we encourage you to add two methods to your account. That way you will have a backup if you lose access to your primary authentication method.

You can choose from several authentication options.

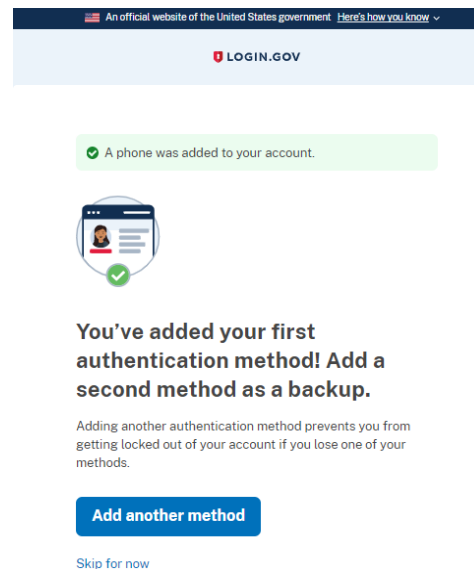
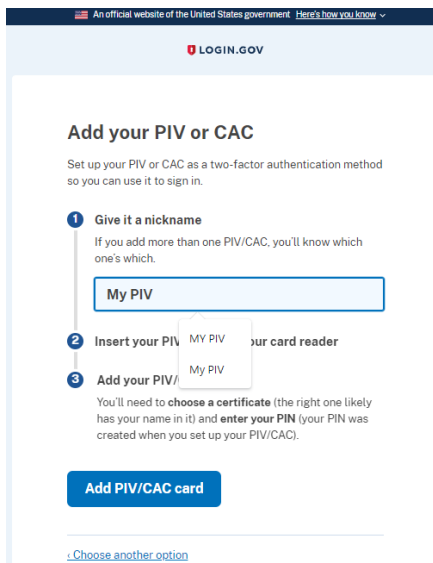
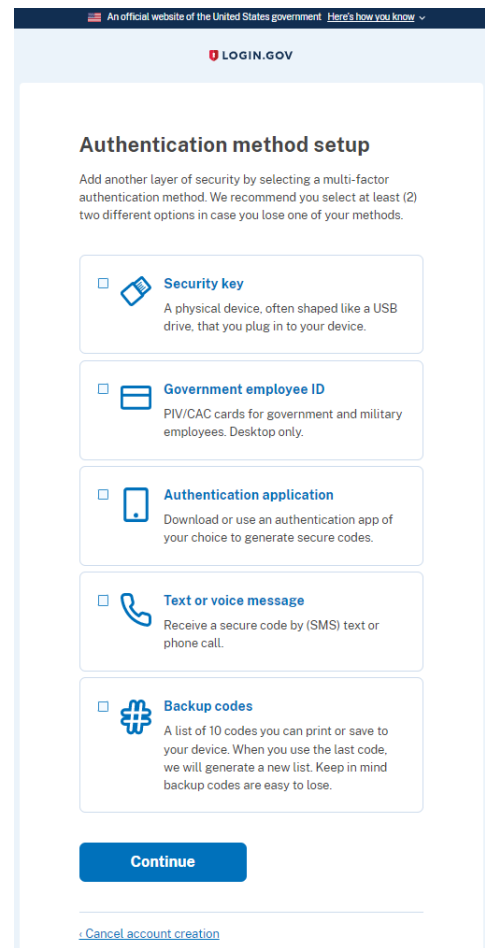
More secure:

- PIV or CAC card for federal government employees or military.
- Authentication application.
- Security key.
- Face or touch unlock.

Less secure:

- Text message.
- Phone call.
- Backup codes.

[Learn more about each authentication option](#) to choose the one that is right for you.



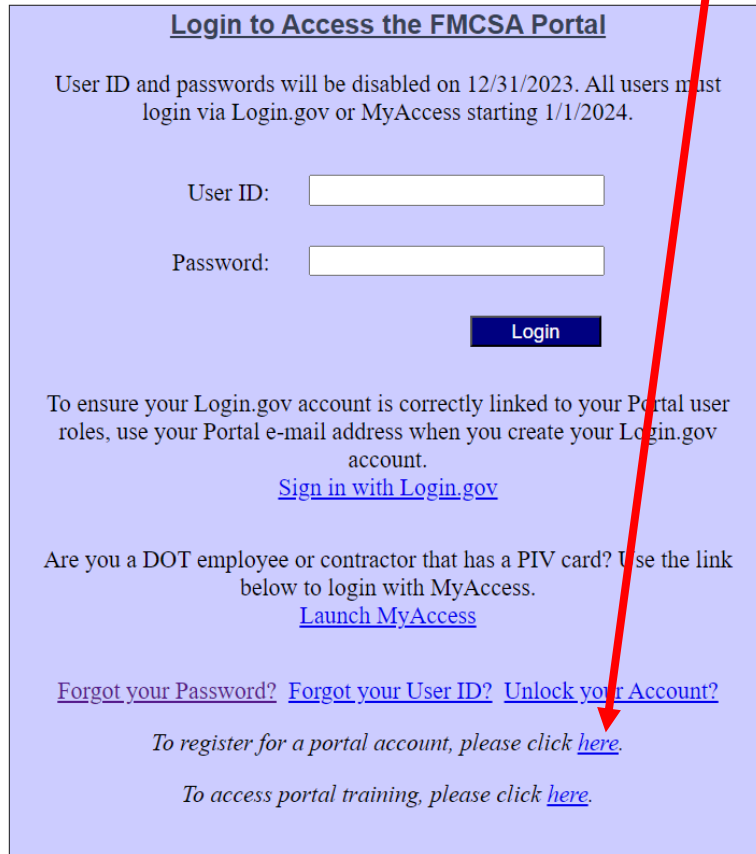
8. Success! Once you have authenticated, you have created your Login.gov account.

You will be taken to your Login.gov account page or the government agency you are trying to access. You can add additional authentication methods, email addresses or update your information on the Login.gov account page.

How to Request a Portal Account

Note: Use the same email address you use for your Login.Gov Account.

1. Go to the FMCSA Portal Web page — <https://portal.fmcsa.dot.gov/login>.
2. Click on “To Register for a Portal Account, please click here.”



Login to Access the FMCSA Portal

User ID and passwords will be disabled on 12/31/2023. All users must login via Login.gov or MyAccess starting 1/1/2024.

User ID:

Password:

Login

To ensure your Login.gov account is correctly linked to your Portal user roles, use your Portal e-mail address when you create your Login.gov account.
[Sign in with Login.gov](#)

Are you a DOT employee or contractor that has a PIV card? Use the link below to login with MyAccess.
[Launch MyAccess](#)

[Forgot your Password?](#) [Forgot your User ID?](#) [Unlock your Account?](#)

To register for a portal account, please click [here](#).

To access portal training, please click [here](#).

3. Click on “Enforcement User”
4. Click on the “Next” button.

Step **1** 2 3 4 5 6

FMCSA Portal Accounts are available for different types of users. Please select if you would like an account as a "Company User" or "Enforcement User" based on the information listed below.

<input type="radio"/> Company User 	<input checked="" type="radio"/> Enforcement User 
<input type="radio"/> Company Employee or an Associate of a Company	<input checked="" type="radio"/> Federal, State, and Third Party Enforcement Employees



When filling out the next screen:

- When entering your email please follow the guidelines outlined below. If this format is not used, an error could occur causing a delay in getting your account approved.
- Make sure your email address is the same as the email address used for the login.gov. If your email has changed be sure to update both login.gov and your portal account.
- Create a password that is like the following format, using at least 13 characters – **Abcdefg#12345**. There is no problem using this password as long as you change it once approved.
- **Please Note:** Avoid using \$@| as special characters. Also do not to use any part of your email address.
- After approval is successful the user can update the password. To update the password the user will need to go back to the login screen and select Forgot Password and follow the prompts.

5. Complete all fields on this page using the instructions above and then click on the “Next” button.


Account Request

Step 1-2-3-4-5-6

*Indicates Required Information
Please Note: Special characters [] [] [] [] [] can not be used in personal information

Please enter the information below.

<p>Personal Information</p> <p>*First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>*Email: <input type="text"/></p> <p>*Verify Email: <input type="text"/></p> <p>*User ID: <input type="text"/> <small>(between 2 and 50 characters, allowing characters [- @] to be used)</small></p> <p>*Password: <input type="text"/> <small>(must include 3 of the 4 rules: combination of numbers, letters, special characters, and mixed case)</small></p> <p>*Verify Password: <input type="text"/></p>	<p>Security Identification</p> <p>*Question 1: <input type="text" value="Please choose a question"/></p> <p>*Answer 1: <input type="text"/></p> <p>*Question 2: <input type="text" value="Please choose a question"/></p> <p>*Answer 2: <input type="text"/></p> <p>*Question 3: <input type="text" value="Please choose a question"/></p> <p>*Answer 3: <input type="text"/></p>
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6. Complete all fields on this page. Under FMCSA Affiliate State choose **Oregon**; under Organization Name, choose **Oregon DOT**, in the Badge/ SI #, **enter your inspector badge number**, and then click on the “Next” button. (If you need an inspector number contact Abe Dunivin)

Account Request

Step 1-2-3-4-5-6 *Indicates Required Information

Please enter the information below.

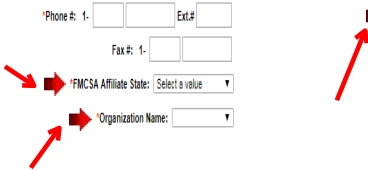
Work Information


*Address Line 1:
Address Line 2:
Address Line 3:
Address Line 4:
*City:
*State/Prov:
*Postal Code:
*Country: UNITED STATES

Phone #: 1- Ext#:
Fax #: 1-

*FMCSA Affiliate State:
*Organization Name:

Badge/SI #:
*Preferred Contact Method:





7. Make no entries on this page and click on the “Next” button.

Account Request

Step 1-2-3-4-5-6

Select Portal Roles

Select from the “Available Roles” list below. By default, all users have the “Portal Access Role.” Then select the Organization or FMCSA Affiliated State (if applicable) where you will need the access. Click on the “Add Role” button to move it to the “Requested Roles” box.

Available Roles

- Assign Review
- Assign Review Designated to State
- Assign Safety Audit
- Assign Safety Audit Designated to State
- Organization Coordinator

Available Organizations

Requested Roles

8. Make no entries on this page and click on the “Next” button.

Account Request

Step 1-2-3-4-5-6

Select Available Systems

Select the system from the drop down menu to see what roles are available. Click on a role from the list below to see the criteria for that role displayed in the box underneath. Select each role and hit the “Add Role” button to move it to the request systems and roles table.

Available Roles for:

Select a value

Requested Roles

Role Selection Description

9. Read the “Rules of Behavior”, “FMCSA Portal Responsibility document”, and the “FMCSA Portal Overview Training Materials.”

You are required to certify that you will comply by checking each box below, and then click on the “Submit” button.

Step 1 2 3 4 5 6

Agreement

Rules of Behavior

Federal Motor Carrier Safety Administration (FMCSA)

FMCSA IT Systems User

Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration FMCSA IT systems, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. FMCSA IT systems are authorized for official use only.
2. FMCSA IT systems may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal

Acknowledgement

By checking these boxes, I certify that

- I understand the terms and conditions stated in the above Rules of Behavior
- I understand and have reviewed the [FMCSA Portal Overview Training Materials](#).

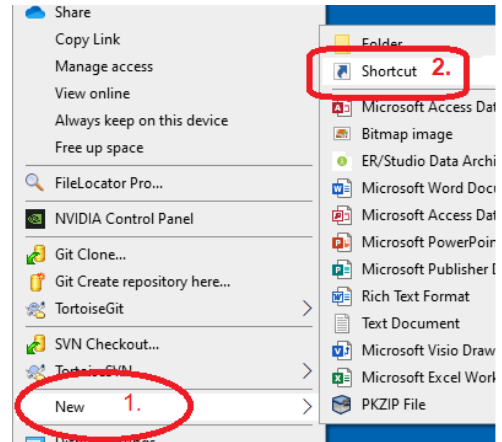
<< Back Submit Cancel

This completes your application; Abe Dunivin will receive an email and will approve your application as soon as possible. If you need additional access to programs within your Portal account [email Abe](mailto:leonard.a.dunivin@odot.oregon.gov) at leonard.a.dunivin@odot.oregon.gov.

How to Create a SAFESPECT Shortcut

Follow these steps to create a desktop shortcut for SafeSpect.

1. Select a clear space on your computer's desktop.
2. Right-click the mouse to bring up the context menu.
 - Everyone's context menu will differ.
3. Select "New >".
4. Then "Shortcut".



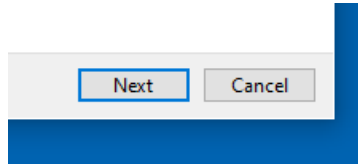
5. This form appears on the screen:

A screenshot of the 'Create Shortcut' wizard. The title bar says 'Create Shortcut'. The main text asks 'What item would you like to create a shortcut for?'. Below this, it says 'This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.' There is a text input field labeled 'Type the location of the item:' with a 'Browse...' button next to it. At the bottom, there are 'Next' and 'Cancel' buttons.

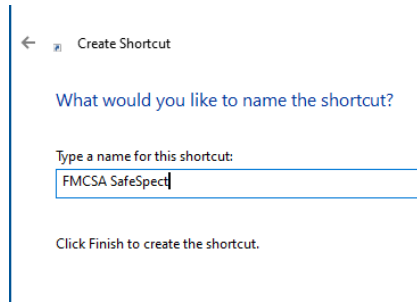
6. Type in the URL for the SafeSpect system: <https://safespect.fmcsa.dot.gov>

A screenshot of the 'Create Shortcut' wizard showing the 'Type the location of the item:' text box. The URL 'https://safespect.fmcsa.dot.gov' has been entered into the text box.

7. Click the "Next" button



8. Name the Shortcut. We Recommend "FMCSA SafeSpect"



9. Click the "Finish" button.



A shortcut for SafeSpect is now created on your desktop. Depending upon your default browser it could appear as any of these:



Alternate Method

Open your default browser to <https://safespect.fmcsa.dot.gov>. When the Login.Gov page appears, click and hold your mouse on the padlock icon in the address bar. While holding the mouse clicked, drag the padlock to your desktop. This will create a shortcut icon, however, it will have the name "FMCSA – Inspection Platform." You can right-click on the icon, select "Rename" and change the name.

