

REGISTERING FOR DATAQs

What You Need to Know



What is DataQs?

DataQs is an FMCSA system that allows users to request a review of Federal and State data on file with FMCSA that they believe might be incomplete or incorrect. The system automatically forwards Requests for Data Review (RDRs) to the appropriate Federal or State office for resolution.

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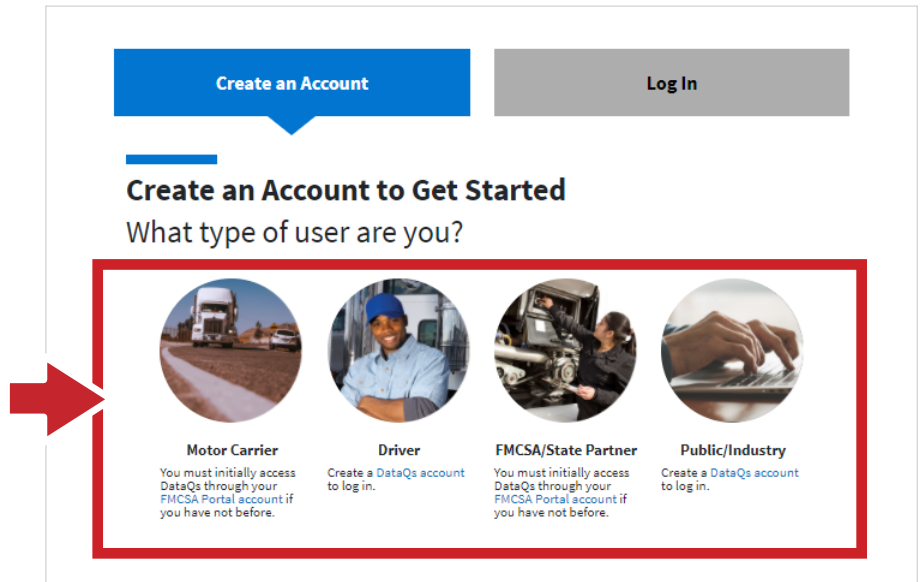
How Do I Create a DataQs Account?

If this is your first time using DataQs, you will need to register.

Under Create an Account, select your user role.

Follow the instructions on next screen to create a DataQs account based on your user role.

- **Drivers and Public/Industry** will be taken to the DataQs Registration screen.
- **Motor Carriers and FMCSA User/State Partners** will be taken to the FMCSA Portal to register or log in, and access DataQs for the first time.



What Type of User Am I?

User Type	If any of these apply to you...
MOTOR CARRIER	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> I own or represent a motor carrier company that is required to have a USDOT Number <input checked="" type="checkbox"/> I have a Commercial Driver's License (CDL) but am also an owner-operator <input checked="" type="checkbox"/> I am an Intermodal Equipment Provider (IEP) registered as a motor carrier
DRIVER	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> I have a Commercial Driver's License (CDL) or Commercial Learner's Permit (CLP) and am NOT an owner-operator
FMCSA USER/ STATE PARTNER	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> I work for FMCSA <input checked="" type="checkbox"/> I work for a State government <input checked="" type="checkbox"/> I respond to Requests for Data Review (RDRs)
PUBLIC/INDUSTRY	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> I am an Intermodal Equipment Provider (IEP) NOT registered as a motor carrier <input checked="" type="checkbox"/> I own or represent a motor carrier company that is NOT required to have a USDOT Number (e.g., municipality, place of worship, etc.) <input checked="" type="checkbox"/> I own or represent a law firm, insurance company, or third-party service provider <input checked="" type="checkbox"/> None of the above apply to me

How Do I Register as a Driver or a Member of the Public/Industry?

Drivers and members of the Public/Industry are redirected to the DataQs Registration screen.

- 1 After selecting **driver** or **public/industry** on the DataQs homepage, you will be directed to the first registration screen. Select your user type and fill out your name and contact information. Then click **Next** to create your username and password.

- 2 On the second screen, create a username and password, confirm your email address*, and set up your security questions. Then click **Submit**.

***Note:** Please make sure you use a valid email address—the system uses it to contact you if your request requires additional documentation and to notify you of a decision. Your email is also used to recover your account if you forget your password.

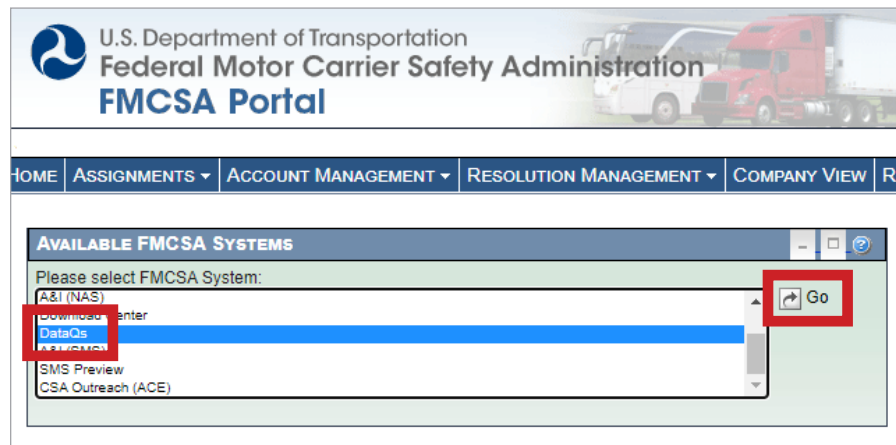
- 3 Once you have created an account, click **Continue to Login Page**. You will be taken to the DataQs homepage to log in with your new account. If you need help logging in, see [How Do I Log In to My DataQs Account in the Future?](#) at the end of the document.

How Do I Register as a Motor Carrier or FMCSA User/State Partner?

Motor Carriers and FMCSA User/State Partners are taken to the **FMCSA Portal**. The Portal allows you to access multiple FMCSA web systems from one login.

***Note:** The first time you use DataQs, you must log in through the Portal website. After that, you can go to the DataQs website and log in using your FMCSA Portal credentials.

- 1 Go to <https://portal.fmcsa.dot.gov> and log in using your Portal username and password.
(Don't have a Portal account? See [What if I Don't Have a Portal Account?](#) below.)
- 2 Under Available **FMCSA Systems**, click on **DataQs** to highlight it, then click **Go**.
(Don't see **DataQs** under **Available FMCSA Systems**? See [What if I Have a Portal Account that Doesn't Have Access to DataQs?](#) below.)
You are now logged in to DataQs and have been redirected to the **DataQs homepage**. Click **Start My Request** to begin your RDR.



You will now be taken to the **DataQs homepage** while logged in to your Portal account.

What If I Don't Have a Portal Account?

As a Motor Carrier or FMCSA User/State Partner, you should have a Portal account so you can access multiple FMCSA web systems. Follow the steps below to create a Portal account.

- 1 Go to <https://portal.fmcsa.dot.gov>.
- 2 Click To register for a portal account, please click here.

- 3 A. If you are a Motor Carrier, select Company Employee or an Associate of a Company.
Then click Next.

- B. If you are an FMCSA User/State Partner, select Federal, State, and Third Party Enforcement Employees.
Then click Next.

Steps for Motor Carriers

4 Follow the steps to fill out your information.

- A. Motor Carriers:** When asked to select **Available Roles** in Step 2, click **DataQs Secure Access**, and then click **Add Role** to move it to your list of **Requested Roles**. Include a reason for your request, such as "Need to submit a Request for Data Review."

Steps for FMCSA User/State Partners

- B. FMCSA User/State Partners:** When asked to select **Available Roles** in Step 5, select **DataQs** from the dropdown menu, click **Access**, and then click **Add Role** to move it to your list of **Requested Roles**.

- 5 When finished with all registration steps, certify that you understand the Rules of Behavior and have reviewed the Portal Training Materials by checking the boxes. Then click **Submit**.

Account Request

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.

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

If you are the company official, your Portal registration will be approved automatically; otherwise, you will have to wait for your company official.

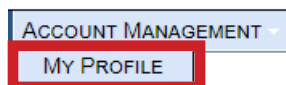
If you are a FMCSA User/State Partner, your Portal registration will be approved by your Organization Coordinator.

After your Portal registration has been approved, then follow the steps under [How Do I Register as a Motor Carrier or FMCSA User/State Partner?](#) to log in to DataQs for the first time.

What If I Have a Portal Account That Doesn't Have Access to DataQs?

To request access to DataQs, follow these steps:

- 1 Go to <https://portal.fmcsa.dot.gov> and log in to your Portal account.
- 2 Under **Account Management**, select **My Profile**.



Steps for Motor Carriers

- 3** Select the **Portal Roles/USDOT#** tab

The screenshot shows the top navigation bar with tabs: HOME, ACCOUNT MANAGEMENT, REPORTS, and FEEDBACK. Below this is a 'View/Edit My Profile' section with two sub-tabs: 'General Info' and 'Portal Roles/USDOT#'. The 'Portal Roles/USDOT#' tab is highlighted with a red box.

- 4** Search for the USDOT Number(s) that you want to link to your DataQs account or select it from the **USDOT # List**. Note that you must request a DataQs user role for each USDOT Number you need to link with DataQs.

The screenshot shows the 'Portal Roles/USDOT#' tab. It features a 'USDOT # List' on the left, a search box labeled 'Enter the USDOT# for the role you want access to' with a 'Submit' button, and a list of 'Available Roles' on the right. The 'Available Roles' list includes 'DataQs Secure Access', 'A&I Carrier', 'NCCDB Secure Access', 'DACH Motor Carrier Admin', and 'DACH Motor Carrier'. The 'DataQs Secure Access' role is highlighted with a red box. Below the list is a 'Role Selection Description' field and buttons for 'Remove USDOT#' and 'Add USDOT# to List'.

- 5** Under **Available Roles**, select **DataQs Secure Access**, then click **Add Role** to add it to your list of **Requested Roles**. Add a reason for your request, such as "Need to submit a Request for Data Review."

The screenshot shows the 'Portal Roles/USDOT#' tab. It features a 'USDOT # List' on the left, a search box labeled 'Enter the USDOT# for the role you want access to. Click the "Submit" button to see if your USDOT# is registered in our system.' with a 'Submit' button, and a list of 'Available Roles' on the right. The 'Available Roles' list includes 'DataQs Secure Access', 'NCCDB Secure Access', 'DACH Motor Carrier Admin', and 'DACH Motor Carrier'. The 'DataQs Secure Access' role is highlighted with a red box. Below the list is a 'Role Selection Description' field and buttons for 'Remove USDOT#' and 'Add USDOT# to List'. To the right of the 'Available Roles' list is a 'Requested Roles' list and a 'Reason for Request' field, both highlighted with red boxes. The 'Add Role >' button is also highlighted with a red box.

- 6** Click **Update Profile**.

The screenshot shows a button labeled 'Update Profile' with a red box around it, and a 'Cancel' button next to it.

If you are the company official, your requested role will be approved automatically; otherwise, you will have to wait for your company official.

After your DataQs role has been approved, log out of the Portal, then follow the steps above to log in to DataQs for the first time.

Steps for FMCSA User/State Partners

- 3** Select the **Available Systems** tab.

The screenshot shows the top navigation bar of the FMCSA Portal with tabs: HOME, ASSIGNMENTS, ACCOUNT MANAGEMENT, RESOLUTION MANAGEMENT, and COMP. Below the navigation bar, there is a section titled 'View/Edit My Profile' with three sub-tabs: General Info, Portal Roles, and Available Systems. The 'Available Systems' tab is highlighted with a red box.

- 4** Under **Available Roles** for, select **DataQs** from the dropdown menu.

The screenshot shows the 'AVAILABLE FMCSA SYSTEMS' section. It includes a header with the U.S. Department of Transportation logo and the text 'Federal Motor Carrier Safety Administration FMCSA Portal'. Below the header is a navigation bar with tabs: HOME, ASSIGNMENTS, ACCOUNT MANAGEMENT, RESOLUTION MANAGEMENT, COMPANY VIEW, and RE. The main content area has a section titled 'AVAILABLE FMCSA SYSTEMS' with a dropdown menu labeled 'Please select FMCSA System:'. The dropdown menu is open, showing options: A&I (NAS), DataQs, SMS Preview, and CSA Outreach (ACE). The 'DataQs' option is highlighted with a red box. A 'Go' button is visible to the right of the dropdown.

- 5** Select **Access**, then click **Add Role** to move it to your list of **Requested Roles**.

The screenshot shows the 'View/Edit My Profile' section with the 'Available Systems' tab selected. Below the tabs, there is a section titled 'Available Roles for:' with a dropdown menu. The dropdown menu is open, showing options: DataQs and Access. The 'Access' option is highlighted with a red box. To the right of the dropdown menu is an 'Add Role >' button, also highlighted with a red box. Below the dropdown menu is a 'Role Selection Description' section with a purple box containing the text: 'If you are a Federal or State enforcement partner who needs access to DataQ's challenges, choose this role'. To the right of the 'Add Role >' button is a list of 'Approved Roles' including: A&I - Enforcement Users - Approved, A&I - New Applicant Screening (NAS) Tool Access - Approved, Download Center - Access - Approved, EMIS - Generic View - Approved, MCMS - Generic View - Approved, and NCCDB - Safety Investigator - Approved.

- 6** Click **Update Profile**.

The screenshot shows a button labeled 'Update Profile' with a red box around it, and a 'Cancel' button next to it.

Your requested role will be approved by your Organization Coordinator.

After your DataQs role has been approved, then follow the steps above to log in to DataQs for the first time.

How Do I Log In to My DataQs Account in the Future?

Now that you have created a DataQs account, click the **Log In** tab on the DataQs homepage.

Note: There are TWO ways to log in to DataQs:

- Drivers and members of the Public/Industry should select DataQs Credentials and then type in their DataQs Username and Password.
- Motor Carriers and FMCSA User/State Partners should select Portal Credentials and then type in their Portal User ID and Password.

On the DataQs homepage, select the appropriate Log In tab for your user type under Log In.

Enter your username and password. Then click **Log In**.

The screenshot shows the DataQs login interface. At the top, there are two buttons: 'Create an Account' and 'Log In'. The 'Log In' button is highlighted with a red border. Below these buttons is the 'Log In to Get Started' section. This section has two tabs: 'Log In with DataQs Credentials' (which is active) and 'Log in with Portal Credentials'. Under the active tab, there are two input fields: 'Username' with the placeholder text 'Enter name here' and 'Password' with the placeholder text 'Enter password here'. Below these fields is a link that says 'Need help logging in? Not sure which account you have? Visit the Help Center for more information.' At the bottom of this section is a blue 'Log In' button.

Questions

For DataQs assistance, email DataQs@dot.gov or call (877) 688-2984 and press option 1.

For Portal assistance, call (800) 832-5660.

You can also send your Portal questions via email or chat with a customer service representative: <https://ask.fmcsa.dot.gov>.