



## INSTRUCTIONS FOR ORDERING YOUR CARRIER PROFILE VIA THE FMCSA PORTAL

1. Go to: <https://portal.fmcsa.dot.gov/AccountRequest/AccountRequestForm1.jsp>  
Select "Company Employee or an Associate of a Company" and click "next."

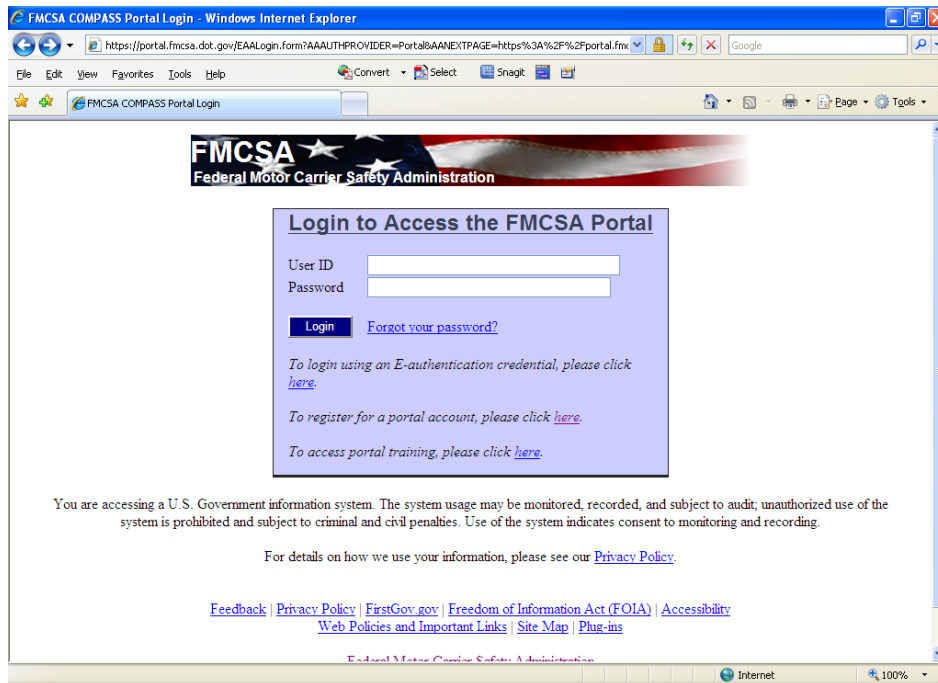
The screenshot shows the "COMPASS Account Request Form - Step 1" in a Windows Internet Explorer browser. The page header includes the FMCSA logo and the text "Federal Motor Carrier Safety Administration". The main heading is "Account Request". Below this, a progress indicator shows "Step 1" highlighted, followed by steps 2, 3, 4, and 5. A note indicates that an asterisk (\*) denotes required information. The instruction reads: "Please identify what type of user you are". There are two main options: "Company User" and "Enforcement User". Under "Company User", there are two sub-options: "Company Official" and "Access Company Information", each with a radio button. Under "Enforcement User", there is one sub-option: "Enforcement User" with a radio button. "Next" and "Cancel" buttons are located at the bottom right. At the bottom of the page, there are links for "Feedback", "Privacy Policy", "FirstGov.gov", "Freedom of Information Act (FOIA)", "Accessibility", "Web Policies and Important Links", "Site Map", and "Plug-ins".

2. You will then be taken to the account request page:  
<https://portal.fmcsa.dot.gov/AccountRequest/AccountRequestForm2.jsp>

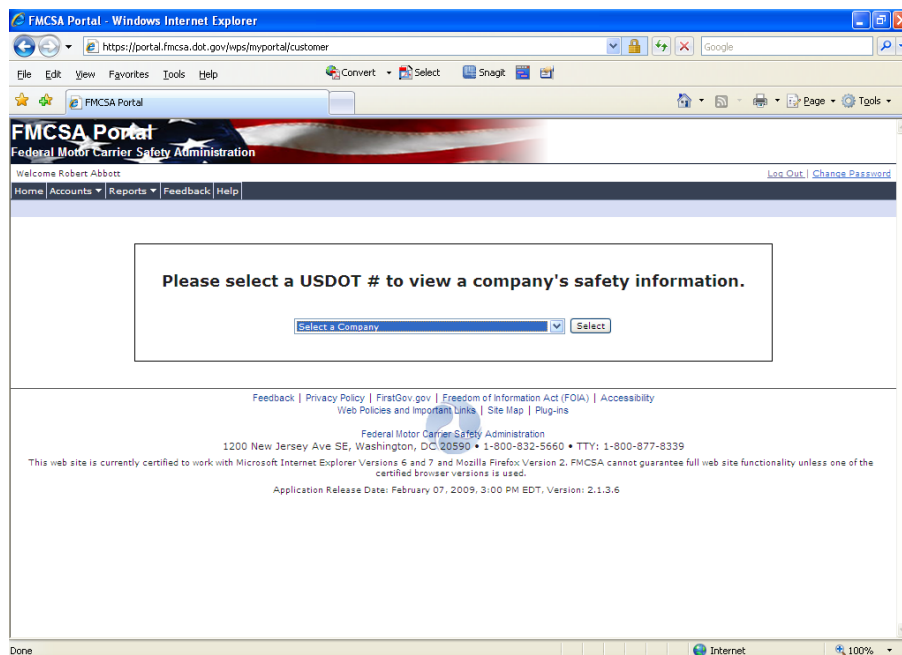
The screenshot shows the "COMPASS Account Request Form - Step 2" in a Windows Internet Explorer browser. The page header includes the FMCSA logo and the text "Federal Motor Carrier Safety Administration". The main heading is "Account Request". Below this, a progress indicator shows "Step 2" highlighted, followed by steps 1, 3, 4, and 5. A note indicates that an asterisk (\*) denotes required information. The instruction reads: "User Access Information" and "Security Identification". Under "User Access Information", there are three fields: "User ID", "Password", and "Verify Password", each with a text input box. Under "Security Identification", there are three questions, each with a dropdown menu for the question and a text input box for the answer. "Back", "Next", and "Cancel" buttons are located at the bottom right. At the bottom of the page, there are links for "Feedback", "Privacy Policy", "FirstGov.gov", "Freedom of Information Act (FOIA)", "Accessibility", "Web Policies and Important Links", "Site Map", and "Plug-ins". The footer text reads: "Federal Motor Carrier Safety Administration 1200 New Jersey Ave SE, Washington, DC 20560 • 1-800-832-5860 • TTY: 1-800-877-8339".

3. DOT will then send you secure login information (e.g., PIN) via U.S. Mail. Once you receive it, you may go to: <https://portal.fmcsa.dot.gov/>

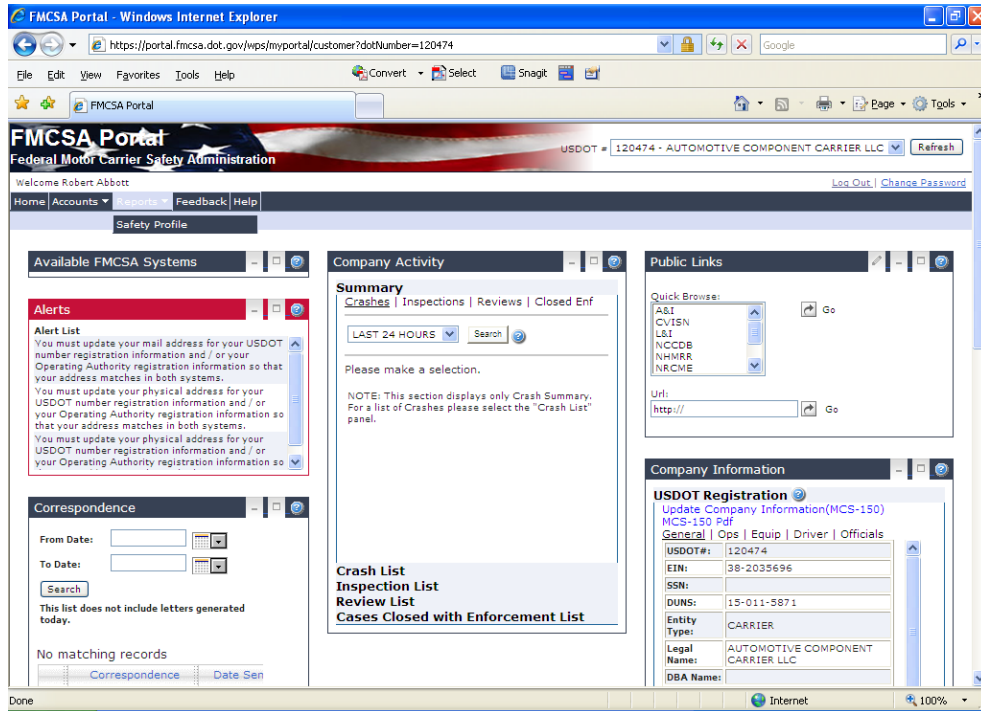
Note: The Pin will be mailed to your address of record reflected on your most recent MCS-150 form (also shown on your Safestat record). If you do not receive your PIN, contact the contractor that manages this program on behalf of FMCSA at (703) 280-4001.



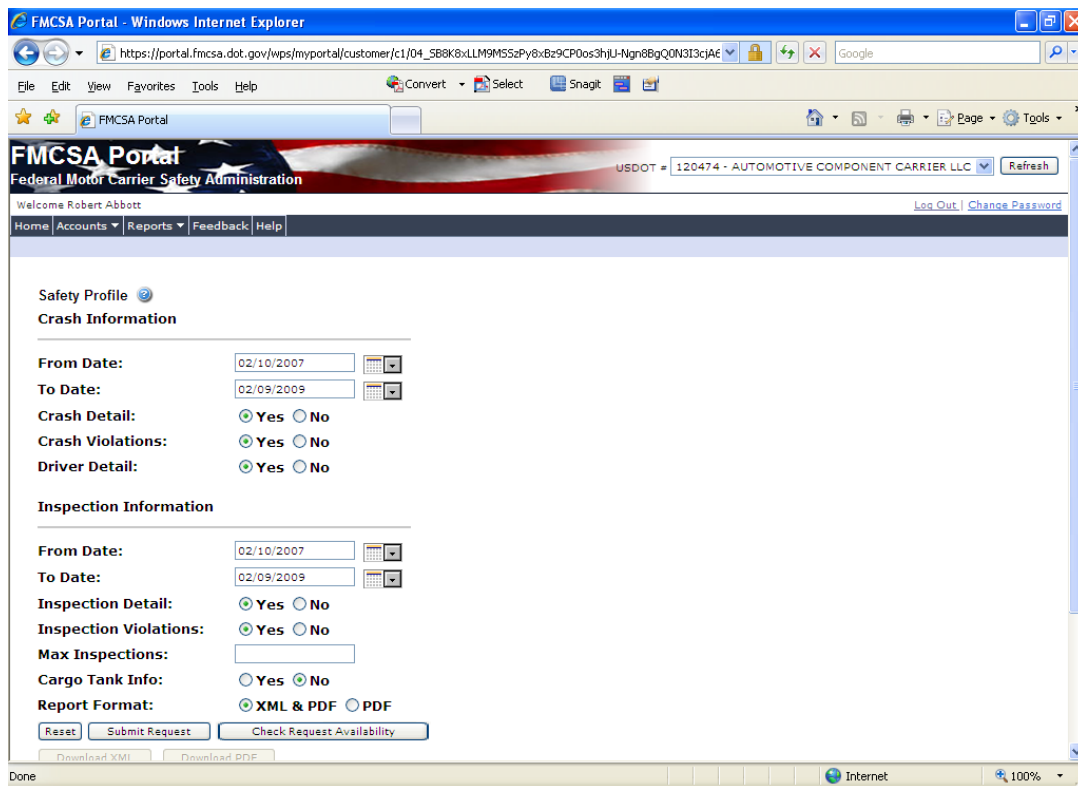
4. After gaining access you will be taken to this screen. From the dropdown menu, select your company (if you had more than one fleet/DOT number there would be several options to choose from in the drop down menu).



5. You will then see the following screen. Click on “Reports” on the tool bar (top left) and select “Safety Profile” from the drop down menu.



6. Then select the date range you would like and click “submit request.”



7. You will receive an email notifying you that your request has been fulfilled (this could take several hours). Upon receipt, return to the page shown above and select the options for downloading the pdf and xml versions of the file (they are grayed out in this screen shot but will not be grayed out when the reports are available).