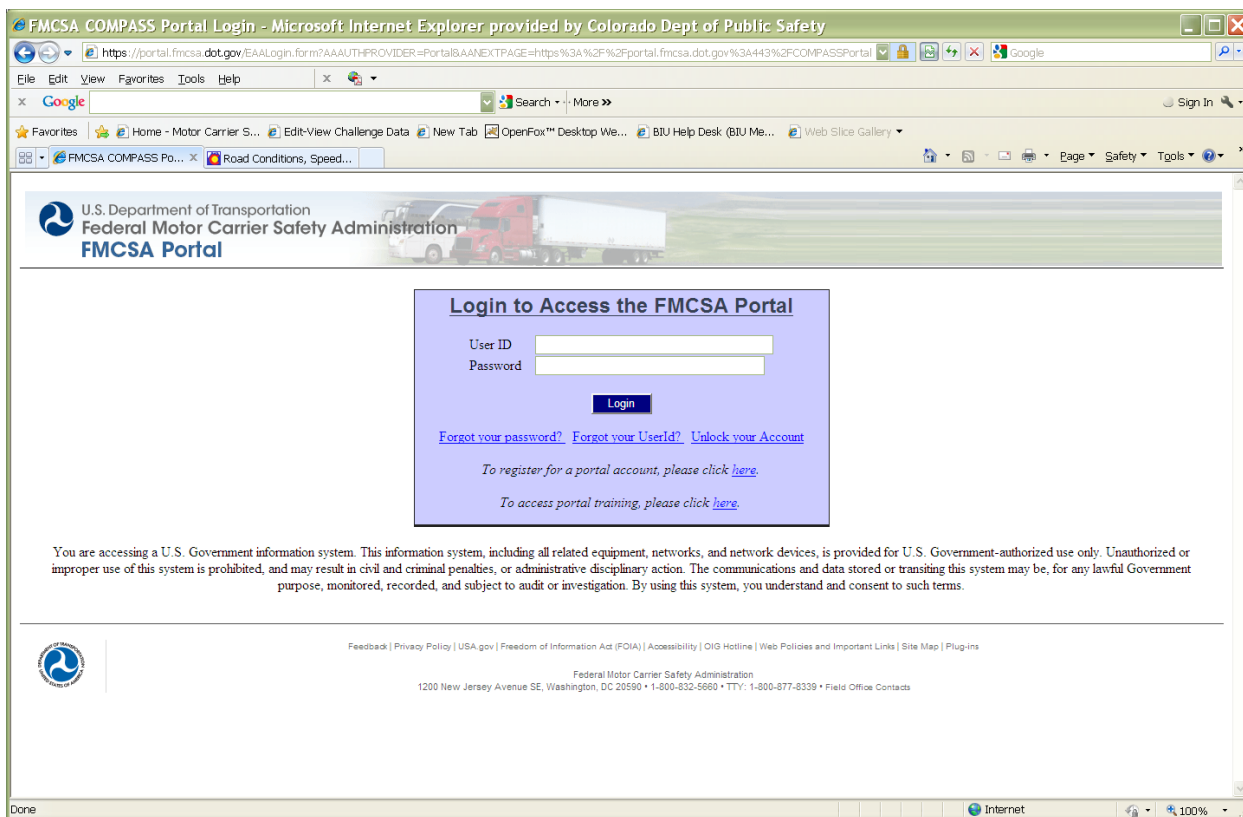**In order to use eRODs to check ELDs you must have a Portal account. If you do not have one set up, follow these instructions to request it.**

COMPASS Portal- Registration and Requesting Systems

1. Begin by typing this address into the address bar of your browser.   http:/portal.fmcsa.dot.gov (there are no www's in the address)
2. You will be taken to this page:

3. Click where it says "*To register for a portal account, please click here.*" **At the next page,** *click on Enforcement User, and then click NEXT.*

4. At this screen, complete all the fields as required. Your USERNAME can be anything you like; however, many people use either first initial/last name, or CO and their IBM (like CO1234). Anything can be used as long as it's between 2-50 characters. Then click NEXT.

- The PASSWORD has complexity requirements, so be sure to read the requirements CAREFULLY.

NOTE: If your username has already been used previously by someone else (this is a National system), you may be prompted to choose a different one.)

5. Complete this next screen.   Please note the following:
    a. The Address Line 1 should be Colorado State Patrol (or your own local agency).
    b. Address Line 2 (and 3 if needed) should reflect your CURRENT assigned Troop or location.
    c. When you enter the phone number, don't use any dashes – only use numbers. It will automatically put in the dash.
    d. Be sure to select **COLORADO** as the *FMCSA Affiliated State*, and **Colorado State Patrol** as the *ORGANIZATION NAME*. **Do not use Colorado Port of Entry** as it is no longer a separate agency.
    e. The Badge/SI# is CO then your IBM, like CO1234. **Port of Entry PERSONNEL** - YOU MUST USE **PE**, THEN YOUR IBM NUMBER as your Badge/SI#. Local Agency members should use their Inspector Code in this field.
    f. Click NEXT.
6. ***At the next screen (screen 4) , "**Select Portal Roles**", just click NEXT . You will not choose anything on that screen.***

7. On the "**Select Available Systems**" screen, click on the down arrow on the left side and choose the systems you would like access to.
   a. If you are not sure about which roles you need. The Organizational Coordinator will assign your appropriate role.
8. Read the Rules of Behavior. You must check BOTH acknowledgement boxes in order to submit your request. **MAKE SURE THAT YOU CLICK ON THE SUBMIT BUTTON OR THE REQUEST WILL NOT GO THROUGH.**

If you have completed the registration process correctly, the system will place your request in my inbox. Once it has been approved, the system will notify you and you can begin using the Portal.

**If you receive a DENIAL message, you may have chosen an Organizational Name OTHER than Colorado State Patrol.

These instructions can also be found on the MCSAP CSPN site in the Inspector toolbox. It is a file that looks like:

FMCSA Portal_QC Portal Instructions 0517 ... January 3 ☐ Jeremy Guddat