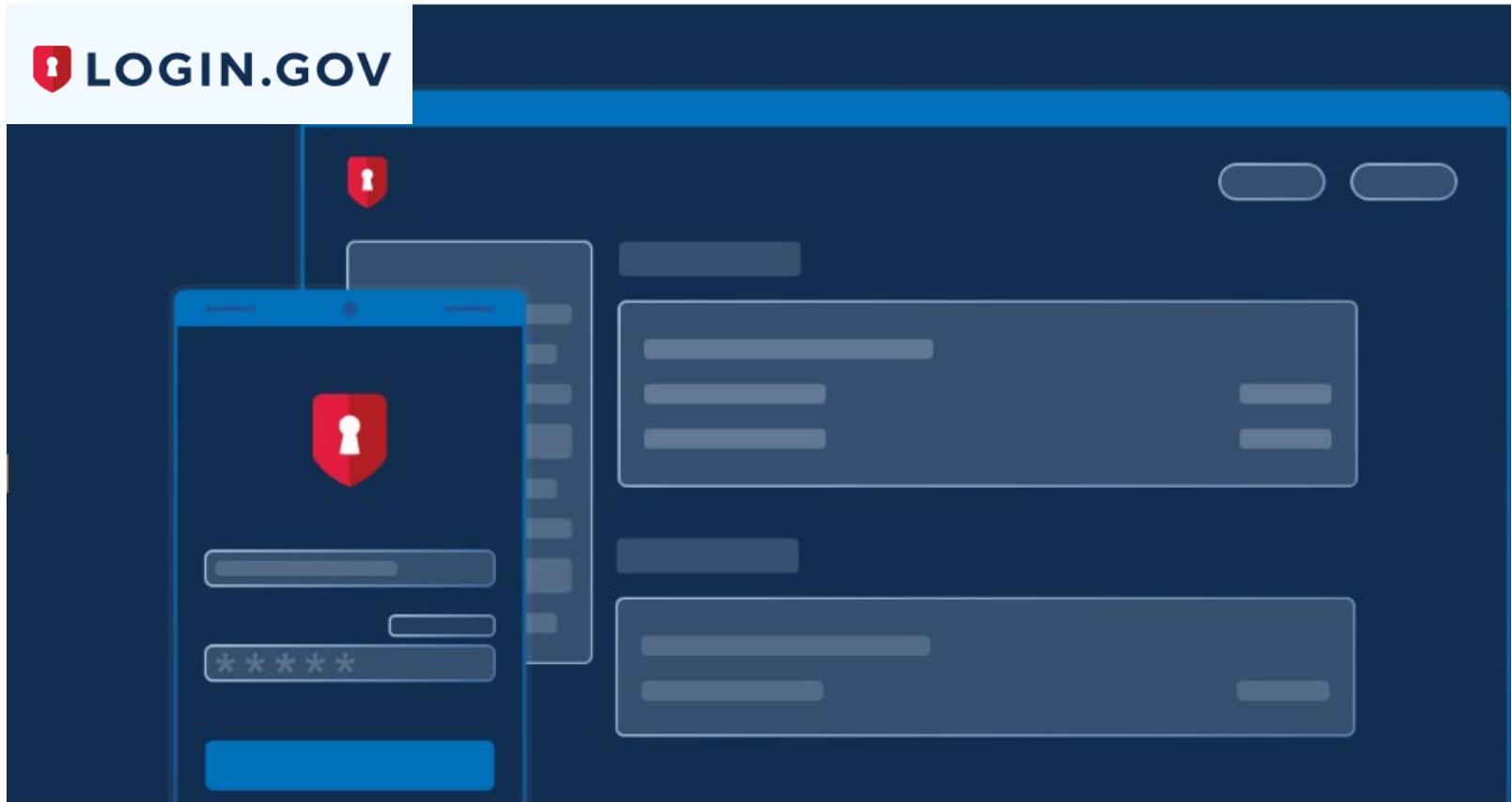# New DAMIS Login Requirements

- Must use Login.gov to sign in to DAMIS (Drug and Alcohol MIS)
- DOT Requirement affecting all DOT covered employers
  - FAA, FMCSA, FRA, **FTA**, PHMSA , USCG
- Effective January 1, 2024

FTA D&A Hotline
(617) 494-6336
FTA.DAMIS@dot.gov

Help Vectors by Vecteezy

New Login Process in 2024

Register for an account

- Go to DAMIS.DOT.GOV
- First time users click '**Register**'.
- **Everyone** will need to 'Register' this year.
- Once registered you can **Login**.

Enter 'Activation Code' from Notification Letter

United States Department of Transportation

2020 Drug & Alcohol Testing Management Information System

Login

First time login

Enter your one-time code: [ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]   **Submit**

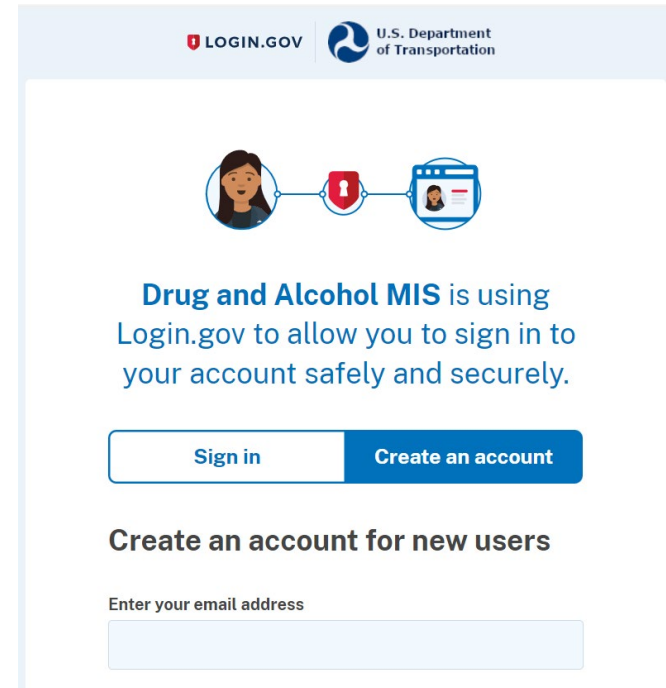Existing DAMIS users: Go to Login.gov

WARNING:

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.

DOT Privacy Policy
Paperwork Reduction Act Notice
(as required by 5 CFR 1320.21)

First Time Users

- Click "Create an Account"
- Enter your E-mail

* E-mail may only be associated with one Employer

Confirm your e-mail address

- Login.gov will send a confirmation to the entered address
- Confirm within 24 hours
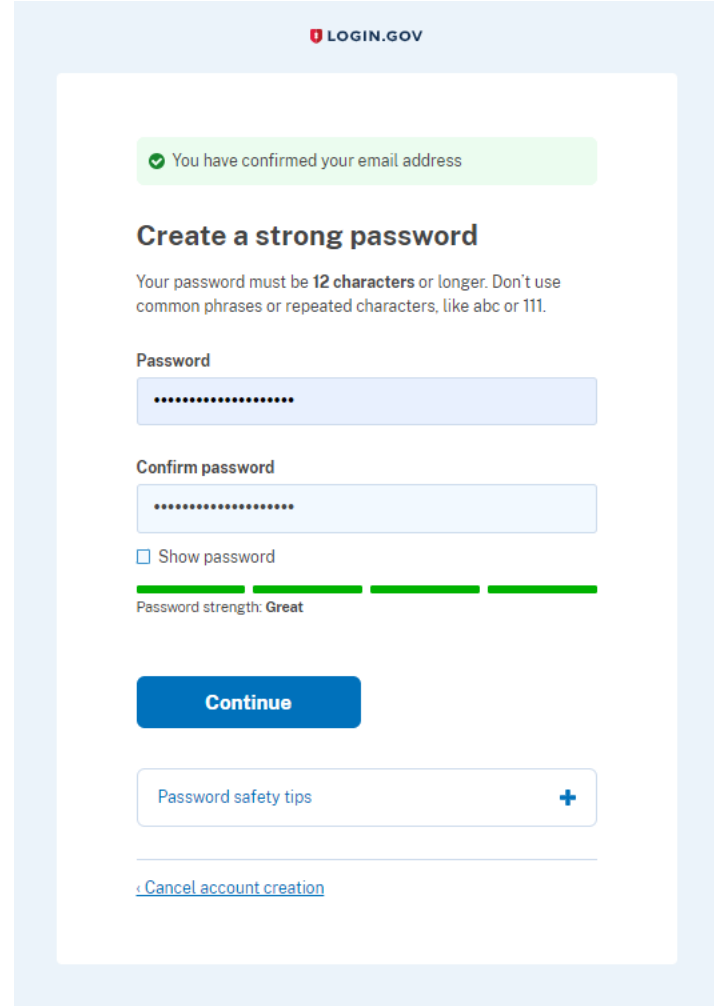
Create a Password

- 12 characters or more
- Site will indicate strength

Multi-Factor Authentication

- Select one or more authentication method(s)
- You will need to do this each time you login
- Depending on your choice, there will be additional steps
  - Download, name, and register app
  - Enter and confirm phone number
  - Generate and save backup codes *(least preferred)*
  - Enter and name security key
  - Name PIV card and enter PIN
- You can add additional methods later

Agree and Continue

- Login.gov account **created**
- Brought back to your **company's page** reporting in DAMIS
- **Enter** data as usual
- '**Invite**' FTA-covered Subrecipients & Contractors
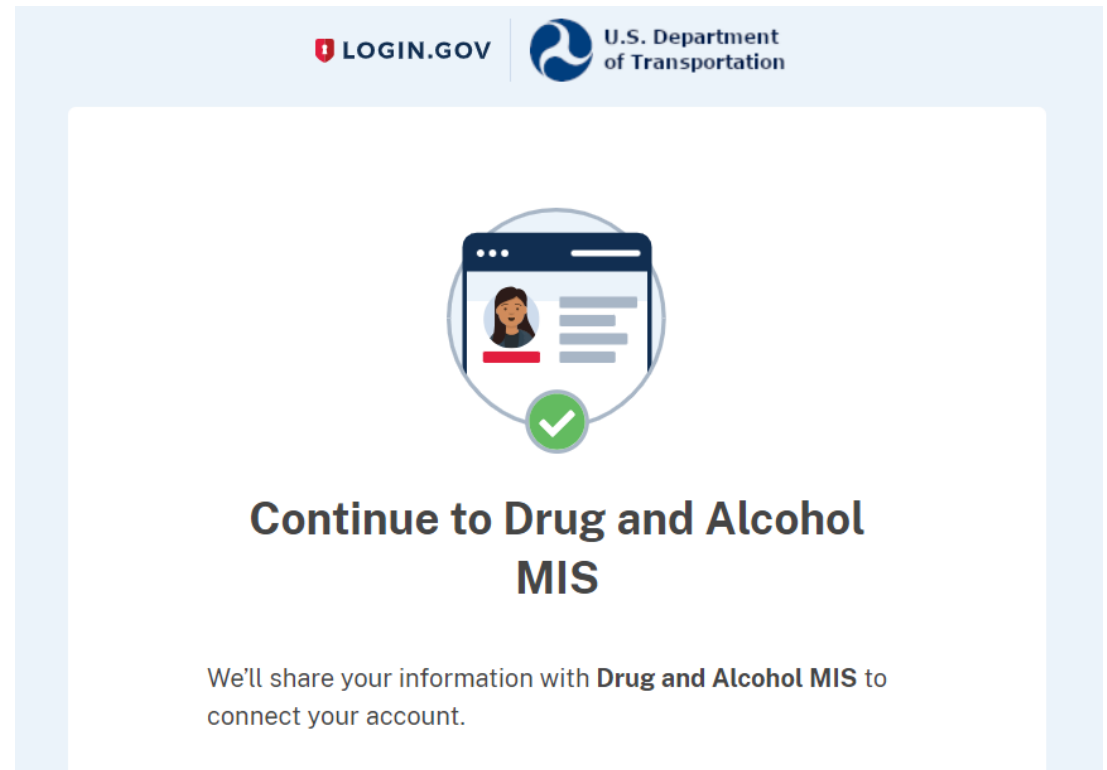
Inviting Subrecipients and Contractors

- Once registered, grantees 'invite' FTA-covered Subrecipients & Contractors

- Grantees – Confirm current list of subrecipients and contractors
  - Grantee will enter E-mail address for each subrecipient and contractor

- DAMIS – auto generate invitation e-mail to that subrecipient / contractor
  - E-mail will contain 32-digit 'Activation Code'
  - Type in 'Activation Code' to register – Hit Submit

invite by fausan mayeh from Noun Project

One E-mail – One Employer

- An e-mail address can only be associated with **One Employer**

- May **not** use an e-mail address more than once for registration

- Each FTA-Covered Employer (Grantee, Subrecipient, Contractor)
  - Must have specific and **individual** E-mail associated with their account