

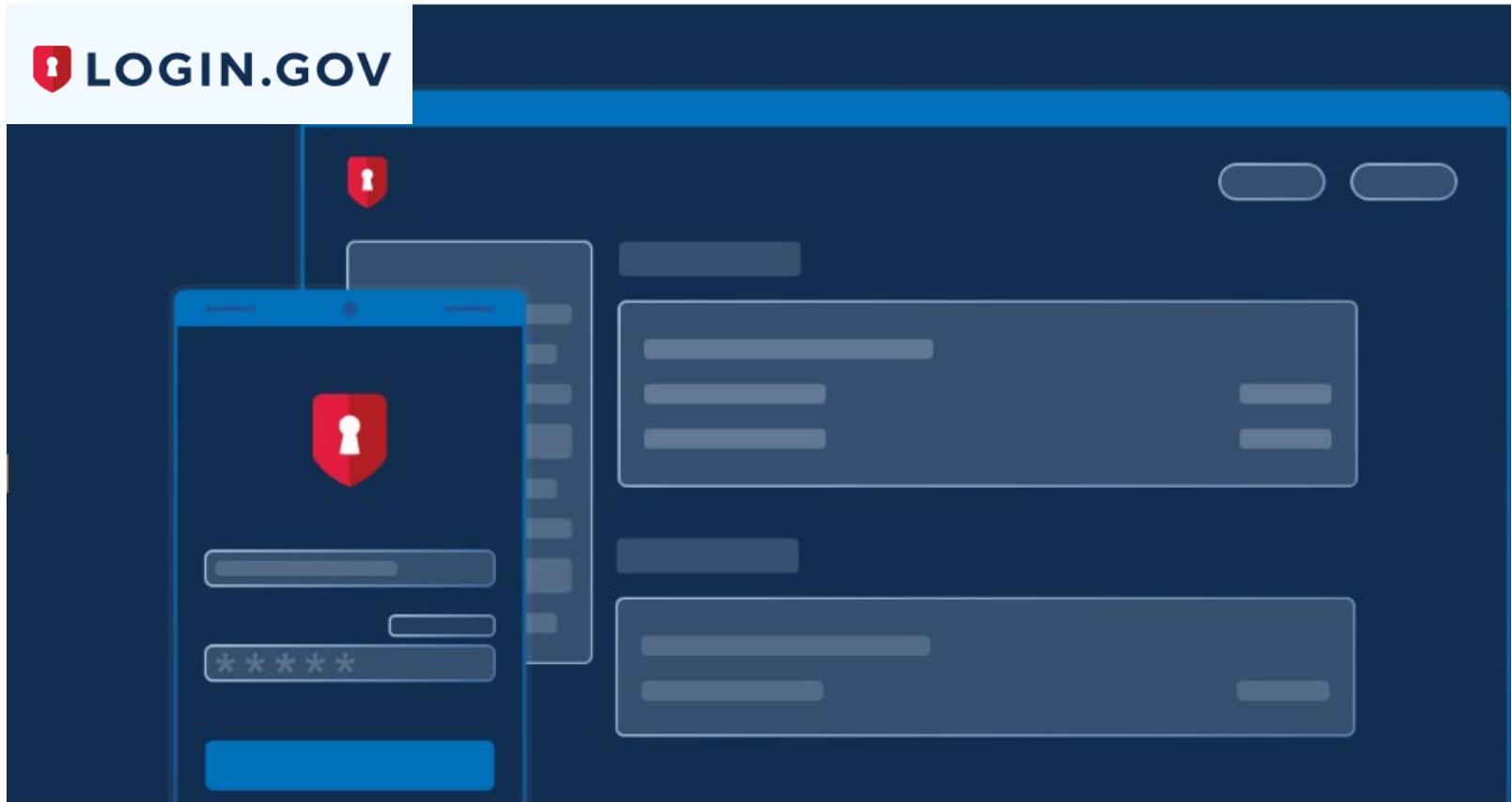
# New DAMIS Login Requirements

- 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](mailto:FTA.DAMIS@dot.gov)

# New Login Process in 2024



# Register for an account

- Go to [DAMIS.DOT.GOV](https://DAMIS.DOT.GOV)
- First time users click **'Register'**.
- **Everyone** will need to **'Register'** this year.
- Once registered you can **Login**.

The screenshot shows the top of the website with the United States Department of Transportation logo and the text "2020 Drug & Alcohol Testing Management Information System". Below this is a white content area with the heading "Welcome to Drug & Alcohol Testing Management Information System". There are two columns of text: "If you have an activation code, please register first." with a "Register" button, and "If you have a registered DAMIS account, login on Login.Gov" with a "Login" button. A link "Click here to obtain an account or if you have any questions." is centered below the buttons. A "WARNING:" box contains a disclaimer about U.S. Government information system use. The bottom right corner has a link to the "DOT Privacy Policy Paperwork Reduction Act Notice (as required by 5 CFR 1320.21)".

United States  
Department of Transportation

2020 Drug & Alcohol Testing Management Information System

Welcome to Drug & Alcohol Testing Management Information System

If you have an activation code, please register first.

Register

If you have a registered DAMIS account, login on Login.Gov

Login

[Click here to obtain an account or if you have any questions.](#)

**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 \(as required by 5 CFR 1320.21\)](#)

# Enter 'Activation Code' from Notification Letter



2020 Drug & Alcohol Testing Management Information System

## Login

First time login

Enter your one-time code:

Submit

Existing DAMIS users: [Go to Login.gov](#)

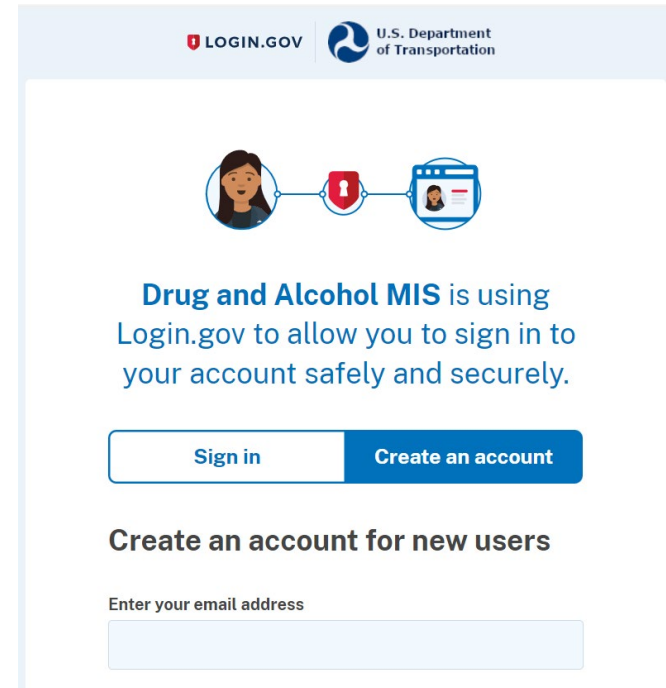
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DOT Privacy Policy  
Paperwork Reduction Act Notice  
(as required by 5 CFR 1320.21)

# First Time Users

- Click “Create an Account”
  - Enter your E-mail
- \* E-mail may only be associated with one Employer



The screenshot shows the top of a web page with the LOGIN.GOV logo and the U.S. Department of Transportation logo. Below the logos is a diagram showing a person's profile icon connected to a shield icon, which is connected to a computer monitor icon. The text reads: "Drug and Alcohol MIS is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". Below the buttons is the heading "Create an account for new users" and a text input field labeled "Enter your email address".

# Confirm your e-mail address

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

 LOGIN.GOV

## Confirm your email

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.

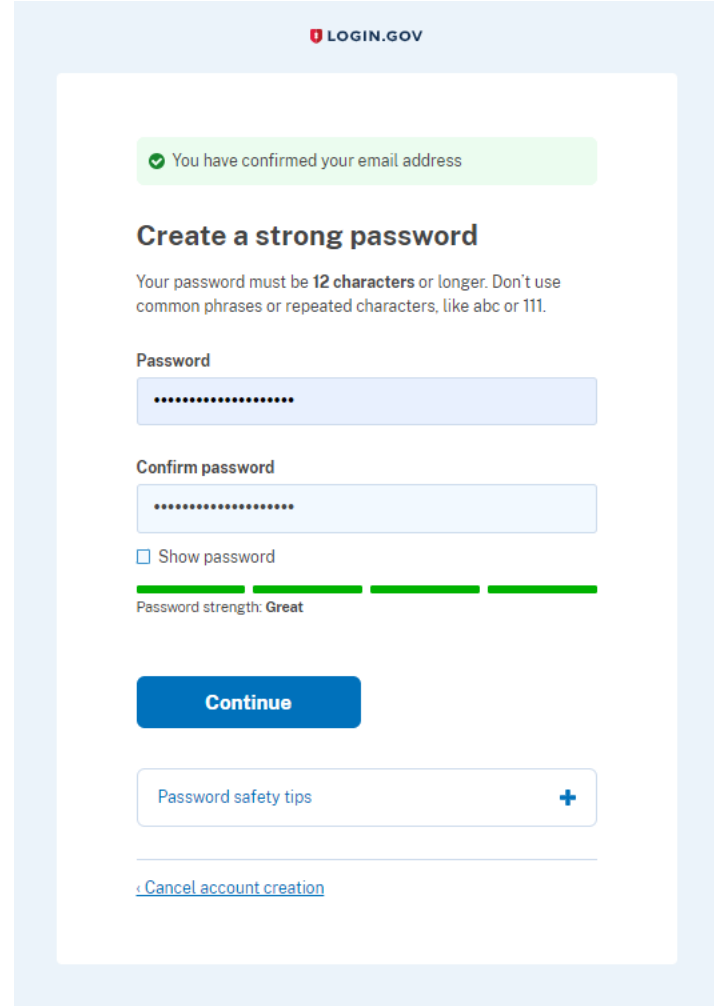
[Confirm email address](#)

[https://secure.login.gov/sign\\_up/email/confirm?confirmation\\_token=HmEmaDtuqSAKLqGS7tfL](https://secure.login.gov/sign_up/email/confirm?confirmation_token=HmEmaDtuqSAKLqGS7tfL)

Please do not reply to this message. If you need help, visit [login.gov/help/](https://login.gov/help/)

# Create a Password

- 12 characters or more
- Site will indicate strength



The screenshot shows the LOGIN.GOV password creation page. At the top right, the text "LOGIN.GOV" is displayed. Below this, a green notification bar with a checkmark icon states "You have confirmed your email address". The main heading is "Create a strong password", followed by instructions: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." There are two input fields: "Password" and "Confirm password", both containing masked characters. Below the "Confirm password" field is a checkbox labeled "Show password". A green progress bar is shown, and below it, the text "Password strength: Great" is displayed. A blue "Continue" button is positioned below the progress bar. At the bottom, there is a link for "Password safety tips" with a plus icon, and a link for "Cancel account creation" with a left arrow icon.

# 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



The screenshot shows the 'Authentication method setup' screen on the LOGIN.GOV website. The page title is 'Authentication method setup' and the subtitle is 'Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.' There are five options listed, each with a checkbox and an icon:

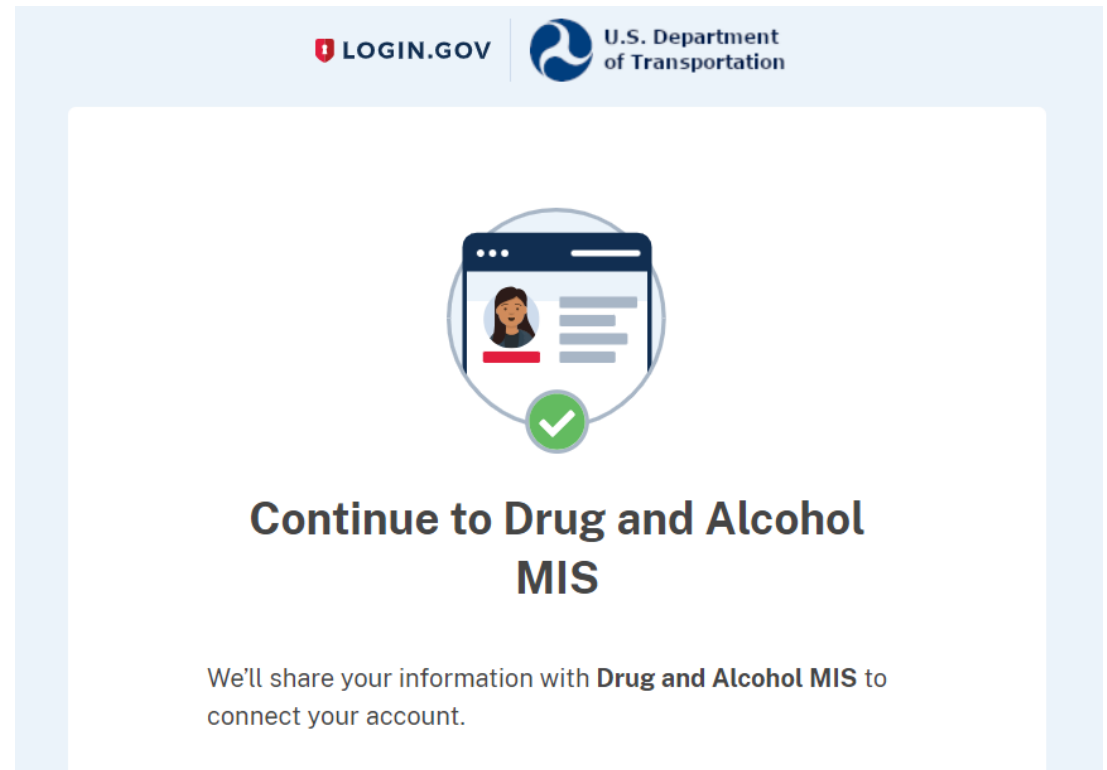
- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

At the bottom of the screen, there is a blue 'Continue' button and a link that says 'Cancel account creation'.



# 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



# 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

