

USER GUIDE | FULL PLAN | UPDATED 2026

Your Fully Managed Compliance Service

How your account works — and what to do when a DOT officer visits.

Written for Full Plan members — no compliance knowledge needed

dotcompliancewatch.com | support@dotcompliancewatch.com

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■ What the Full Plan Includes

With the Full Plan you don't manage anything yourself. You send us your documents — we handle everything else.



We organize your driver files

Every driver file set up correctly with all required documents.



We track every expiration date

CDLs, medical certs, inspections, insurance — we watch them all.



We maintain your compliance records

Drug tests, accidents, HOS records, training — organized and audit-ready.



We prepare you for DOT audits

If FMCSA ever comes, your files will be complete and ready.



Monthly status reports

Every month you'll get a summary of what's expiring and what we've updated.



Your only job

Send us documents when something new happens — new driver, new truck, renewed insurance. We handle the rest.

■ Logging In — What You'll See

When you log in you go straight to the document upload page — that's your home base as a Full Plan member.

1

Go to the login page

Open your browser, go to dotcompliancewatch.com, and click "Login."

2

Enter your email and password

Use the credentials from your welcome email.

3

You land on Submit Documents

Full Plan members go straight to the document upload page. This is where you send us your files.



First time logging in?

Go straight to Section 10 — the Getting-Started Checklist — and start uploading your documents one by one.

■ Getting Around — The Nav Bar

At the top of every page there's a dark navy bar. It has tabs for all 7 compliance modules plus a Submit Docs tab.



The navigation bar shows

Drivers · Drug & Alcohol · Vehicles · Insurance · HOS & ELD · Safety · Training · ■
Submit Docs Click any tab to see the data your specialist has entered for you. All pages are view-only — your specialist makes all changes.



View-only modules

You can browse all your compliance records in every module. You'll see your drivers, vehicles, test records, and more. But you won't see any Add, Save, or Edit buttons — your specialist handles all data entry for you.



The Submit Docs tab

Click this tab anytime to upload a new document to your specialist. You'll also see the status of all your previous uploads.



Sign Out

Click "Sign out" on the far right of the nav bar to log out.

■ How to Upload Your Documents

Uploading is easy — it works just like attaching a file to an email.

1

Click the Submit Docs tab

Find "■ Submit Docs" in the nav bar and click it.

2

Choose the document category

Use the dropdown to select what type of document you're uploading — Driver Files, Medical Certificate, Insurance, etc.

3

Add a note (optional but helpful)

A short note helps us process faster. Example: "John Smith CDL expires Aug 2026" or "New truck Unit #12."

4

Drop your file or click to browse

Drag a file onto the upload area or click to choose from your device.

5

Click "Upload Document"

Hit the gold button. We get notified instantly.

6

Check your upload history

After uploading you'll see the file listed with a status of "Pending" or "Processed."

■ Upload from your phone

Take a photo of a paper document with your phone and upload it directly. A clear photo works fine — no scanner needed.

■ What Happens After You Upload

Once you upload a document our team gets to work right away.

1

We receive it instantly

Our team gets an email the moment you upload.

2

We review and enter the data

We check the document, enter the information into your file, and set up expiration tracking.

3

Status changes to Processed

Your document status updates from "■ Pending" to "✓ Processed" so you know it's done.

4

You're done

That's it. No paperwork, no manual entry, no spreadsheets.



Processing time

Most documents processed within 1 business day. If something is urgent, email us and we'll prioritize it.

■ Viewing Your Compliance Data

After your specialist enters your data you can view it all in the 7 compliance module tabs.



Drivers tab

See all your drivers, their CDL status, medical cert status, and employment history.



Drug & Alcohol tab

See all drug and alcohol test records, random testing selections, and clearinghouse queries.



Vehicles tab

See all your trucks and trailers, annual inspection dates, and maintenance records.



Insurance tab

See your COIs, operating authority, UCR registration, and permit status.



HOS & ELD tab

See your ELD device registrations and any HOS violations on record.



Safety tab

See your accident register and roadside inspection history.



Training tab

See safety meeting logs, driver certifications, and training records.

■ ■ **Don't see your data yet?**

If you just joined, send us your documents and we'll enter everything within 1 business day. Email us at support@dotcompliancewatch.com if you have questions.

■ The DOT Officer Report

When a DOT officer visits or FMCSA schedules an audit — generate your complete compliance report with one click.

1

Click "For DOT Officer" button

Look for the gold button on the right side of the nav bar.

2

Select the year being reviewed

Use the dropdown to pick the calendar year.

3

Click "Generate DOT Report"

A new tab opens with your full compliance report.

4

Save as PDF or print

Click "Save as PDF / Print" at the top.



The report includes all 16 sections

Driver files · DQ checklist · Drug tests · Random testing compliance · Clearinghouse log · Policy acknowledgments · Vehicles · Inspections · Out-of-service history · Insurance · Accidents · Roadside inspections · HOS violations · Safety meetings · Certifications · Training records



Keep a copy ready

Generate your DOT Officer Report at the start of each year and save a PDF copy. You'll have it ready the moment an officer asks.

■ How We Keep You Updated

You'll never wonder what's happening with your compliance. Here's how we communicate with you.



Upload confirmation

Every time you upload, you get an automatic email confirming we received it.



Processing notification

When we finish processing, we send a confirmation email.



10-day expiration alerts

We email you 10 days before anything expires — CDLs, med certs, insurance, inspections.



30-day expiration alerts

We also email you 30 days before anything expires.



Monthly status report

Once a month you'll get a full compliance summary.

■ Contacting Your Specialist

You have a dedicated compliance specialist assigned to your account. Reach out anytime.

■ support@dotcompliancewatch.com

Monday–Friday 8am–6pm CT
Saturday 9am–2pm CT We reply
within 1 business day

Good reasons to contact us:

- You hired a new driver — we'll tell you what documents to send
- You bought a new truck
- One of your drivers was in an accident — we'll walk you through the required steps
- You received a letter from FMCSA or DOT
- A DOT officer is visiting and you want to make sure you're ready
- Any question about DOT compliance — no question is too small

■ Your Getting-Started Checklist

Use this when you first join to make sure we have everything we need to build your complete compliance file.

Drivers

- ✓ Employment application for every driver
- ✓ CDL copy (front and back) for every driver
- ✓ Current medical certificate for every driver
- ✓ MVR (motor vehicle record) for every driver
- ✓ Pre-employment drug test result for every driver
- ✓ Prior employer verification letters
- ✓ Signed drug & alcohol policy for every driver

Vehicles

- ✓ Annual inspection report for every truck and trailer
- ✓ Registration for each vehicle

Insurance & Authority

- ✓ Certificate of Insurance (COI)
- ✓ Operating authority / MC certificate
- ✓ UCR registration

Drug & Alcohol

- ✓ Consortium enrollment confirmation
- ✓ Random test records for the past 3 years



Clearinghouse query records for all drivers
