

Manufacturer Communications Foreign Campaign Portal (MCFCP) User Guide v4

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1. Introduction

Welcome to the National Highway Traffic Safety Administration (NHTSA) Manufacturer Communications Portal (MCFCP). The law requires motor vehicle and equipment manufacturers to submit to NHTSA copies of their communications to dealers, rental companies, or other owners or purchasers about a defect or noncompliance and requires that such communications "shall be accompanied by an index to each communication." 49 U.S.C. 30166(f).

The index must identify the make, model, and model year of the affected vehicles and include a concise summary of the subject matter of the communication. 49 U.S.C. 30166(f)(2). This index requirement has been in effect since October 1, 2012. See MAP-21, Public Law 112-141, §3, 126 Stat. 405,413 (2012).

The MCFCP provides an easy-to-use, online application that allows manufacturers to submit their communications and the required index information to NHTSA. NHTSA recommends that manufacturers use the MCFCP to submit copies of their communications to dealers, rental companies, owners, or purchasers about a defect or noncompliance, rather than submitting them via e-mail.

Manufacturers using the MCFCP can submit single submissions through the New Communication feature. If the manufacturer has multiple submissions to submit at a time, they can use the Manufacturer Index Submission (MIC) to submit their communications via an index.

The MCFCP also provides for submitting a Nothing to Report (NTR) notification for those months where no communications were made.

This guide is designed to supplement the guidance provided in NHTSA Enforcement Guidance Bulletin 2016-01; Guidance on Submission and Treatment of Manufacturer Communications to Dealers, Owners, or Purchasers about a Defect or Noncompliance, 81 Fed. Reg. 16,270-16,275 (Mar. 25, 2016).

2. Overview

Since motor vehicle and motor vehicle equipment manufacturers, including those for tires and car seats, are required to submit to NHTSA copies of their communications that were sent to dealers, rental companies, or other owners or purchasers about a defect or noncompliance, MCFCP was developed to allow you to submit and manage those communication submissions, either individually or in bulk. In months when no communications were sent, MCFCP enables you to provide a notification of that fact to NHTSA. This document will provide you with the information you need to know about using MCP.

You will be able to access MCFCP using a modern version of a standard Web browser (e.g., Chrome, Edge, Firefox, and Safari) at the following address: <https://portal.nhtsa.gov/>. Only users who have registered with NHTSA will be allowed to access MCFCP. Your user email address, along with a password that you set, will be required to log in to the application.

3. Account Setup

To gain access to the MCFCP, you will need to register with NHTSA and have a Login.gov account with the same email you use to register for the MCFCP.

New Account Setup Steps

1. Email the MCFCP Help Desk at mc.helpdesk@dot.gov indicating you would like access to the MCFCP.
2. Follow the instructions in the ensuing emails you receive to set up your account.
3. Once NHTSA activates your MCFCP account, you must login to the MCFCP via Login.gov. Login.gov is a free General Services Administration (GSA) service which provides a centralized authentication gateway for secure and private access to participating government systems. Your Login.gov account and your NHTSA MCFCP accounts are linked via your email address. Your Login.gov account email and your NHTSA MRP account email **must** match. Otherwise, you will not be able to access the MCFCP.
4. Unless you already have an existing Login.gov account with an email that matches your MCFCP account email, set up your Login.gov account by choosing the **Create an account** option on the [Login.gov sign-in page](#).

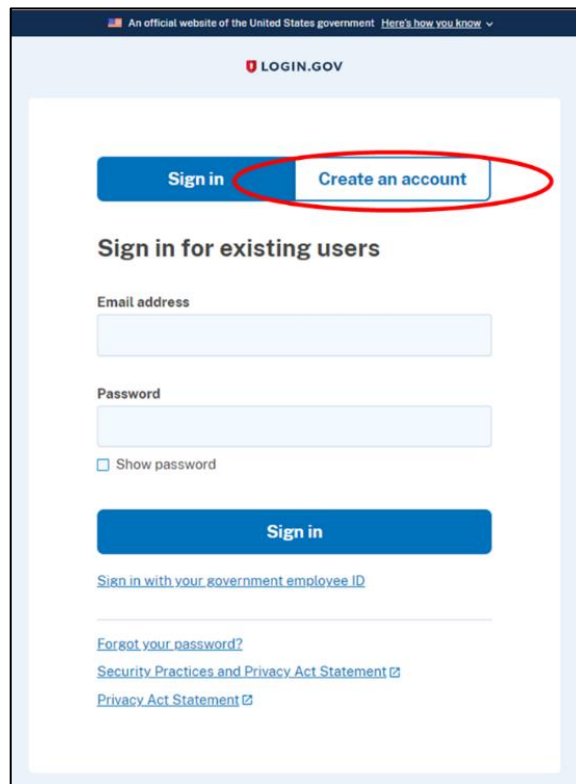


Figure 1 Create Login.gov Account

NOTE: Login.gov is managed by a government entity, GSA, outside NHTSA. If you have questions or problems creating a Login.gov account, please visit the [Login.gov support page](#) to get help.

4. Logging In

The MCFCP Login page can be accessed at <https://portal.nhtsa.gov/>. To log in:

1. Select the textbox next to **Login only if you AGREE to consent to these terms of use.**

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 only.

Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties.

By using this information system you consent to the following:


- You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system;
- At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system; and
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

☐ Login only if you AGREE to consent to these terms of use.

Login with login.gov

Figure 2 Login Warning

2. Click the **Login with login.gov** button.
3. Sign in with the email address you set up for your MCFCP account with NHTSA:



NHTSA Enterprise Portal is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

☐ Show password

[Sign in](#)

Figure 3 Login with Login.gov Account

- a. Enter your email address that is associated with your MCFCP account and your password.
- b. Click the **Sign In** button.
- c. Complete the additional security factors you created when you set up your Login.gov account.

NOTE: Login.gov is managed by a government entity, GSA, outside NHTSA. If you have questions or problems creating a Login.gov account, please visit the [Login.gov support page](#) to get help.

4. You will be brought to the Enterprise Portal.

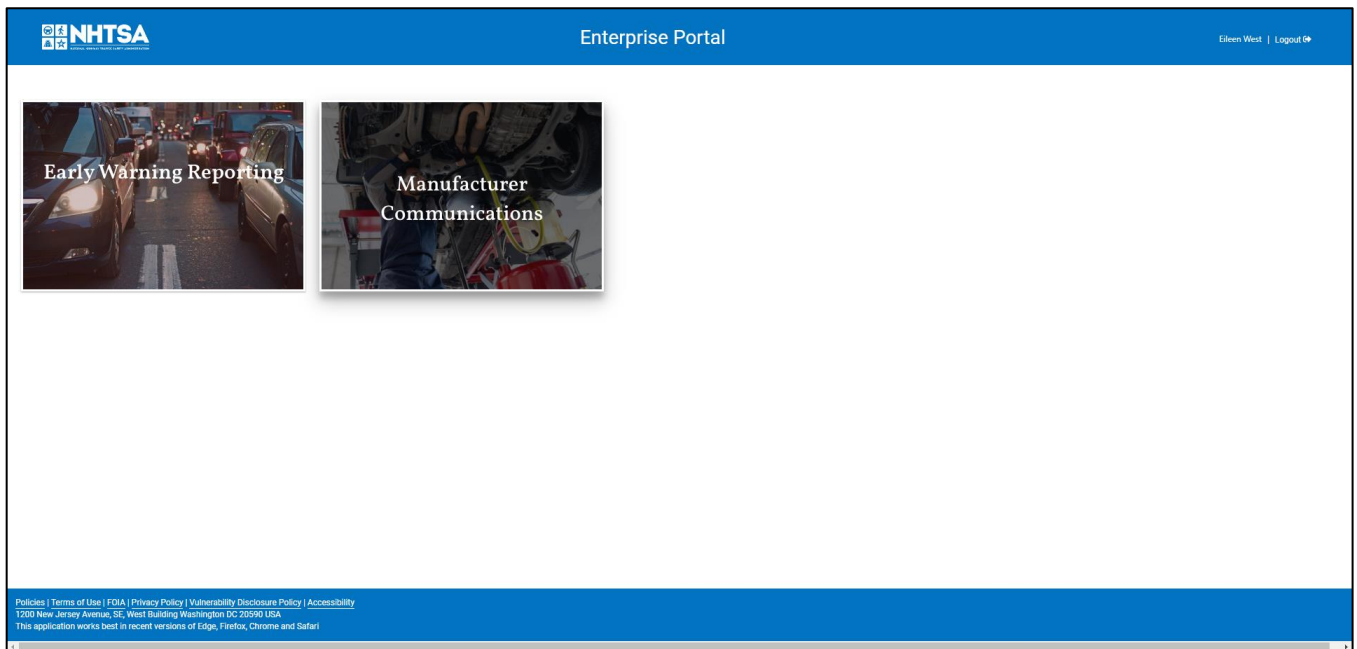


Figure 4 Enterprise Portal

5. Select the **Manufacturer Communications** portal application tile.
6. If you represent more than one manufacturer, when you log in you will be given the choice of which manufacturer you are representing in this session to display the appropriate dashboard page.

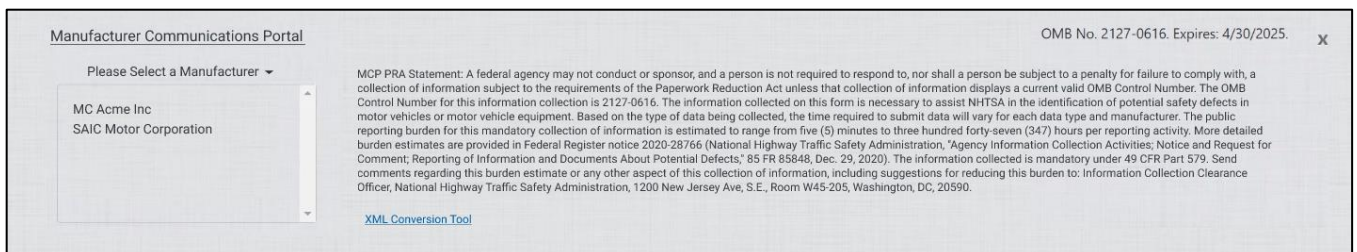


Figure 5 Select Manufacturer Screen

A number of informational links and contact information for the MCFCP Help Desk are provided in the footer of all MCFCP

pages. After logging in, a link to Help in the footer will bring up this document. Where applicable, tooltips are available to help understand a particular field or function. In case of missing data or other errors, a message will be shown to highlight where corrections are needed.

5. Keyboard Navigation

To comply with 508 standards, screen reader keyboard navigation has been implemented in MCP. Standard keyboard navigation instructions can be accessed on the [AG Grid website](#).

6. Manufacturer Communications Portal

6.1 Dashboard

Once you have successfully logged in, you will be shown the dashboard page. A **Return to Portal** link will appear at the top of the page to take you back to the Enterprise Portal tile view. Below this link, your name will be shown along with a **Logout** link for terminating your session. The manufacturer that you are representing will display in the breadcrumb. To change between manufacturers, click the current manufacturer name to open a drop-down of manufacturers you have access to. Select the name of the manufacturer you would like to switch to.

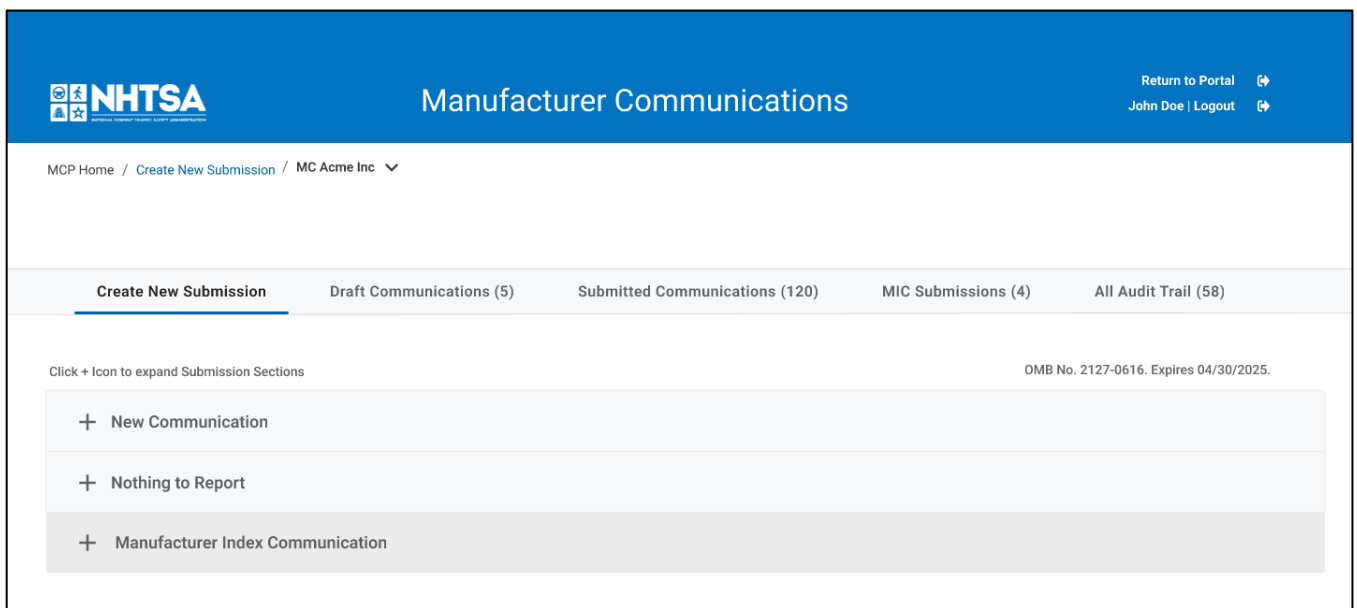


Figure 6 Dashboard Page (Initial)

There are five tabs in this dashboard: **Create New Submission**, **Draft Communications**, **Submitted Communications**, **MIC Submissions**, and **All Audit Trail**. Each of these tabs will be explained in this document.

The functionality on the dashboard mainly consists of the ability to create a new communication submission (either individually or in bulk), to work with previously created and saved draft submissions, and to view any past submissions. The dashboard also provides an Audit Trail that will bring up a history of all actions taken for all your MCFCP submissions and a mechanism for providing a Nothing to Report (NTR) notification for one of the last six months.

6.2 Create New Submission

6.2.1 New Communication

To create a new communication submission, you will need to navigate to the **Create New Submission** tab and select the **+** icon in the **New Communication** accordion. This will open a blank draft form for you to fill out.

A blank draft form is shown below. Each of the sections will be explained in this document.

MC Acme Inc

New Communication

1 General Information 2 Product Information 3 Components 4 Communication Document 5 Supplementary Information

General Information

Choose a Communication Type ⓘ (required) *

Communication Type ▾

MFR Internal Campaign ID/Software Version ⓘ (Optional)

TSB/Document ID ⓘ (required) *

Communication Date ⓘ (required) *

06/22/2023 📅

Concise Summary ⓘ (required) *

Enter a brief description using most pertinent information and general purpose. (4000 characters or less)

4000 characters remaining

Clear Input Fields

Save Draft Next >

Figure 7 New Communication Form

6.2.1.1 Navigation

To navigate between the form sections, click the **Next** and **Previous** buttons at the bottom of the page or select the section name (e.g., **3 Components**).

6.2.1.2 Save Draft Communication

At any time while filling out the **New Communication** form, you can click the **Save Draft** button to save any progress you have made to the form. You do not have to have all fields filled out to do this. A copy of the draft will be saved in the **Draft Communications** tab.

Once a draft has been saved, a **Saved Draft** modal will open with the **Transaction ID** for the communication.

NOTE: IMPORTANT! There is a 1-hour inactivity timeout associated with your MCFCP session, so it is highly recommended that you save your draft if you anticipate a period of inactivity that might approach the 1-hour limit. Any progress made since the last save will be lost if the timeout function is invoked. It is best to save the draft periodically to avoid any inadvertent inactivity timeout.

6.2.1.3 Form Sections

6.2.1.3.1 General Information

The screenshot shows the 'New Communication' form for MC Acme Inc. The form has a progress bar at the top with five steps: 1. General Information (active), 2. Product Information, 3. Components, 4. Communication Document, and 5. Supplementary Information. The 'General Information' section contains the following fields: 'Choose a Communication Type' (required, dropdown menu), 'MFR Internal Campaign ID/Software Version' (optional, text box), 'TSB/Document ID' (required, text box), 'Communication Date' (required, date picker showing 06/22/2023), and 'Concise Summary' (required, text area with a 4000 character limit). A 'Clear Input Fields' button is located at the bottom left, and 'Save Draft' and 'Next >' buttons are at the bottom right.

Figure 8 General Information Tab

The **General Information** tab is used to gather the following information:

- **Communication Type** – Use the drop-down to select the type of communication being submitted.
- **MFR Internal Campaign ID/Software Version** – Enter the manufacturer’s unique identifier for the service campaign if this document is related to one. This field is applicable when **Communication Type** is **Warranty Program/Extension, Emission, Over The Air, or Service Campaign**.
- **TSB/Document ID** – Enter an identifier for the communication being submitted. Up to 25 keyboard characters may be entered.
- **Communication Date** – Enter the date of, or date represented on, the communication being submitted. The date can be selected using the calendar icon to the right of the field or by typing the date in using MM/DD/YYYY format. This field will default to the day’s date that you start the communication form entry.
- **Concise Summary** – Enter, in 4000 characters or less, a brief description of the communication's most pertinent information and the general purpose for the communication. The counter showing the number of characters that can be entered will update as you enter text. Per NHTSA’s previous guidance, NHTSA recommends that a concise summary of the subject matter of a manufacturer's communication, at a minimum, should identify the defect or noncompliance, describe the effect of the defect or noncompliance, and describe the purpose or type of the communication. In many cases, simply repeating the subject line or title of a communication will be insufficient. Likewise, a generic description that does not actually summarize the communication or describes multiple communications with minimal changes, such as

“service bulletin number 123” does not meet the statutory requirements.

NOTE: The following fields are required in the **General Information** section in order to submit the communication: **Communication Type**, **TSB/Document ID**, **Communication Date**, and **Concise Summary**. These fields do not need to be entered to save a draft.

To clear all entered data, click the **Clear Input Fields** button.

6.2.1.3.2 Product Information

MC Acme Inc

New Communication

1 General Information 2 Product Information 3 Components 4 Communication Document 5 Supplementary Information

Add Products Enter one or more characters to filter the list below.

↓ Make/Brand Name	↓ Model/Tire line	↓ Model Year/Tire Size	↓ Product Type
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck

Figure 9 Product Information Tab

The **Product Information** tab allows for the selection of the products that are the subjects of the communication being submitted. There are two sections within this tab: **Add Products** and **Selected Products**. The Selected Products section will not appear until products have been added to the communication.

Add Products

The **Add Products** section is used to add products to the communication and displays all the products associated with the manufacturer.

You can use the **Search** field to limit the products shown to those that contain the characters entered in the text box. The listing will immediately filter the records as characters are entered. Clearing the **Search** box will again display all products.

To add products:

- To add individual products, click the checkbox next to applicable products and click the **Add Selected** button.

- Prior to clicking the **Add Selected** button, you can clear your selections by clicking the **Clear Selected Products** button.
- To select multiple products at a time, use the **Search** field to filter your results, click the **Select All** button, and then click the **Add Selected** button. If you have applied a filter, the products in that filter will be checked. If you have not applied a filter, all products will be checked.

Selected Products

MC Acme Inc

New Communication

1

2

3

4

5

General Information

Product Information

Components

Communication Document


Supplementary Information

Selected Products

Enter one or more characters to filter the list below.

Make/Brand Name	Model/Tire Line ↑	Model Year/Tire Size	Product Type	Remove
MC Acme Inc.	V-ICKEL	2014	Vehicles	Remove
MC Acme Inc.	V-ICKEL	2014	Vehicles	Remove

Add Products

Enter one or more characters to filter the list below. 

↓ Make/Brand Name	↓ Model/Tire line	↓ Model Year/Tire Size	↓ Product Type
<input checked="" type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input checked="" type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck

Add Selected Products

Select All

Clear Selected Products

Save Draft

< Previous

Next >

Figure 10 Selected Products Section

Once products are added to the communication, a **Selected Products** section will display the products selected. This section shows which products have been added to the communication.

You can use the **Search** field to limit the products shown to those that contain the characters entered in the text box. The listing will immediately filter the records as characters are entered. Clearing the **Search** box will again display all products.

To remove products from the communication, click the **Remove** button.

NOTE: To submit a communication, at least one product needs to be added to the communication. A product does not need to be added to save a draft.

6.2.1.3.3 Components

MC Acme Inc

New Communication

1 General Information 2 Product Information 3 Components 4 Communication Document 5 Supplementary Information

NHTSA Components (select a maximum of 5)

Standard Vehicle Components

- ☐ Airbags ⓘ
- ☐ Body ⓘ
- ☐ Brakes ⓘ
- ☐ Electrical ⓘ
- ☐ Engine ⓘ
- ☐ Fuel/Propulsion System ⓘ
- ☐ Lighting ⓘ
- ☐ Power Train ⓘ
- ☐ Seat Belts ⓘ
- ☐ Seats ⓘ
- ☐ Speed Control ⓘ
- ☐ Steering ⓘ
- ☐ Suspension ⓘ
- ☐ Visibility/Wiper ⓘ
- ☐ Wheels ⓘ
- ☐ Other/I Am Not Sure ⓘ

Advanced Driver Assistance System (ADAS)

- ☐ Adaptive Cruise ⓘ
- ☐ Automatic Emergency Braking ⓘ
- ☐ Blind Spot Warning ⓘ
- ☐ Forward Collision Warning ⓘ
- ☐ Lane Departure Warning ⓘ
- ☐ Lane Keeping Assistance ⓘ
- ☐ Parking Collision Warning ⓘ
- ☐ Rear Cross Traffic Warning ⓘ

MFR Components

MFR Component System ⓘ
Enter Component System

MFR Component Subsystem ⓘ
Enter Component Subsystem

Clear Selected Components Save Draft < Previous Next >

Figure 11 Components Tab

There are two sections within the **Components** tab: **NHTSA Components** and **MFR Components**.

The **NHTSA Components** are broken up into two lists: **Standard Vehicle Components** and **Advanced Driver Assistance System (ADAS)**. Hover over the ⓘ icon to see information regarding each component. At least one component must be selected and up to five components can be selected across the two lists. If the component is not listed or is not clearly defined, select **Other/I am Not Sure**. To clear all selected components, click the **Clear Selected Components** button.

The **MFR Components** section is optional. Enter any component systems in the **MFR Component System** field and any component subsystems into the **MFR Component Subsystem** field.

NOTE: To submit a communication, at least one component needs to be added to the communication. A component does not need to be added to save a draft.

6.2.1.3.4 Communication Document

MC Acme Inc

New Communication

1

2

3

4

5

General Information
Product Information
Components
Communication Document
Supplementary Information

Communication Document (required) *

Upload communication document below. Only PDF files can be submitted with a maximum size of 50 MB. Filenames must be 150 characters or less. If "Contains PII" is chosen on the uploaded document, a second redacted file must be uploaded.

Document Name	Size	Document Type	Uploaded	Document	Contains PII	Redacted	Remove Document

Document Type ▾

Select Document

Save Draft

< Previous

Next >

Figure 12 Communication Document Tab

The **Communication Document** tab allows you to select the actual communication document that you will be uploading for the submission. The file must be a non-empty PDF file no larger than 50 MB. The filename should be no longer than 150 characters. A maximum of two files will be allowed to be uploaded for a given submission. If a submission does not contain PII, only one document should be uploaded. If a submission contains PII, a second redacted document will also need to be uploaded.

To upload a document:

1. Click the **Document Type** drop-down button to select the type of document.
2. Click the **Select files...** button to open a navigation window so that you can locate the appropriate file.
3. If the file contains PII, select the **Contains PII** checkbox.
4. If the file is the redacted version of a document, select the **Redacted** checkbox.

Once the maximum of two documents are uploaded, the **Select files...** button will disappear. If you need to replace a file, select the **Remove Document** checkbox and then click the **Save Draft** button. The **Select files...** button will reappear for a new file upload.

NOTE: To submit a communication, a document needs to be added. A document does not need to be added to save a draft.

6.2.1.3.5 Supplementary Information

MC Acme Inc

New Communication

1 General Information 2 Product Information 3 Components 4 Communication Document 5 Supplementary Information

Supplementary Information

Check the box below if the submission contains Personally Identifiable Information (PII)

☐ Personally Identifiable Information (PII) ⓘ

Comments ⓘ

Enter comments, clarifications, missing product information, elaborations on PII, etc.

NHTSA intends to publicly post all manufacturer communications submitted to it through the MCP, pursuant to 49 U.S.C. 30166(f).

Clear Input Fields

Save Draft Submit < Previous

Figure 13 Supplementary Information Tab

The **Supplementary Information** tab allows you to provide any additional information regarding the submission that is important for the proper handling of your communication.

A checkbox is available to indicate that the submission contains Personally Identifiable Information (PII). There is also a **Comments** box that will allow up to 1000 characters for you to provide comments, clarifications, missing product information, elaborations on any PII, etc., that will help the NHTSA reviewers to fully understand your communication submission. The counter showing the number of characters that can be entered will update as you enter text.

To clear all entered data, click the **Clear Input Fields** button.

6.2.1.4 Submit Communication

Once you have completed the form and are ready to send your communication and its supporting information to NHTSA, select the **Submit** button at the bottom of the form. If there are no incomplete required fields or other issues, the current version of the form and its associated communication document will be transmitted to NHTSA.

Once the communication has been submitted, you will be redirected to the **Submitted Communications** tab. The communication will appear in the **Submitted Communications** tab. If you have previously saved a draft of the communication, the communication will no longer appear in the **Draft Communication** tab. You will no longer be able to edit it, so be sure that it is as complete and accurate as possible.

If errors are detected at the time of submission, one or more messages will be displayed on the draft form in the areas that need correction. Please make the appropriate changes needed and re-submit your communication. Contact the MCFCP Help Desk at MC.Helpdesk@dot.gov if you have any questions or issues with completing your submission.

6.2.2 Nothing to Report (NTR)

When the manufacturer has no communications as specified above to be submitted in a given month, a notification of that fact is required to be made.

To submit an NTR, navigate to the **Create New Submission** tab and select the + icon in the **Nothing to Report (NTR)** accordion. This will open a blank NTR for you to fill out.

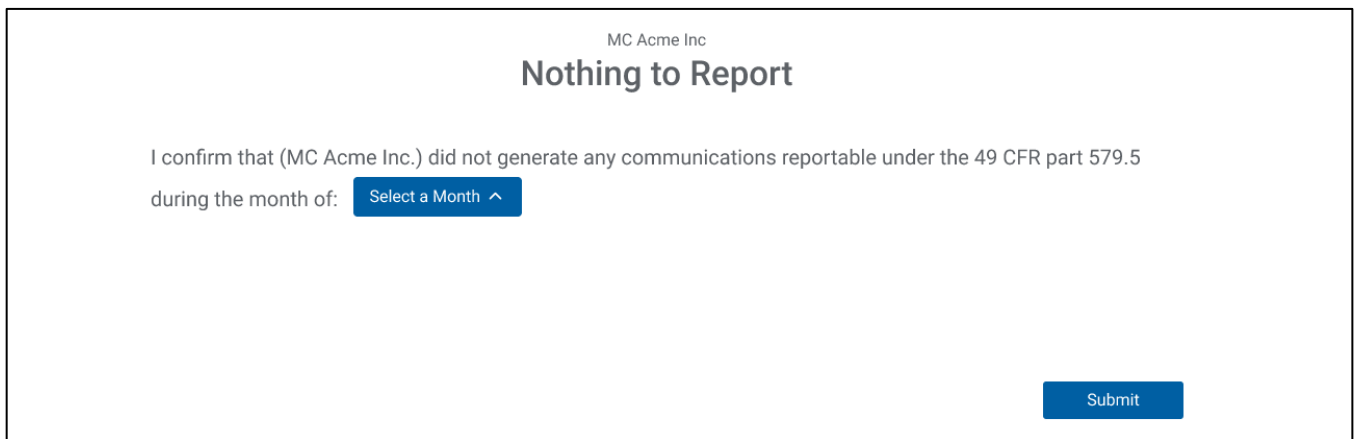
The screenshot shows a web form titled "Nothing to Report" for "MC Acme Inc.". The form contains a statement: "I confirm that (MC Acme Inc.) did not generate any communications reportable under the 49 CFR part 579.5 during the month of:". To the right of this statement is a blue button labeled "Select a Month ^". At the bottom right of the form is a blue button labeled "Submit".

Figure 14 Nothing to Report Form

Click the **Select a Month** drop-down button and select the month you are submitting the NTR for. You can submit up to six months prior.

Click the **Submit** button. You will be redirected to the **Submitted Communications** tab and a successful notification submission will be shown in the **Submitted Communications** listing with a **TSB/Document ID** of **No comms yyyy-mm** where **yyyy-mm** indicates the subject month (e.g., **No comms 2020-12** for the month of December 2020).

If you click the **Submit** button in one of the following scenarios, an error message will be displayed and no notification will be submitted in the following cases:

- One or more communications have already been submitted for the selected month.
- A previous NTR has already been made for the selected month.

NOTE: An actual communication can be submitted normally even if an NTR notification has already been submitted for the current month.

6.2.3 Manufacturer Index Communication (MIC)

If you have multiple communications to submit at a time, you can use the MIC submission to submit these in bulk, using a ZIP file that contains all the required information for all the communications.

To submit a MIC, navigate to the **Create New Submission** tab and select the + icon in the **Manufacturer Index Communications (MIC)** accordion. This will open a blank MIC for you to fill out.

MC Acme Inc

Manufacturer Index Communication

Manufacturer Index Communication Document

[XML Conversion Tool](#)

Select the button below to choose the document you want to upload. The filename should be 80 characters or less. Only a Zip file is allowed. The maximum size is 1 GB.

Select a Submission

Figure 15 Manufacturer Index Communications (MIC) Form

6.2.3.1 Prepare XML-Based Index File

The first thing you will need to do is prepare your XML-based index file.

If you are creating your XML index file from scratch, you will need the schema to guide your XML generation and validation of the final XML for submission.

If you are continuing to generate the index file in Excel format, you will need to use NHTSA's [Excel-to-XML \(E2X\) conversion tool](#) to convert your Excel file to the new XML format:

NOTE: The XML schema for XML-based index file can be found in the [XML Schema for XML-Based Index File](#) section of this document.

NOTE: NHTSA has revised the index file Excel template, which can be found in the [Index File Excel Template \(version 2.0\)](#) section of this document. The previous Excel template will no longer be accepted.

NOTE: The E2X conversion tool can only convert the new Excel template to XML. The E2X conversion tool not only produces the XML version of the Excel index file it is fed, but it also automatically validates the resulting XML against the XML schema and provides the results. This allows you to quickly zero in on any found XML errors and fix them. If errors are found in your converted file, you can continue to fix the Excel and retry the conversion again until there are no longer XML validation errors. When there are no XML validation errors, your XML is ready to submit.

1. Click the **XML Conversion Tool** hyperlink and you will be brought to the [Excel-to-XML \(E2X\) conversion tool](#) page.

Figure 16 XML Conversion Tool

2. Click the drop-down and select **Manufacturer Communications Index**.
3. Click the **Choose Files** button to upload an XLS that needs to be converted.
4. Click the **Process** button.
 - a. The XML data will be populated in the **XML Data** section.
 - b. Any errors will be displayed in the **Errors** section.
 - c. Click the **Save File** button to save your new XML file.

6.2.3.1.1 XML Schema for XML-Based Index File



manufacturer-comm
unications-schema-v1

XLM Schema for XML-Based Index File:

Upon submission of a schema-valid XML index file, the NHTSA system conducts further business rules validations. The following are the current business rules validation that are run. To be accepted as a valid submission, a MIC submission must pass both the XML schema validation as well as business rules validation.

Business Rule ID	Description
1.	There must be one document per communication. If the document is flagged has containing PII, a second document in which all PII is redacted must also be included and flagged as not containing PII.
2.	Documents must be of type PDF.
3.	There must not be extraneous documents in the ZIP file (i.e., files that are not identified in the XML index file).

Business Rule ID	Description
4.	Each provided Make, Model and Model Year will be validated against the NHTSA provided catalog of products for your company.

6.2.3.1.2 Index File Excel Template (version 2.0)



manufacturer-comm
unications-template-v

Index File Excel Template (version 2.0):

The table below shows the new fields in the new index file Excel template. Note that that new Excel template has two worksheets. All fields which do not exist in the previous Excel template are new and shown with an asterisk prefix.

Old Excel Template <i>Mfr Comm Index Worksheet of Excel</i>	New Excel Template <i>MIC Worksheet of Excel</i>	Description
No.	No.	See description here .
MFR TSB/Document ID	TSB / Document ID	See description here .
MFR Communication Date	MFR Communication Date	See description here .
N/A (field does not exist)	*MFR Internal Campaign ID / Software Version	New field. The manufacturer's unique identifier for the service campaign if this document is related one.
N/A (field does not exist)	*Communication Type	New field. Type of communication being submitted. The choices are: <ol style="list-style-type: none"> 1. Service Bulletin / Repair Instructions 2. Service Campaign 3. Warranty Program / Extension 4. Over The Air 5. Emissions 6. Other
N/A (field does not exist)	*Document Type	New fields. The type of communication document. Valid values are: <ol style="list-style-type: none"> 1. Dealer Letter 2. Owner Letter 3. Bulletin 4. Other
N/A (field does not exist)	*File Name (Contains PII)	New field. Provides the file name of the associated communication document. When the communication document contains PII, provide the file name in this column and provide the file name of the same document with PII redacted in the "File Name (Does NOT Contain PII)" column. If the communication document has no PII, then do not provide the file name in this column and instead only provide the file name under "File Name (Does NOT Contain PII)".

Old Excel Template <i>Mfr Comm Index Worksheet of Excel</i>	New Excel Template <i>MIC Worksheet of Excel</i>	Description
		Important: For each document, you must provide the file name of the document with PII and without PII, respectively.
N/A (field does not exist)	*File Name (Does NOT Contain PII)	<p>New field. Provides the file name of the associated communication document that does not have PII. When the communication document provided in the “File Name (Contains PII)” column contains PII, provide the file name of the document with PII redacted in this column. If the communication document has no PII, then do not provide the file name in the “File Name (Contains PII)” column and instead provide it here.</p> <p>Important: For each document, you must provide the file name of the document with PII and without PII, respectively.</p>
Make	Make	See description here .
Model	Model	See description here .
Model Year	Model Year	See description here .
N/A (field does not exist)	*NHTSA Components	<p>New field. The components of the products involved in communications are:</p> <ol style="list-style-type: none"> 1. Adaptive Cruise Control 2. Air Bags 3. Automatic Emergency Braking 4. Blind Spot Warning 5. Body 6. Brakes 7. Electrical 8. Engine 9. Forward Collision Warning 10. Fuel/Propulsion System 11. Lane Departure Warning 12. Lane Keeping Assistance 13. Lighting 14. Other/I Am Not Sure 15. Parking Collision Warning 16. Power Train 17. Rear Cross Traffic Warning 18. Seat Belts 19. Seats 20. Select the Component 21. Speed Control 22. Steering 23. Suspension 24. Visibility/Wiper 25. Wheels
N/A (field does not exist)	*MFR Component System (max 128 characters)	New field. The manufacturer’s top-level component of the products involved in

Old Excel Template <i>Mfr Comm Index Worksheet of Excel</i>	New Excel Template <i>MIC Worksheet of Excel</i>	Description
		communications. This is free form text.
N/A (field does not exist)	*MFR Component Subsystem (max 128 characters)	New field. The manufacturer's component subsystem of the component identified above. This is free form text.
Concise Summary (2000 character limit)	Concise Summary (max 4,000 characters)	See description here . Note the increase in the size of this field.

6.2.3.2 Upload ZIP File

Once your XML file is generated, create the file for upload. The file must be a non-empty ZIP file no larger than 1 GB. The filename should be no longer than 80 characters. Only one file will be allowed to be uploaded for a given submission. The ZIP file must contain the XML file with the requested information as well as the PDF file(s) for communication(s).

NOTE: For each document, you must indicate whether the document contains PII or not. For documents that contain PII, NHTSA expects that you submit a second document with each communication with the PII information redacted. Ensure you properly flag these redacted documents in your index file as not containing PII.

Click the **Select files...** button to open a navigation window so that you can locate the appropriate file. The **Remove Document**, **Submit**, and **Cancel** buttons will appear, as well as the filename and size of your ZIP file.

If you need to replace a file, click the **Remove Document** or **Cancel** button and upload a new document.

To submit your MIC:

1. Click the **Submit** button to submit the MIC.
2. A **Confirm Submit** modal will open.
3. Click the **Submit** button.
4. A **Submission Successful** modal will open.
5. You will be redirected to the **MIC Submissions** tab and the **Status** will default to **Processing**.

Once you upload the file, the system validates the XML file in your ZIP against the provided NHTSA XML schema. If the XML is valid, then the system conducts additional business rules to ensure the submission, including the associated documents, is valid.

6.3 Draft Communications

To view the list of draft communications, navigate to the **Draft Communications** tab.


Create New Submission						
Draft Communications (22)						
Submitted Communications (23)						
MIC Submissions (15)						
All Audit Trail (275)						
<div> <div>5</div> <div>Records per page</div> <div>Enter Keyword or ID number</div> </div>						
<div> <div>Click + Icon to View, Edit or Submit a Draft Communication.</div> <div>OMB No. 2127-0616. Expires 04/30/2025.</div> </div>						
Transaction ID	TSB / Document ID	Communication Date	Modified Date ↓	Concise Summary	Document	Audit Trail
+ 24MC11000627		3/4/2024	3/6/2024			+ 🔍
+ 24MC11000463	55	2/23/2024	2/23/2024	55		+ 🔍
+ 24MC11000462	123	2/23/2024	2/23/2024			+ 🔍
+ 24MC11000172	1234567890123456789012345	2/1/2024	2/22/2024			+ 🔍
+ 24MC11000396		2/21/2024	2/21/2024			+ 🔍
<div>1 to 5 of 22</div> <div> <div><<</div> <div><</div> <div>Page 1 of 5</div> <div>></div> <div>>></div> </div>						

Figure 17 Draft Communication Tab

The **Draft Communications** tab shows the number of rows contained in the table in parentheses. A drop-down below the header allows you to select how many records you see per page (**5**, **10**, or **20**). If there are more entries than the selected number, you can use the page navigation items in the lower right to access other entries. A **Search** field below the header allows you to search the list of draft communications using a keyword.

The following fields are displayed for each draft communication:

Field Name	Description
Transaction ID	ID generated by the system. Selecting the Transaction ID will bring up the associated draft submission for viewing, editing, or deleting.
TSB/Document ID	ID user entered.
Communication Date	Date user selected as the communication date.
Modified Date	Date the communication was last updated.
Concise Summary	Summary information user entered. Hovering the cursor over the partial entry under Concise Summary will display the full text of the Concise Summary .
Document	A link to the PDF uploaded to the communication. If there is a PDF icon shown in the Document column, it can be selected for viewing the associated communication document.
Audit Trail	An expander that will open an audit trail table.

To edit a draft communication, click the **+** icon in the **Transaction ID** column in the row of the communication you would like to view. The communication will open.

24MC11000627

3/4/2024

3/6/2024

+ Q

Ewr Volpe Acme Inc.

Draft Communication

1

2

3

4

5

General Information

Product Information

Components

Communication Document

Supplementary Information

General Information

Choose a Communication Type ¹ (required) *

Emissions

MFR Internal Campaign ID / Software Version ¹

TSB / Document ID ¹ (required) *

Communication Date ¹ (required) *

03/04/2024

Concise Summary ¹ (required) *

4000 characters remaining

Clear Input Fields

Save Draft

Next >

Figure 18 Draft Communication Form

To view an audit trail of the draft communication, click the **+** icon in the **Audit Trail** column in the row of the communication you would like to view. An audit trail table will open. Click the **Print** button to print the audit trail table. Click the **Edit Draft** button to launch the draft communication in edit mode.

24MC11000627

3/4/2024

3/6/2024

+ Q

Audit Trail

Enter one or more characters to filter the list below.

Transaction ID	TSB / Document ID	Action	Created Date ↓	Created By
24MC11000627		Draft Communication Saved	03/06/2024 10:36:06	George D'Amato
24MC11000627		Draft Communication Created	03/04/2024 15:58:08	Gina Gelement

1 to 2 of 2 < > Page 1 of 1 > >

Print

Edit Draft

Figure 19 Draft Communication Audit Trail

6.4 Submitted Communications

To view the list of submitted communications, navigate to the **Submitted Communications** tab. The **Submitted Communications** tab provides a listing of all communications that were submitted through MCFCP. Editing and deleting are not allowed on submitted communications.

Create New Submission

Draft Communications (22)

Submitted Communications (23)

MIC Submissions (15)

All Audit Trail (275)

5

Records per page

☒ Last 30 days

☐ Last 60 days

☐ Last 90 days

☐ All

Enter one or more characters to filter the list below.

Submitted communications can only be viewed

Transaction ID	TSB / Doc. ID	Comm. Date	MIC Filename	Submitted ↓	Status	Type	NHTSA ID	Document	Audit Trail
24MC11000465	Civic-1	12/01/2023	MIC-1057.xml	02/23/2024 14:55:00	Submitted	MIC	11000465		+ 🔍
24MC11000464	ACCORD-1	11/30/2023	MIC-1057.xml	02/23/2024 14:54:59	Submitted	MIC	11000464		+ 🔍
24MC11000264	123	02/12/2024		02/12/2024 20:17:34	Submitted	Standard	11000264		+ 🔍
24MC11000302	1213	02/12/2024		02/12/2024 20:16:37	Submitted	Standard	11000302		+ 🔍

1 to 4 of 4

< >

Page 1 of 1

> >

Figure 20 Submitted Communications Tab

The **Submitted Communications** tab shows the number of rows contained in the table in parentheses. A drop-down below the header allows you to select how many records you see per page (**5**, **10**, or **20**). If there are more entries than the selected number, you can use the page navigation items in the lower right to access other entries. A radio button allows you to select a time frame of submitted communications (**Last 30 days**, **Last 60 days**, **Last 90 days**, or **All**). A **Search** field below the header allows you to search the list of submitted communications using a keyword.

The following fields are displayed for each submitted communication:

Field Name	Description
Transaction ID	ID generated by the system. Selecting the Transaction ID will bring up the associated submitted submission in read-only mode.
TSB/Document ID	ID user entered.
Communication Date	Date user selected as the communication date.
MIC Filename	The filename of the MIC, if the submission is a MIC submission. If the submission is not a MIC submission, this field will be blank.
Submitted	Date and time the communication was submitted to NHTSA.
Status	Indicates where the submission is in the submission process.
Type	The selected Communication Type .
NHTSA ID	ID generated by the system.
Document	A link to the PDF uploaded to the communication. If there is a PDF icon shown in the Document column, it can be selected for viewing the associated communication document.

Field Name	Description
Audit Trail	An expander that will open an audit trail table.

Entries will show a **Status** of **Submitted** for all communications that were submitted and have passed validation.

To view a submitted communication in read-only mode, click **Transaction ID** column in the row of the communication you would like to view. The communication will open.

MC Acme Inc
X

Submitted Communication

Manufacturer Name:	MC Acme Inc			
TSB / Document ID:	Civic-1			
Communication Date:	12/01/2023			
MFR Internal Campaign ID / Software Version:	Honda-Civic-001			
Communication Type:	Service Bulletin/Repair Instructions			
NHTSA ID:	11000465			
Submitted Date:	02/23/2024 14:55:00			
Status:	Submitted			
Concise Summary:	Test file: This is the concise info for Honda Civic year 2001-2002.			
Selected Products:	Make/Brand Name	Model/Tire Line	Model Year/Tire Size	Product Type
	TBD	TBD	9999	
	TBD	TBD	9999	
Selected Components:	Electrical, Fuel/Propulsion System			
MFR Component System:	GMCMPPT-012			
MFR Component Subsystem:	GMCMPPT-012.SUB.09			

Figure 21 Submitted Communication

To view an audit trail of the submitted communication, click the **+** icon in the **Audit Trail** column in the row of the communication you would like to view. An audit trail table will open. Click the **Print** button to print the audit trail table.

24MC11000264

123

02/12/2024

02/12/2024 20:17:34

Submitted

Standard

11000264

+ 🔍

Audit Trail

Enter one or more characters to filter the list below.

Transaction ID	TSB / Document ID	Action	Created Date ↓	Created By
24MC11000264	123	Communication Submitted	02/12/2024 20:17:36	Mahalaxmi Annavarapu
24MC11000264	123	Draft Communication Saved	02/12/2024 20:00:21	Mahalaxmi Annavarapu
24MC11000264	123	Draft Communication Saved	02/12/2024 19:46:32	Mahalaxmi Annavarapu
24MC11000264	123	Draft Communication Saved	02/12/2024 19:22:55	Mahalaxmi Annavarapu
24MC11000264	123	Draft Communication Created	02/12/2024 18:32:30	Mahalaxmi Annavarapu

1 to 7 of 5

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Page 1 of 1

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Print

Figure 22 Submitted Communications Audit Trail

6.5 MIC Submissions

To view the list of MIC submissions, navigate to the **MIC Submissions** tab. The **MIC Submissions** tab provides a listing of all MIC submissions. Editing and deleting are not allowed.

Create New Submission

Draft Communications (12)

Submitted Communications (3096)

MIC Submissions (8)

All Audit Trail (4315)

5

Records per page

Last 30 days

Last 60 days

Last 90 days

All

Enter one or more characters to filter the list below.

View MIC Validation Errors by clicking Failed link.

Batch ID	Container Filename	Index Filename	Number of Comm.	Status	Submitted
14	virus_test_file.zip			Failed - See Validation Errors	02/22/2024 11:41:51
13	Temp.zip			Failed - See Validation Errors	02/22/2024 11:39:10
8	GM1.zip	GM.xml	2	Failed - See Validation Errors	02/22/2024 06:05:24
7	GM1.zip	GM.xml	2	Failed - See Validation Errors	02/22/2024 05:53:15
6	GM1.zip	GM.xml	2	Failed - See Validation Errors	02/22/2024 05:27:09

1 to 5 of 8

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Page 1 of 2

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Figure 23 MIC Submissions Tab

The **MIC Submissions** tab shows the number of rows contained in the table in parentheses. This table has a 2-year limit. Once a record is older than 2 years, it will no longer display in this table. If you need to see a submission that is 2 years or older, please email the Help Desk at mc.helpdesk@dot.gov. A drop-down below the header allows you to select how many records you see per page (5, 10, or 20). If there are more entries than the selected number, you can

use the page navigation items in the lower right to access other entries. A radio button allows you to select a time frame of MIC submissions (**Last 30 days**, **Last 60 days**, **Last 90 days**, or **All**). A **Search** field below the header allows you to search the list of submitted communications using a keyword.

The following fields are displayed for each submitted communication:

Field Name	Description
Batch ID	ID generated by the system.
Container Filename	Filename of the ZIP file.
Index Filename	Filename of the XML file.
Number of Comm.	Number of communications included in the ZIP file.
Status	Indicates where the submission is in the submission process.
Submitted	Date and time the communication was submitted to NHTSA.

This entry will show a **Status** of **Processing**. If the submission is successful, the **Status** will change to **Success**. If the submission is unsuccessful, the **Status** will change to **Failed – See Validation Errors**. This change will be visible when the next log-in to MCFCP following the submission’s acceptance refreshes the data on the dashboard.

If a MIC submission fails, click the **Failed – See Validation Errors** hyperlink. A **Validation Errors** module will open with a **Download Validation Errors** button and an **XML Conversion Tool** hyperlink. Click the **Download Validation Errors** button and a validation error TXT file will download and open in Notepad with a list of the errors. Click the **XML Conversion Tool** hyperlink and you will be brought to the [Excel-to-XML \(E2X\) conversion tool](#) page.

6.6 All Audit Trail

To view the Audit Trail, navigate to the **All Audit Trail** tab. The major actions that occur for both draft and submitted communications are captured in the Audit Trail. This includes actions such as creating, saving, submitting, and deleting draft communications. Changes to individual draft form fields are not captured in the Audit Trail. The NHTSA action of accepting the submission will also be shown in the Audit Trail.

Create New Submission Draft Communications (22) Submitted Communications (23) MIC Submissions (15) <u>All Audit Trail (275)</u>				
<div> <div>5 ▾ Records per page</div> <div> <input checked="" type="radio"/> Last 30 days <input type="radio"/> Last 60 days <input type="radio"/> Last 90 days <input type="radio"/> All </div> <div>Enter one or more characters to filter the list below.</div> </div>				
Transaction ID	TSB / Document ID	Action	Created Date ↓	Created By
24MC11000627		Draft Communication Saved	03/06/2024 10:36:06	George D'Amato
24MC11000627		Draft Communication Created	03/04/2024 15:58:08	Gina Gelement
24MC11000463	55	Draft Communication Created	02/23/2024 14:40:57	Zachary Enriquez
24MC11000462	123	Draft Communication Saved	02/23/2024 10:53:23	Zachary Enriquez
24MC11000462	123	Draft Communication Created	02/23/2024 10:53:16	Zachary Enriquez
1 to 5 of 28 < > Page 1 of 6 > >				
<div>Print Audit Trail</div>				

Figure 24 All Audit Trail Tab

The **All Audit Trail** tab shows the number of rows contained in the table in parentheses. A drop-down below the header allows you to select how many records you see per page (**5**, **10**, or **20**). If there are more entries than the selected number, you can use the page navigation items in the lower right to access other entries. A radio button allows you to select a time frame of listings (**Last 30 days**, **Last 60 days**, **Last 90 days**, or **All**). A **Search** field below the header allows you to search the list of submitted communications using a keyword. Click the **Print Audit Trail** button to print the audit trail table.

The following fields are displayed for each entry:

Field Name	Description
Transaction ID	ID generated by the system to identify the record that was updated.
TSB/Document ID	ID user entered to identify the record that was updated.
Action	A description of what happened to the given communication record.
Created Date	Date the action occurred.
Created By	The user who completed the action.

7. Foreign Campaigns Portal

7.1 Dashboard

Once you have successfully logged in, you will be shown the dashboard page. A **Logout** link will appear at the top of the page to take you back to the Enterprise Portal tile view. The manufacturer that you are representing will display in the breadcrumb. To change between manufacturers, click the current manufacturer name to open a drop-down of manufacturers you have access to. Select the name of the manufacturer you would like to switch to.

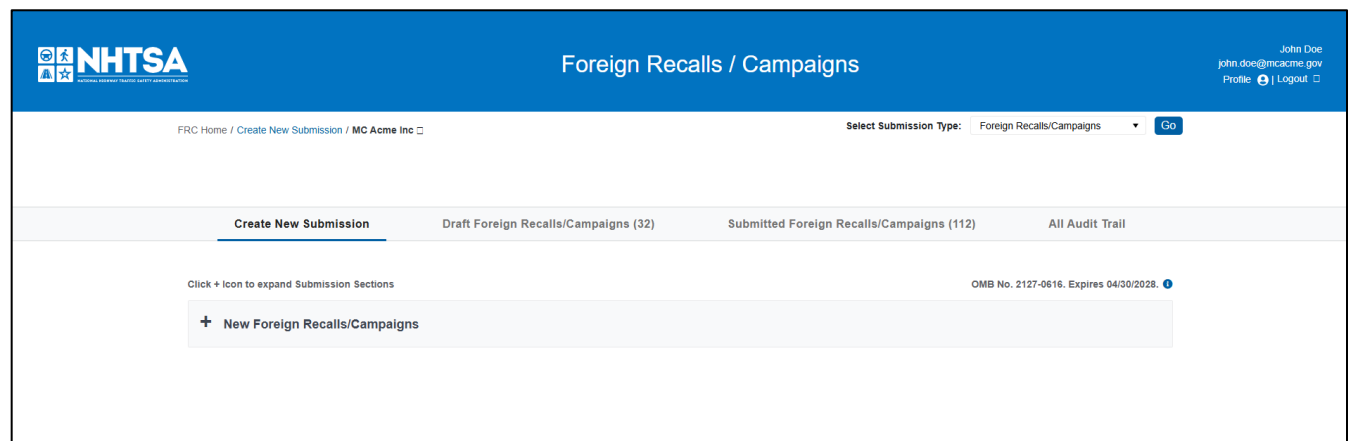


Figure 25 Dashboard Page (Initial)

There are four tabs in this dashboard: **Create New Submission**, **Draft Foreign Recalls/Campaigns**, **Submitted Foreign Recalls/Campaigns**, and **All Audit Trail**. Each of these tabs will be explained in this document.

The functionality on the dashboard mainly consists of the ability to create a new, to work with previously created and saved draft submissions, and to view any past submissions. The dashboard also provides an Audit Trail that will

bring up a history of all actions taken for all your Foreign Campaign submissions.

7.2 Create New Submission

To create a new communication submission, you will need to navigate to the **Create New Submission** tab and select the + icon in the **New Foreign Recalls/Campaigns** accordion. This will open a blank draft form for you to fill out.

A blank draft form is shown below. Each of the sections will be explained in this document.

MC Acme Inc

New Foreign Recalls/Campaigns

1 General Information 2 Supplementary Information 3 Product Information 4 Components 5 Determination Document 6 Foreign Campaign Region

General Information

Report Category (required) * Subject (required) * Foreign Campaign Type (required) * Commencement Date (required) *

2025-Jul-21

Remaining Characters: 128

Decision Date (required) * Decision By (required) * Related to previous recall:

2025-Jul-21

Clear Input Fields

Save Draft Next >

Figure 26 New Communication Form

7.2.1 Navigation

To navigate between the form sections, click the **Next** and **Previous** buttons at the bottom of the page or select the section name (e.g., **3 Components**).

7.2.2 Save Draft Communication

At any time while filling out the **New Foreign Recalls/Campaigns** form, you can click the **Save Draft** button to save any progress you have made to the form. You do not have to have all fields filled out to do this. A copy of the draft will be saved in the **Draft Foreign Recalls/Campaigns** tab.

Once a draft has been saved, a **Saved Draft** modal will open with the **Transaction ID** for the communication.

NOTE: IMPORTANT! There is a 1-hour inactivity timeout associated with your MCFCP session, so it is highly recommended that you save your draft if you anticipate a period of inactivity that might approach the 1-hour limit. Any progress made

since the last save will be lost if the timeout function is invoked. It is best to save the draft periodically to avoid any inadvertent inactivity timeout.

7.2.3 Form Sections

7.2.3.1 General Information

As shown in Figure 27 and Table 1 below, the **General Information** tab has 7 fields: **General Information (1)**, **Subject (2)**, **Foreign Campaign Type (3)**, **Commencement Date (4)**, **Decision Date (5)**, **Decision By (6)**, and **Related to previous recall (7)**.

MC Acme Inc

New Foreign Recalls/Campaigns

1 General Information 2 Supplementary Information 3 Product Information 4 Components 5 Determination Document 6 Foreign Campaign Region

General Information

Report Category (required) * Subject (required) * Foreign Campaign Type (required) * Commencement Date (required) *

Decision Date (required) * Decision By (required) * Related to previous recall:

2025-Jul-21 Remaining Characters: 128 Clear Input Fields

Save Draft Next >

Figure 27 Foreign Campaign General Information Tab

Table 1: Foreign Campaign General Information Fields

#	Field	Description	Values
1	Report Category	The Report Category drop-down field enables users to select the appropriate TREAD reporting category.	Light Vehicle; Heavy Vehicles; Trailers; Motorcycles; Low Volume Vehicles; Tires; Child Restraints; Equipment
2	Subject	The Subject field enables users to enter the summary of the Recall decision in the foreign market. There is a 128-character limit.	Text Entry
3	Foreign Campaign Type	The Foreign Campaign Type drop-down field enables users to select the type of Recall, as required by 579.11.	Recall; Campaign

#	Field	Description	Values
4	Commencement Date	The Commencement Date field enables users to enter the date that the manufacturer or foreign state closed the Recall. The date will default to the date the Foreign Campaign was created on and can be updated by selecting the calendar icon to the right of the field or by typing the date in using MM/DD/YYYY format.	Date Field
5	Decision Date	The Decision Date field enables users to enter the date that the manufacturer or foreign state initiated the Recall. The date will default to the date the Foreign Campaign was created on and can be updated by selecting the calendar icon to the right of the field or by typing the date in using MM/DD/YYYY format.	Date Field
6	Decision By	The Decision By drop-down field enables users to enter who made the decision to file the Recall, as required by 579.11.	Manufacturer; Foreign Government
7	Related to previous recall		

NOTE: The following fields are required in the **General Information** section in order to submit the Foreign Campaign: **Report Category**, **Subject**, **Foreign Campaign Type**, **Commencement Date**, **Decision Date**, and **Decision By**. These fields do not need to be entered to save a draft.

To clear all entered data, click the **Clear Input Fields** button.

7.2.3.2 *Supplementary Information*

As shown in Figure 28 and Table 2 below, the **Supplemental Information** tab has 5 fields: **Description of Concern (1)**, **Consequence (2)**, **Remedy Program (3)**, **Justification for Not Submitting a Part 573 Notice to the NHTSA Substantially Similar Vehicles (4)**, and **Supplier Details (5)**.

MC Acme Inc

New Foreign Recalls/Campaigns

1

General Information

2

Supplementary Information

3

Product Information

4

Components

5

Determination Document

6

Foreign Campaign Region

Supplementary Information

1

Description of Concern (required) * ⓘ

Remaining Characters: 4,000

2

Consequence ⓘ

Remaining Characters: 4,000

3

Remedy Program ⓘ

Remaining Characters: 4,000

4

Justification for Not Submitting a Part 573 Notice to the NHTSA for Substantially Similar Vehicles (required) * ⓘ

Remaining Characters: 4,000

5

Supplier Details ⓘ

Remaining Characters: 4,000

Clear Input Fields

Save Draft

< Previous

Next >

Figure 28 Foreign Recalls/Campaigns Supplementary Information Tab

Table 2: Foreign Campaign Supplemental Information Fields

#	Field	Description	Values
1	Description of Concern	The Description of Concern field enables users to enter a summary of the issue being addressed by the Foreign Recall/Campaign. There is a 4,000-character limit.	Text Entry
2	Consequences	The Consequences field enables users to enter a brief summary of the safety consequences of the issue being addressed. There is a 4,000-character limit.	Text Entry
3	Remedy Program	The Remedy field enables users to enter a brief summary of the remedy performed under the Recall. There is a 4,000-character limit.	Text Entry
4	Justification for Not Submitted a Part 573 Notice to the NHTSA for Substantially Similar Vehicles	The Justification field enables users to enter a rational for not issuing a Recall for the products sold in the United States of America market that share the part(s) or system(s) that are common to those being recalled or remedied under the subject Recall. There is a 4,000-character limit.	Text Entry
5	Supplier Details	The Supplier Details field enables users to enter the company name and address of the supplier(s) of the part(s) being recalled if other than the Original Equipment Manufacturer (OEM). There is a 4,000-character limit.	Text Entry

NOTE: The following fields are required in the **Supplemental Information** section in order to submit the Foreign Campaign: **Description of Concern** and **Justification for Not Submitting a Part 573 Notice to the NHTSA for Substantially Similar Vehicles**. These fields do not need to be entered to save a draft.

To clear all entered data, click the **Clear Input Fields** button.

7.2.3.3 Product Information

MC Acme Inc

New Communication

1 General Information 2 Product Information 3 Components 4 Communication Document 5 Supplementary Information

Add Products Enter one or more characters to filter the list below.

↓ Make/Brand Name	↓ Model/Tire line	↓ Model Year/Tire Size	↓ Product Type
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck

Figure 29 Product Information Tab

The **Product Information** tab allows for the selection of the products that are the subjects of the communication being submitted. There are two sections within this tab: **Add Products** and **Selected Products**. The **Selected Products** section will not appear until products have been added to the communication.

Add Products

The **Add Products** section is used to add products to the communication and displays all the products associated with the manufacturer.

You can use the **Search** field to limit the products shown to those that contain the characters entered in the text box. The listing will immediately filter the records as characters are entered. Clearing the **Search** box will again display all products.

To add products:

- To add individual products, click the checkbox next to applicable products and click the **Add Selected** button.
- Prior to clicking the **Add Selected** button, you can clear your selections by clicking the **Clear Selected Products** button.
- To select multiple products at a time, use the **Search** field to filter your results, click the **Select All** button, and then click the **Add Selected** button. If you have applied a filter, the products in that filter will be checked. If you have not applied a filter, all products will be checked.

Selected Products

MC Acme Inc

New Communication

1
General Information

2
Product Information

3
Components

4
Communication Document

5
Supplementary Information

Selected Products

Make/Brand Name	Model/Tire Line ↑	Model Year/Tire Size	Product Type	Remove
MC Acme Inc.	V-ICKEL	2014	Vehicles	Remove
MC Acme Inc.	V-ICKEL	2014	Vehicles	Remove

Add Products

↓ Make/Brand Name	↓ Model/Tire line	↓ Model Year/Tire Size	↓ Product Type
<input checked="" type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input checked="" type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck
<input type="checkbox"/> MC Acme Inc.	V-ICKEL	2014	Truck

Add Selected Products
Select All
Clear Selected Products

Save Draft
< Previous
Next >

Figure 30 Selected Products Section

Once products are added to the communication, a **Selected Products** section will display the products selected. This section shows which products have been added to the communication.

You can use the **Search** field to limit the products shown to those that contain the characters entered in the text box. The listing will immediately filter the records as characters are entered. Clearing the **Search** box will again display all products.

To remove products from the communication, click the **Remove** button.

NOTE: To submit a communication, at least one product needs to be added to the communication. A product does not need to be added to save a draft.

7.2.3.4 Components

MC Acme Inc

New Communication

1 General Information 2 Product Information 3 Components 4 Communication Document 5 Supplementary Information

NHTSA Components (select a maximum of 5)

Standard Vehicle Components

- ☐ Airbags ⓘ
- ☐ Body ⓘ
- ☐ Brakes ⓘ
- ☐ Electrical ⓘ
- ☐ Engine ⓘ
- ☐ Fuel/Propulsion System ⓘ
- ☐ Lighting ⓘ
- ☐ Power Train ⓘ
- ☐ Seat Belts ⓘ
- ☐ Seats ⓘ
- ☐ Speed Control ⓘ
- ☐ Steering ⓘ
- ☐ Suspension ⓘ
- ☐ Visibility/Wiper ⓘ
- ☐ Wheels ⓘ
- ☐ Other/I Am Not Sure ⓘ

Advanced Driver Assistance System (ADAS)

- ☐ Adaptive Cruise ⓘ
- ☐ Automatic Emergency Braking ⓘ
- ☐ Blind Spot Warning ⓘ
- ☐ Forward Collision Warning ⓘ
- ☐ Lane Departure Warning ⓘ
- ☐ Lane Keeping Assistance ⓘ
- ☐ Parking Collision Warning ⓘ
- ☐ Rear Cross Traffic Warning ⓘ

MFR Components

MFR Component System ⓘ
Enter Component System

MFR Component Subsystem ⓘ
Enter Component Subsystem

Clear Selected Components Save Draft < Previous Next >

Figure 31 Components Tab

There are two sections within the **Components** tab: **NHTSA Components** and **MFR Components**.

The **NHTSA Components** are broken up into two lists: **Standard Vehicle Components** and **Advanced Driver Assistance System (ADAS)**. Hover over the ⓘ icon to see information regarding each component. At least one component must be selected and up to five components can be selected across the two lists. If the component is not listed or is not clearly defined, select **Other/I am Not Sure**. To clear all selected components, click the **Clear Selected Components** button.

The **MFR Components** section is optional. Enter any component systems in the **MFR Component System** field and any component subsystems into the **MFR Component Subsystem** field.

NOTE: To submit a communication, at least one component needs to be added to the communication. A component does not need to be added to save a draft.

7.2.3.5 Determination Document

MC Acme Inc

New Communication

1

2

3

4

5

General Information

Product Information

Components

Communication Document

Supplementary Information

Communication Document (required) *

Upload communication document below. Only PDF files can be submitted with a maximum size of 50 MB. Filenames must be 150 characters or less. If "Contains PII" is chosen on the uploaded document, a second redacted file must be uploaded.

Document Name	Size	Document Type	Uploaded	Document	Contains PII	Redacted	Remove Document

Document Type ▾

Select Document

Save Draft

< Previous

Next >

Figure 32 Communication Document Tab

The **Communication Document** tab allows you to select the actual communication document that you will be uploading for the submission. The file must be a non-empty PDF file no larger than 50 MB. The filename should be no longer than 150 characters. A maximum of two files will be allowed to be uploaded for a given submission. If a submission does not contain PII, only one document should be uploaded. If a submission contains PII, a second redacted document will also need to be uploaded.

To upload a document:

5. Click the **Document Type** drop-down button to select the type of document.
6. Click the **Select files...** button to open a navigation window so that you can locate the appropriate file.
7. If the file contains PII, select the **Contains PII** checkbox.
8. If the file is the redacted version of a document, select the **Redacted** checkbox.

Once the maximum of two documents are uploaded, the **Select files...** button will disappear. If you need to replace a file, select the **Remove Document** checkbox and then click the **Save Draft** button. The **Select files...** button will reappear for a new file upload.

NOTE: To submit a communication, a document needs to be added. A document does not need to be added to save a draft.

7.2.3.6 Foreign Campaign Region

7.2.4 Submit Communication

Once you have completed the form and are ready to send your communication and its supporting information to NHTSA, select the **Submit** button at the bottom of the form. If there are no incomplete required fields or other issues, the current version of the form and its associated communication document will be transmitted to NHTSA.

Once the communication has been submitted, you will be redirected to the **Submitted Communications** tab. The communication will appear in the **Submitted Communications** tab. If you have previously saved a draft of the communication, the communication will no longer appear in the **Draft Communication** tab. You will no longer be able to edit it, so be sure that it is as complete and accurate as possible.

If errors are detected at the time of submission, one or more messages will be displayed on the draft form in the areas that need correction. Please make the appropriate changes needed and re-submit your communication. Contact the MCFCP Help Desk at MC.Helpdesk@dot.gov if you have any questions or issues with completing your submission.

7.3 Draft Foreign Recalls/Campaigns

To view the list of draft Foreign Campaigns, navigate to the **Draft Foreign Recalls/Campaigns** tab. As shown in Figure 33 and Table 3 below, the **Draft Foreign Recalls/Campaigns** tab has 6 columns: **Transaction ID (1)**, **Created Date (2)**, **Modified Date (3)**, **Description of Concern (4)**, **Document (5)**, and **Audit Trail (6)**.

The screenshot displays the 'Draft Foreign Recalls/Campaigns' tab. At the top, there are four tabs: 'Create New Submission', 'Draft Foreign Recalls/Campaigns (32)', 'Submitted Foreign Recalls/Campaigns (112)', and 'All Audit Trail'. Below the tabs is a search bar with a dropdown for 'Records per page' (set to 5) and a search input field labeled 'Enter Keyword or ID number'. A message bar indicates 'Click [1] to View, Edit or Submit a Draft Communication'. Below this is a table with 6 columns: 'Transaction ID', 'Created Date', 'Modified Date', 'Description of Concern', 'Document', and 'Audit Trail'. The table is currently empty, showing 'No Rows To Show'. At the bottom right, there is a pagination control showing '0 to 0 of 0' and 'Page 0 of 0'.

Figure 33 Draft Foreign Recalls/Campaigns Tab

Table 3 Draft Foreign Recalls/Campaigns Table Columns

#	Column	Description
1	Transaction ID	ID generated by the system. Selecting the Transaction ID will bring up the associated draft submission for viewing, editing, or deleting.
2	Created Date	Date the draft Foreign Campaign was created.
3	Modified Date	Date the draft Foreign Campaign was last updated.

#	Column	Description
4	Description of Concern	The summary of the issue being addressed by the Foreign Recall/Campaign as entered in the Description of Concern field.
5	Document	A link to the PDF uploaded to the Foreign Campaign. If there is a PDF icon shown in the Document column, it can be selected for viewing the associated Foreign Campaign document.
6	Audit Trail	An expander that will open an audit trail table.

The **Draft Foreign Recalls/Campaigns** tab shows the number of rows contained in the table in parentheses. A drop-down below the header allows you to select how many records you see per page (**5**, **10**, or **20**). If there are more entries than the selected number, you can use the page navigation items in the lower right to access other entries. A **Search** field below the header allows you to search the list of draft Foreign Campaign using a keyword.

To edit a draft Foreign Campaign, click the **+** icon in the **Transaction ID** column in the row of the Foreign Campaign you would like to view. The Foreign Campaign will open.

Figure 34 Draft Foreign Campaign Form

To view an audit trail of the draft Foreign Campaign, click the **magnifying glass** icon in the **Audit Trail** column in the row of the Foreign Campaign you would like to view. An audit trail table will open. Click the **Print** button to print the audit trail table. Click the **Edit Draft** button to launch the draft Foreign Campaign in edit mode.

24MC11000627		3/4/2024	3/6/2024	+ Q
<u>Audit Trail</u>				
Enter one or more characters to filter the list below.				
Transaction ID	TSB / Document ID	Action	Created Date ↓	Created By
24MC11000627		Draft Communication Saved	03/06/2024 10:36:06	George D'Amato
24MC11000627		Draft Communication Created	03/04/2024 15:58:08	Gina Gelement
1 to 2 of 2 < > Page 1 of 1 > >				
Print Edit Draft				

Figure 35 Draft Foreign Campaigns Audit Trail

7.4 Submitted Foreign Recalls/Campaigns

To view the list of submitted Foreign Campaigns, navigate to the **Submitted Foreign Recalls/Campaigns** tab. The **Submitted Foreign Recalls/Campaigns** tab provides a listing of all Foreign Campaigns that were submitted through MCFCP. Editing and deleting are not allowed on submitted Foreign Campaigns. As shown in Figure 36 and Table 4 below, the **Submitted Foreign Recalls/Campaigns** tab has 7 columns: **Transaction ID (1)**, **Foreign Campaign Number (2)**, **Submission Date (3)**, **Status (4)**, **Type (5)**, **Document (6)**, and **Audit Trail (7)**.

Create New Submission

Draft Foreign Recalls/Campaigns (32)

Submitted Foreign Recalls/Campaigns (112)

All Audit Trail

5

▼

Records per page

☐ Last 30 days

☐ Last 60 days

☐ Last 90 days

☒ All

Enter Keyword or ID number

🔍

Click + to View, Edit or Submit a Draft Communication.

OM 2127-0616. E 04/30/2028.

Transaction ID	Foreign Campaign Number	Submission Date ↓	Status	Type	Document	Audit Trail
	24F264		Submitted	Foreign Campaigns	1	Q
	24F121		Submitted	Foreign Campaigns	2	Q
	24F083		Submitted	Foreign Campaigns	3	Q
	24F023		Submitted	Foreign Campaigns	1	Q
	23F209		Submitted	Foreign Campaigns	1	Q

1 to 5 of 120

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Figure 36 Submitted Foreign Recalls/Campaigns Tab

Table 4 Submitted Foreign Recalls/Campaigns Table Columns

#	Column	Description
1	Transaction ID	ID generated by the system. Selecting the Transaction ID will bring up the associated submitted submission in read-only mode.
2	Foreign Campaign Number	ID generated by the system.
3	Submission Date	Date the Foreign Campaign was submitted to NHTSA.
4	Status	Indicates where the submission is in the submission process.
5	Type	The type of Foreign Campaign (i.e., Recall or Campaign).
6	Document	A link to the PDF uploaded to the Foreign Campaign. If there is a PDF icon shown in the Document column, it can be selected for viewing the associated Foreign Campaigns document.
7	Audit Trail	An expander that will open an audit trail table.

The **Submitted Foreign Recalls/Campaigns** tab shows the number of rows contained in the table in parentheses. A drop-down below the header allows you to select how many records you see per page (**5**, **10**, or **20**). If there are more entries than the selected number, you can use the page navigation items in the lower right to access other entries. A radio button allows you to select a time frame of submitted Foreign Campaign (**Last 30 days**, **Last 60 days**, **Last 90 days**, or **All**). A **Search** field below the header allows you to search the list of submitted Foreign Campaign using a keyword.

Entries will show a **Status** of **Submitted** for all Foreign Campaigns that were submitted and have passed validation.

To view a submitted Foreign Campaigns in read-only mode, click **Transaction ID** column in the row of the Foreign Campaign you would like to view. The Foreign Campaign will open.

MC Acme Inc

Submitted Communication

×

Manufacturer Name:	MC Acme Inc			
TSB / Document ID:	Civic-1			
Communication Date:	12/01/2023			
MFR Internal Campaign ID / Software Version:	Honda-Civic-001			
Communication Type:	Service Bulletin/Repair Instructions			
NHTSA ID:	11000465			
Submitted Date:	02/23/2024 14:55:00			
Status:	Submitted			
Concise Summary:	Test file: This is the concise info for Honda Civic year 2001-2002.			
Selected Products:	Make/Brand Name	Model/Tire Line	Model Year/Tire Size	Product Type
	TBD	TBD	9999	
	TBD	TBD	9999	
Selected Components:	Electrical, Fuel/Propulsion System			
MFR Component System:	GMCMP-T-012			
MFR Component Subsystem:	GMCMP-T-012.SUB.09			

Figure 37 Submitted Foreign Campaigns

To view an audit trail of the submitted Foreign Campaigns, click the **magnifying glass** icon in the **Audit Trail** column in the row of the Foreign Campaigns you would like to view. An audit trail table will open. Click the **Print** button to print the audit trail table.

24MC11000264

123

02/12/2024

02/12/2024 20:17:34

Submitted

Standard

11000264

+

🔍

Audit Trail

Enter one or more characters to filter the list below.

Transaction ID	TSB / Document ID	Action	Created Date ↓	Created By
24MC11000264	123	Communication Submitted	02/12/2024 20:17:36	Mahalaxmi Annavarapu
24MC11000264	123	Draft Communication Saved	02/12/2024 20:00:21	Mahalaxmi Annavarapu
24MC11000264	123	Draft Communication Saved	02/12/2024 19:46:32	Mahalaxmi Annavarapu
24MC11000264	123	Draft Communication Saved	02/12/2024 19:22:55	Mahalaxmi Annavarapu
24MC11000264	123	Draft Communication Created	02/12/2024 18:32:30	Mahalaxmi Annavarapu

1 to 7 of 5
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Page 1 of 1
>
>

Print

Figure 38 Submitted Foreign Campaigns Audit Trail

7.5 All Audit Trail

To view the Audit Trail, navigate to the **All Audit Trail** tab. The major actions that occur for both draft and submitted Foreign Recalls are captured in the Audit Trail. This includes actions such as creating, saving, submitting, and deleting draft Foreign Campaigns. Changes to individual draft form fields are not captured in the Audit Trail. The NHTSA action of accepting the submission will also be shown in the Audit Trail. As shown in Figure 39 and Table 5 below, the **All Audit Trail** tab has X columns:

Create New Submission	Draft Foreign Recalls/Campaigns (32)	Submitted Foreign Recalls/Campaigns (112)	All Audit Trail

Figure 39 Foreign Recalls/Campaigns All Audit Trail Tab

Table 5 Foreign Recalls/Campaigns All Audit Trail Table Columns

#	Column	Description
1		
2		
3		
4		
5		

The **All Audit Trail** tab shows the number of rows contained in the table in parentheses. A drop-down below the header allows you to select how many records you see per page (5, 10, or 20). If there are more entries than the selected number, you can use the page navigation items in the lower right to access other entries. A radio button allows you to select a time frame of listings (Last 30 days, Last 60 days, Last 90 days, or All). A Search field below the header allows you to search the list of submitted Foreign Campaigns using a keyword. Click the **Print Audit Trail** button to print the audit trail table.

8. Logging Out

When you need to terminate your MCFCP session, use the **Logout** link next to your name at the top of any page. If you have any unsaved changes, you will be prompted to save those changes before exiting. Do not simply close your browser tab or otherwise terminate MCFCP. The **Logout** link provides a clean exit for your session. Exiting your session in any other manner could lead to lost data or other unpredictable results.

9. Conclusion

You should now be able to create, edit, and submit your communications and Foreign Campaigns.

If you have any questions regarding MCFCP, please contact the MCFCP Help Desk at MC.Helpdesk@dot.gov.