

# Manufacturer Communications Portal (MCP) User Guide v1.1

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# Contents

- INTRODUCTION ..... 1
- OVERVIEW ..... 1
- ACCOUNT SETUP ..... 1
- LOGGING IN..... 3
- DASHBOARD..... 5
- CREATING A DRAFT SUBMISSION ..... 7
  - General Information ..... 9
  - Product Selection ..... 9
  - Components..... 14
  - Communication Document..... 14
  - Supplementary Information ..... 15
  - Draft Submission Actions ..... 15
- DRAFT COMMUNICATIONS LISTING ..... 16
- SUBMITTED COMMUNICATIONS LISTING..... 16
- AUDIT TRAIL ..... 16
- SUBMITTING A COMMUNICATION ..... 18
- LOGGING OUT ..... 18
- CONCLUSION..... 19

# List of Figures

- Figure 1 Example Email Invitation..... 2
- Figure 2 New User Password Setup Page..... 2
- Figure 3 Reset Password Page ..... 3
- Figure 4 MCP Login Page..... 4
- Figure 5 Manufacturer Selection Page..... 4
- Figure 6 Dashboard Page (Initial) ..... 5
- Figure 7 Draft Communications Listing ..... 6
- Figure 8 Submitted Communications Listing ..... 6
- Figure 9 Communication Form..... 8
- Figure 10 General Information Section..... 9
- Figure 11 Product Selection Section ..... 9
- Figure 12 Add Products Window ..... 10
- Figure 13 Add Products Window with Selections ..... 11
- Figure 14 Display of Selected Products..... 11
- Figure 15 Request Product Addition Mini-Form ..... 12
- Figure 16 Display of Requested Product..... 13
- Figure 17 Components Section ..... 14
- Figure 18 Communication Document Section ..... 14
- Figure 19 Supplementary Information Section..... 15
- Figure 20 Audit Trail Listing for Manufacturer..... 17
- Figure 21 Audit Trail Listing for Draft Communication (Partial)..... 18
- Figure 22 Audit Trail Listing for Submitted Communication (Partial) ..... 18

## INTRODUCTION

Welcome to the National Highway Traffic Safety Administration (NHTSA) Manufacturer Communications Portal (MCP). 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 MCP 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 MCP 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 MCP will no longer need to create and submit a separate index document. Instead, the MCP will use the information provided by each manufacturer about each communication—including the make, model, and model year of the affected vehicles and a concise summary of the subject matter of the communication—to automatically generate the required index.

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).

## 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, MCP was developed to allow you to submit and manage those communication submissions. This document will provide you with the information you need to know about using MCP.

You will be able to access MCP using a standard Web browser (IE 11 or above, Chrome 60 or above, Firefox 53 or above, Safari 10 or above) at the following address: <https://mcp.nhtsa.gov>. Only users who have registered with NHTSA will be allowed to access MCP. Your user email address, along with a password that you set, will be required to log in to the application.

## ACCOUNT SETUP

Initially you will be sent an email containing a link to allow you to set your password for accessing MCP. That link will be unique to your email address and cannot be shared. If necessary, add govdelivery.com

to your email white list to ensure that the email arrives in your inbox. The email that you receive will appear similar to the following:

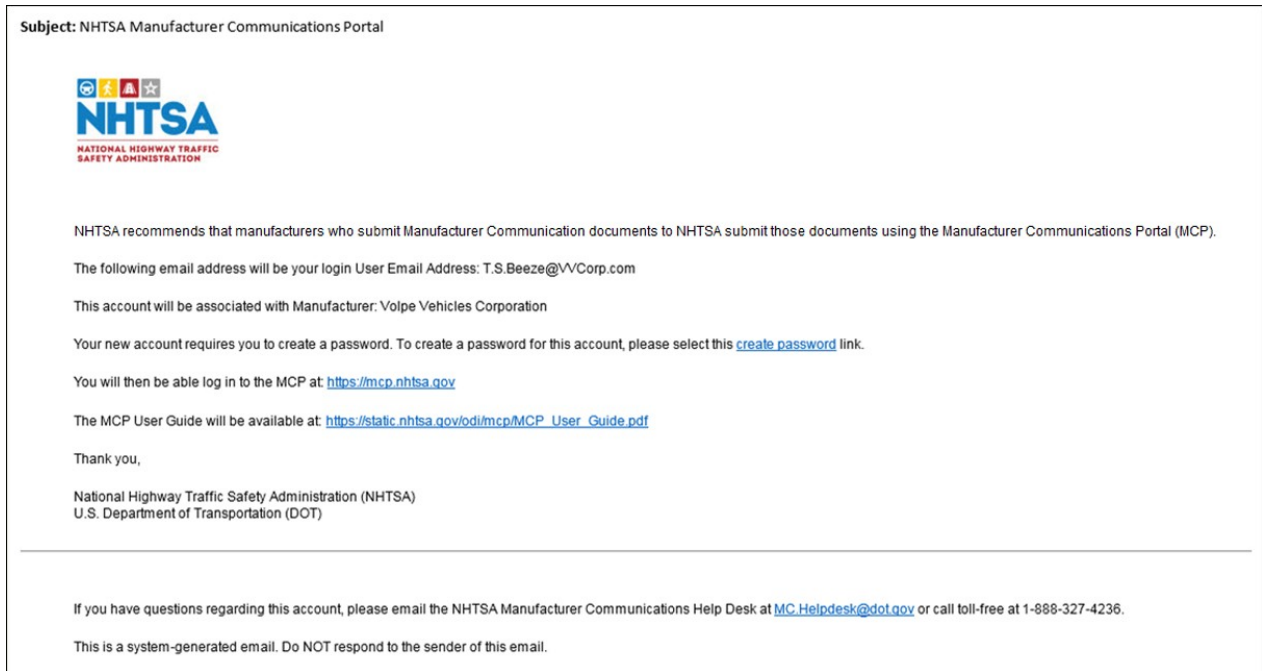


Figure 1 Example Email Invitation

Selecting the “create password” link in the email will bring you to an MCP webpage where you can specify and then confirm a password of your choosing, as long as it meets the requirements listed below.

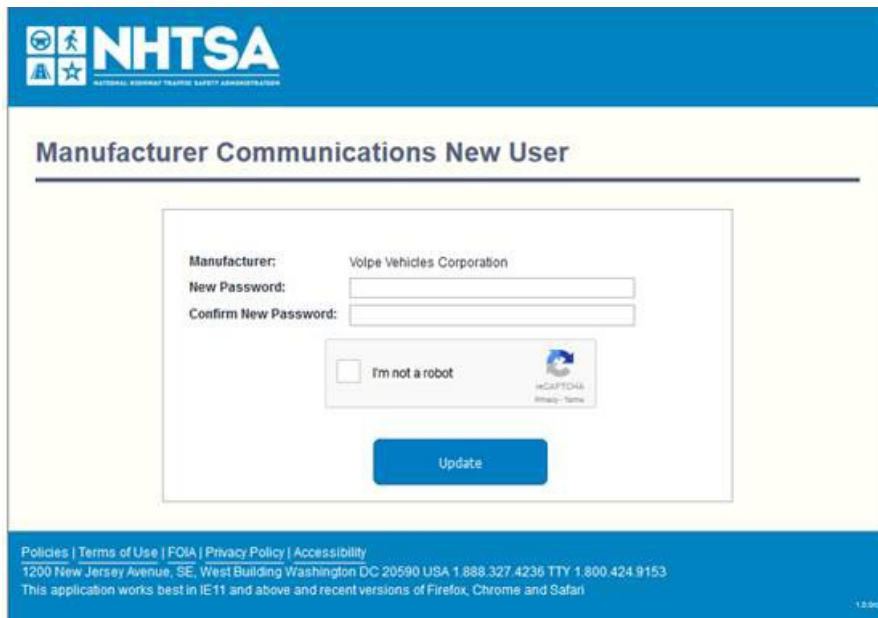


Figure 2 New User Password Setup Page

Your password must consist of 12 to 40 characters and must contain **at least**:

- Two numbers
- One uppercase letter
- One lowercase letter
- One special character from this list: ! @ # \$ % ^ & \* ( ) \_ + ? > < : .

You will be required to solve a reCAPTCHA challenge to verify that you are a human being and not a robot trying to access the system without authorization.

You will then be able to log in to MCP using your email address and password. If you need to reset your password, you can do so from a link on the MCP Login page. You will be sent an email with a link to the password reset page.

The screenshot shows the NHTSA logo at the top left. The main heading is "Manufacturer Communications Reset Password". Below this, there are two input fields for "New Password:" and "Confirm New Password:". A reCAPTCHA challenge is present, including a checkbox for "I'm not a robot" and a reCAPTCHA logo. A blue "Update" button is located below the reCAPTCHA. At the bottom left, there is a "Secured by Oathlete" badge. The footer contains links for Policies, Terms of Use, FOIA, Privacy Policy, and Accessibility, along with the address: 1200 New Jersey Avenue, SE, West Building Washington DC 20590 USA, and contact numbers: 1.888.327.4236 TTY 1.800.424.9153. It also states "This application works best in IE11 and above and recent versions of Firefox, Chrome and Safari" and a version number "1.0.0rc".

Figure 3 Reset Password Page

## LOGGING IN

The MCP Login page can be accessed at <https://mcp.nhtsa.gov>. You can log in by entering your email address that is associated with your MCP account and your password and then selecting the LOG IN button.

## Manufacturer Communications Portal Login

Welcome to the Manufacturer Communications Portal Login page. To access your account for viewing and/or reporting your communications, please enter your User Email Address and Password in the fields below and then select LOG IN.

User Email Address:

Password:  [LOG IN](#)


[Reset Password](#)



**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.

Figure 4 MCP Login Page

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 in order to display the appropriate dashboard page.



Logged in as: T. S. Beeze | [Logout](#)

### Manufacturer Selection

Please select a manufacturer and then press Continue.

- Example Motors LLC
- Volpe Vehicles Corporation

[Continue](#)

[Help](#) | [Policies](#) | [Terms of Use](#) | [FOIA](#) | [Privacy Policy](#) | [Accessibility](#)  
1200 New Jersey Avenue, SE, West Building Washington DC 20590 USA 1.888.327.4236 TTY 1.800.424.9153  
This application works best in IE11 and above and recent versions of Firefox, Chrome and Safari

1.0.0rc

Figure 5 Manufacturer Selection Page

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

## DASHBOARD

Once you have successfully logged in, you will be shown the dashboard page. The manufacturer that you are representing and your name will be shown at the top of the page along with a Logout link for terminating your session.

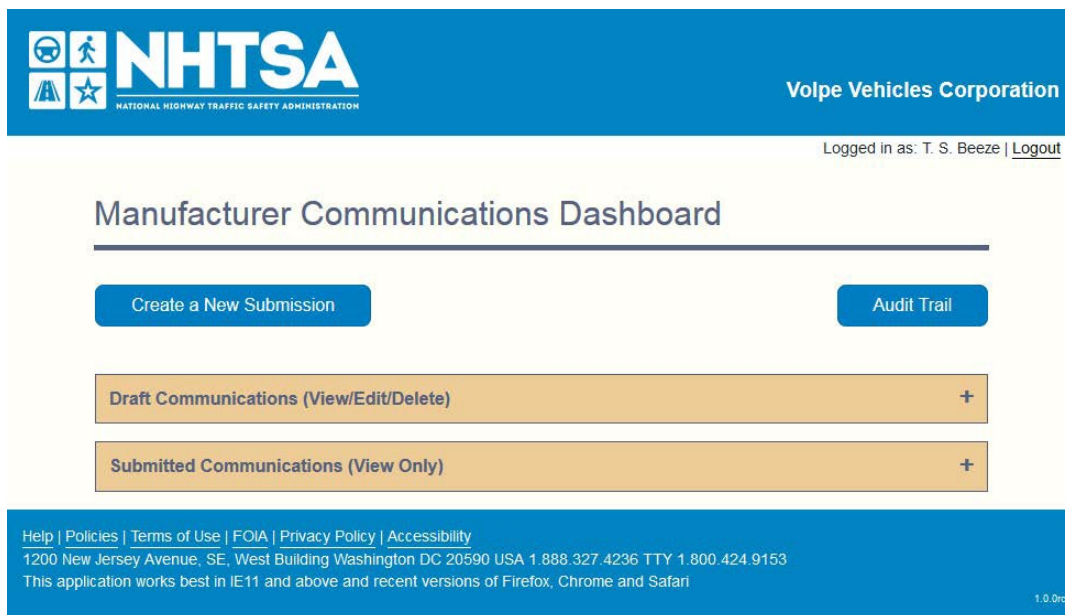


Figure 6 Dashboard Page (Initial)

The functionality on the dashboard mainly consists of the ability to create a new communication submission, to work with previously created and saved draft submissions, and to view any past submissions. The dashboard also provides an Audit Trail button that will bring up a history of all actions taken for all of your MCP submissions.

The first time accessing your account both the Draft Communications and Submitted Communications areas will be collapsed. As you create draft and submitted communications, these areas may be shown expanded, as explained below. The draft and past submissions areas will be collapsed if there are no items to show in that particular area.

If you have any saved draft submissions, the Draft Communications area will be expanded so that you will see those when you log in.

## Manufacturer Communications Dashboard

Create a New Submission Audit Trail

---

**Draft Communications (View/Edit/Delete)** -

Search:

Transaction ID	Communication ID	Communication Date	Modified Date	Concise Summary	Document	Audit Trail
17MC222	Nif 10-18 East	10/18/2017	10/30/2017	Notification to all East dea...		
17MC221	Comm 10-10a	10/10/2017	10/30/2017			

Show 5 entries  
Showing 1 to 2 of 2 entries Previous **1** Next

---

**Submitted Communications (View Only)** +

Figure 7 Draft Communications Listing

If you have no saved drafts, but have previously submitted communications through MCP, then the Submitted Communications area will be expanded when you log in.

## Manufacturer Communications Dashboard

Create a New Submission Audit Trail

---

**Draft Communications (View/Edit/Delete)** +

**Submitted Communications (View Only)** -

Last 30 days  Last 60 days  Last 90 days  All

Search:

Transaction ID	Communication ID	Communication Date	Submit Date	Status	NHTSA ID	Document	Audit Trail
17MC214	PIC 683-11	10/27/2017	10/30/2017 17:20:35	Submitted	Pending		
17MC193	NTD 10-07a	10/07/2017	10/10/2017 12:48:29	Accepted	12345678		

Show 5 entries  
Showing 1 to 2 of 2 entries Previous **1** Next

Figure 8 Submitted Communications Listing

The draft and past submissions areas can also be independently expanded or collapsed as needed by selecting the header bar showing a "+" or "-" symbol on the right. Selecting the header bar when the "+" is displayed will expand that area. Conversely, selecting the header bar when the "-" is displayed will collapse that area.

For both the draft and past submissions you can reduce the displayed listing using the Search function. Simply enter one or more characters in the Search box and the listing will immediately show only those entries that contain the entered characters. You can separate multiple search character strings by a space to limit the display to those entries containing all of the entered search strings. For the drafts listing, the full Concise Summary will be searched for the entered text rather than just what is shown in the table display. This can be very helpful for locating drafts based on text in the Concise Summary.

You can also select to display 5, 10, or 20 entries at a time. If there are more entries than the selected number, you can use the page navigation items in the lower right to access other entries.

The Submitted Communications listing can also be restricted to those entries submitted in the last 30, 60, or 90 days, as well as showing all MCP submissions. The default value for this option is to show the entries for the last 30 days.

## **CREATING A DRAFT SUBMISSION**

Whenever you need to create a new communication submission, you will need to select the “Create a New Submission” button on the dashboard. This will open a blank draft form for you to fill out. In order to be able to track the submission, you must enter a Communication ID of up to 16 characters. This will generate a Transaction ID that will serve as a link to this submission.

A blank draft form is shown below. Each of the sections will be explained in turn. If a draft has been saved, an additional button labeled “Delete” will be available at the bottom of the form in case it becomes necessary to delete the draft.

[Return to Dashboard](#)

Communication ID: (required)  Communication Date:

Concise Summary:   
 2000 characters remaining

Selected Products:  
 Search:   

Make/Brand Name	Model/Tire line	Model Year/Tire Size	Remove Product
No Products Selected			

 Showing 0 to 0 of 0 entries  
[Add Products](#)

Components (select a maximum of 5):  Adaptive Equipment  Fuel System Diesel  Speed Control  
 Air Bags  Fuel System Other  Steering  
 Back over prevention  Lane Departure  Structure  
 Electrical  Latch  Suspension  
 Electronic Stability Control  Parking Brake  Trailer Hitch  
 Engine And Engine Cooling  Power Train  Visibility  
 Equipment  Seat Belts  Wheels  
 Exterior Lighting  Seats  Unknown  
 Forward Collision  Service Brake  
 Fuel System  Service Brake Air

Select the button below to choose the document you want to upload. The filename should be 150 characters or less. **Only a PDF file is allowed.** The maximum size is 50 MB.  
[Select Document](#)

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

Comments:   
 1000 characters remaining

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

[Save As Draft](#) [Submit](#) [Cancel](#)

Figure 9 Communication Form

## General Information

Communication ID: (required) ?  Communication Date: ?

Concise Summary: ?

2000 characters remaining

Figure 10 General Information Section

The form itself is divided into several sections. The first section is used for the following information:

- **Communication ID** – Enter an identifier for the communication being submitted. Up to 16 keyboard characters may be entered.
- **Communication Date** – Enter the date of, or date represented on, the communication being submitted. The date must be selected using the calendar icon to the right of the field.
- **Concise Summary** – Enter, in 2000 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.

## Product Selection

Selected Products:

Search: ?

▲ Make/Brand Name	◆ Model/Tire line	◆ Model Year/Tire Size	Remove Product
No Products Selected			

Showing 0 to 0 of 0 entries

Figure 11 Product Selection Section

The next section allows for the selection of the products that are the subjects of the communication being submitted. If some products have already been selected for the current submission, 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 currently selected products.

Select the Add Products button to bring up a window that lists all products that are available to be selected for the associated manufacturer. Products that have already been selected for the current submission will not appear on the listing.

Filter Product Listing:

Make/Brand Name:

Model/Tire Line:

Model Year (Vehicles only):  From:  To:

Make/Brand Name	Model/Tire Line	Model Year/Tire Size
VOLPE	SUPER 1000	2013
VOLPE	SUPER 1000	2014
VOLPE	SUPER 1000	2015
VOLPE	VICKEL	2014
VOLPE	VICKEL	2016
VOLPE	VICKEL	2017

Showing 1 to 629 of 629 entries

Request Product Addition

Figure 12 Add Products Window

Select the product in the listing to highlight it. You can highlight/un-highlight products individually by holding down the Control key (or its equivalent) when you select a product. You can also highlight a range of consecutive products by selecting the first product you want to highlight and then hold the Shift key down and select the last product of the desired range. To select all products in the list, highlight the first product in the list and then go to the last product in the list, scrolling if necessary, and hold the Shift key down while selecting the last product to highlight the entire list.

**Add Products for Volpe Vehicles Corporation**

Filter Product Listing:

Make/Brand Name:

Model/Tire Line:

Model Year (Vehicles only): From:  To:

**Filter** **Reset**

▲ Make/Brand Name	◆ Model/Tire Line	◆ Model Year/Tire Size
VOLPE	SUPER 1000	2013
VOLPE	SUPER 1000	2014
VOLPE	SUPER 1000	2015
VOLPE	V-ICKEL	2014
VOLPE	V-ICKEL	2016
VOLPE	V-ICKEL	2017

Showing 1 to 629 of 629 entries 2 rows selected

**Add Selected Products** **Cancel**

Request Product Addition +

Figure 13 Add Products Window with Selections

When the desired products are highlighted, select the Add Selected Products button to move those products from the Add Products listing to the Selected Products listing on the draft form.

Selected Products:

Search:

▲ Make/Brand Name	◆ Model/Tire line	◆ Model Year/Tire Size	Remove Product
VOLPE	SUPER 1000	2013	<b>Remove</b>
VOLPE	SUPER 1000	2015	<b>Remove</b>

Showing 1 to 2 of 2 entries

**Add Products**

Figure 14 Display of Selected Products

You can access the Add Products window as often as necessary to compile the complete list needed for the submission. Once a product has been added to the Selected Products for the submission, it will no longer be shown on the Add Products listing.

You can select the Cancel button in the Add Products window to return to the draft form without adding any products to the submission. You can also remove any product from the Selected Products listing by

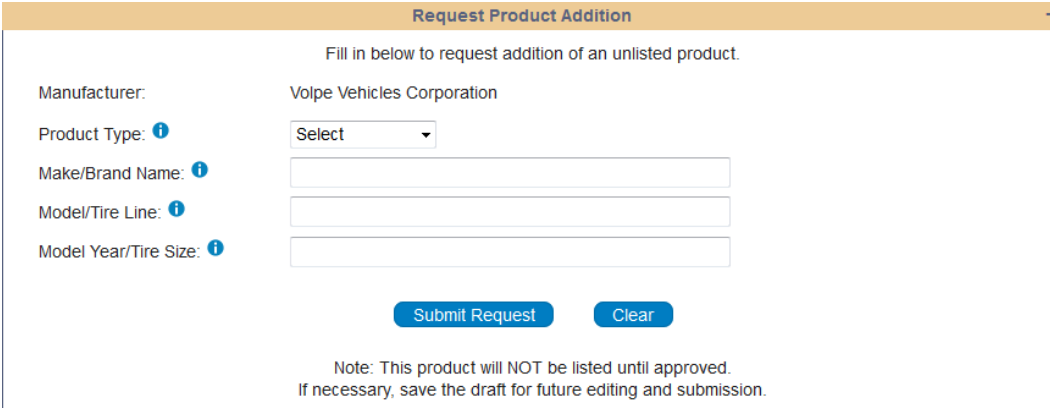
selecting the Remove button on the row for that product. If you remove a product from the Selected Products listing, it will then become available again in the Add Products window.

You can also filter the Add Products listing using the fields available in the window. Make the appropriate entries for the type of manufacturer you are representing and then select the Filter button to show only those records that contain the text you entered. Select the Reset button to clear any filtering entries and show the full list. You can filter using the following:

- Make/Brand Name
- Model/Tire Line
- Model Year (Vehicles only)

If a product for the manufacturer that you are representing is not available in the Add Products listing, you can request the addition of that product by selecting the Request Product Addition bar in the Add Products window. Be aware that varying characteristics within a given model, such as trim line, engine size, etc., may not be considered a separate product. The final determination will be made by the NHTSA reviewer.

When the Request Product Addition bar is selected, a mini-form will be displayed. Enter the information for the product in the mini-form and then select the Submit Request button. If the requested product is already associated with the manufacturer, a message will be shown and the request will not be submitted. If the product as entered is not currently associated with the manufacturer, the information you provided will be sent to NHTSA for review.



Request Product Addition

Fill in below to request addition of an unlisted product.

Manufacturer: Volpe Vehicles Corporation

Product Type: i Select

Make/Brand Name: i

Model/Tire Line: i

Model Year/Tire Size: i

Note: This product will NOT be listed until approved.  
If necessary, save the draft for future editing and submission.

Figure 15 Request Product Addition Mini-Form

When the information for an unlisted product gets submitted, the entries made for that request will be listed and the request fields will be cleared.

Request Product Addition

Fill in below to request addition of an unlisted product.

Manufacturer: Volpe Vehicles Corporation

Product Type: i

Make/Brand Name: i

Model/Tire Line: i

Model Year/Tire Size: i

New Product request submitted for Volpe Vehicles Corporation

Product Type:	Vehicle
Make/Brand Name:	Volpe
Model/Tire Line:	Mod-L
Model Year/Tire Size:	2017

Note: This product will NOT be listed until approved.  
 If necessary, save the draft for future editing and submission.

Figure 16 Display of Requested Product

It is important to note that the requested product will NOT be available in the manufacturer’s product listing until it has been reviewed and approved by NHTSA. If this product is needed for the current communication, save the draft for future editing once a decision has been made on whether or not to add the product. You will be informed of that decision via email. If necessary, you can remove all entries made on the mini-form by selecting the Clear button.

## Components

Components (select a maximum of 5): ?

<input type="checkbox"/> Adaptive Equipment	<input type="checkbox"/> Fuel System Diesel	<input type="checkbox"/> Speed Control
<input type="checkbox"/> Air Bags	<input type="checkbox"/> Fuel System Other	<input type="checkbox"/> Steering
<input type="checkbox"/> Back over prevention	<input type="checkbox"/> Lane Departure	<input type="checkbox"/> Structure
<input type="checkbox"/> Electrical	<input type="checkbox"/> Latch	<input type="checkbox"/> Suspension
<input type="checkbox"/> Electronic Stability Control	<input type="checkbox"/> Parking Brake	<input type="checkbox"/> Trailer Hitch
<input type="checkbox"/> Engine And Engine Cooling	<input type="checkbox"/> Power Train	<input type="checkbox"/> Visibility
<input type="checkbox"/> Equipment	<input type="checkbox"/> Seat Belts	<input type="checkbox"/> Wheels
<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Seats	<input type="checkbox"/> Unknown
<input type="checkbox"/> Forward Collision	<input type="checkbox"/> Service Brake	
<input type="checkbox"/> Fuel System	<input type="checkbox"/> Service Brake Air	

Figure 17 Components Section

The Components section provides a listing of a number of major component categories. From one to five components from this listing must be selected for the submission. Choose the component(s) that best represent the subject of the communication being submitted. This listing may change over time, so be sure that you have selected the most appropriate components when the communication is submitted. If the component is not listed or is not clearly defined, select “Unknown” from the Components list.

## Communication Document

Select the button below to choose the document you want to upload. The filename should be 150 characters or less. **Only a PDF file is allowed.** The maximum size is 50 MB.

[Select Document](#)

Figure 18 Communication Document Section

The next section allows you to select the actual communication document that you will be uploading for the submission. Selecting the Select Document button will open a navigation window so that you can locate the appropriate file. The file must be a PDF file no larger than 50 MB. The filename should be no longer than 150 characters.

Once a file has been selected, a Remove button will become available in case it is necessary to replace the selected file. You will be prompted to confirm the removal of the file from the submission. One, and only one, file is allowed to be uploaded for a given submission.

## Supplementary Information

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

Personally Identifiable Information (PII) ⓘ

Comments: ⓘ

Enter comments, clarifications, elaborations on PII, etc.

1000 characters remaining

Figure 19 Supplementary Information Section

The final section 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, 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.

## Draft Submission Actions

At the top of the form is a Return to Dashboard button that allows you to exit the current draft and go back to the dashboard. If there are any unsaved changes on the draft, you will be prompted to confirm that you want to return to the dashboard without saving those changes. Selecting Continue will lose any unsaved changes and put you back at the dashboard. Selecting Cancel at the prompt will leave you on the current draft.

Once a draft has been saved, an Audit Trail button and a Print button will be available at the top of the form. The Audit Trail button will allow you to view and print a listing of the major actions taken on your submission, from its initial creation through its final acceptance. Selecting the Print button will display the information currently associated with the draft, with a secondary Print option to create a PDF file of the listed information.

You can use the Save as Draft button at the bottom of the form at any time to save any progress you have made in completing the form. The first time you save a draft a message will be shown at the top of the draft to indicate if the save was successful. For subsequent saves the message will indicate whether the draft was updated successfully and will show the Transaction ID.

**IMPORTANT! There is a 30-minute inactivity timeout associated with your MCP session**, so it is highly recommended that you save your draft if you anticipate a period of inactivity that might approach the 30-minute 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.

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 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 MCP Help Desk at [MC.Helpdesk@dot.gov](mailto:MC.Helpdesk@dot.gov) or call toll-free at 1-888-327-4236 if you have any questions or issues with completing your submission.

If, for any reason, you would like to delete the draft communication you are working on, simply select the Delete button at the bottom of the form. You will be asked to confirm your desire to delete the current draft. Selecting the Delete button in the Confirm Delete pop-up window will remove your draft from the system. Select the Cancel button in the Confirm Delete window to return to the draft.

You may also select the Cancel button at the bottom of the draft form to return to the dashboard without saving any changes made since the last save. The action for the Cancel button is similar to that for the Return to Dashboard button and will prompt you if there are any unsaved changes.

## **DRAFT COMMUNICATIONS LISTING**

The Draft Communications area on the dashboard provides a listing of all communication submissions that are currently in a draft state. Selecting the Transaction ID will bring up the associated draft submission for viewing, editing, or deleting. Hovering the cursor over the partial entry under Concise Summary will display the full text of the Concise Summary. If there is a PDF icon shown in the Document column, it can be selected for viewing the associated communication document. The information icon in the Audit Trail column can be selected to view the Audit Trail for the associated draft submission.

## **SUBMITTED COMMUNICATIONS LISTING**

The Submitted Communications area on the dashboard provides a listing of all communications that were submitted through MCP. Editing and deleting are not allowed on submitted communications. Selecting the Transaction ID will bring up a printable view of the submission information that can be printed as a PDF file for external use. Hovering the cursor over the Communication ID will display the Concise Summary for the submission. The PDF icon shown in the Document column can be selected for viewing the associated communication document. The information icon in the Audit Trail column can be selected to view the Audit Trail for the associated submission.

## **AUDIT TRAIL**

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.

Buttons to access the Audit Trail are found on the dashboard and on the draft and submitted communication pages. When accessed from the dashboard, the Audit Trail shows all recorded actions for all MCP communications for the manufacturer. The listing can be filtered by date (Last 30 days, Last 60 days, Last 90 days, or All) and by searching for character strings in the table entries (similar to the Search functions described earlier).

Transaction Id	Communication Id	Action	Created Date	Created By
17MC227	BJDraftCM	Draft Communication Created	10/31/2017 19:26:21	Ima Testa
17MC226	10-31-17-01	Communication Accepted by NHTSA	10/31/2017 17:15:01	NHTSA Reviewer
17MC226	10-31-17-01	Communication Submitted	10/31/2017 10:10:56	Ima Testa
17MC220	LE-PIC5432H	Communication Accepted by NHTSA	10/31/2017 10:09:41	NHTSA Reviewer
17MC220	LE-PIC5432H	Communication Submitted	10/30/2017 16:59:12	T. S. Beeze
17MC220	LE-PIC5432H	Draft Communication Created	10/30/2017 16:28:43	T. S. Beeze
17MC217	GX-13356	Communication Accepted by NHTSA	10/30/2017 16:19:41	NHTSA Reviewer
17MC217	GX-13356	Communication Submitted	10/30/2017 14:16:13	T. S. Beeze
17MC219	TSB-17-131	Communication Accepted by NHTSA	10/30/2017 14:14:41	NHTSA Reviewer
17MC219	TSB-17-131	Communication Submitted	10/30/2017 11:28:10	T. S. Beeze

Figure 20 Audit Trail Listing for Manufacturer

You can also select to display 10, 25, 50, or 100 entries at a time. If there are more entries than the selected number, you can use the page navigation items in the lower right to access other entries.

If you are editing a draft or viewing a submission, selecting the Audit Trail button will display only the entries for the current item. The same filtering and display options are available as for the dashboard Audit Trail, except that the time range filter is not available for an individual draft or submission.

Selecting the information icon in the Audit Trail column of the dashboard tables will bring up the same Audit Trail display as selecting the Audit Trail button when editing or viewing the individual item.

When viewing the Audit Trail for a draft communication, selecting the Edit this Draft button at the top of the page will take you to the draft form.

Transaction Id	Communication Id	Action	Created Date	Created By
17MC68	10-04-17-006	Draft Communication Saved	10/24/2017 16:04:06	T. S. Beeze
17MC68	10-04-17-006	Draft Communication Saved	10/24/2017 16:04:06	T. S. Beeze

Figure 21 Audit Trail Listing for Draft Communication (Partial)

When viewing the Audit Trail for a submitted communication, selecting the View this Submission button at the top of the page will display all of the information associated with the submission.

Transaction Id	Communication Id	Action	Created Date	Created By
17MC57	07-06-04-025K	Communication Accepted by NHTSA	10/24/2017 15:40:59	NHTSA Reviewer
17MC57	07-06-04-025K	Communication Submitted	10/23/2017 09:38:30	T. S. Beeze

Figure 22 Audit Trail Listing for Submitted Communication (Partial)

At the top of the page all of the Audit Trail displays have a Return to Dashboard button to exit the Audit Trail to the dashboard and a Print button that you can select to print what you see on the screen to a PDF file for use outside of MCP.

## SUBMITTING A COMMUNICATION

You can only submit your communication using the Submit button at the bottom of the draft form. If there are no errors detected, your communication document and its associated information will be transmitted to NHTSA.

Once you have successfully submitted the draft, it will no longer appear in the Draft Communications area of the dashboard. An entry for your submission will be added to the Submitted Communications area of the dashboard. This entry will show a Status of Submitted and the NHTSA ID column will show "Pending". Once NHTSA reviews and accepts your submission, the Status will change to Accepted and the assigned NHTSA ID will be displayed. This change will be visible when the next log-in to MCP following the submission's acceptance refreshes the data on the dashboard.

## LOGGING OUT

Whenever you need to terminate your MCP 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 MCP. 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.

## **CONCLUSION**

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

If you have any questions regarding MCP, please contact the MCP Help Desk at [MC.Helpdesk@dot.gov](mailto:MC.Helpdesk@dot.gov) or call toll-free at 1-888-327-4236.