



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

New Information Request (IR) Response Submission Process Using Integrated SDI – CBI Portals

Office of Defects Investigation

October 28, 2025: 1 to 3:30 pm EDT

October 29, 2025: 1 to 3:30 pm EDT

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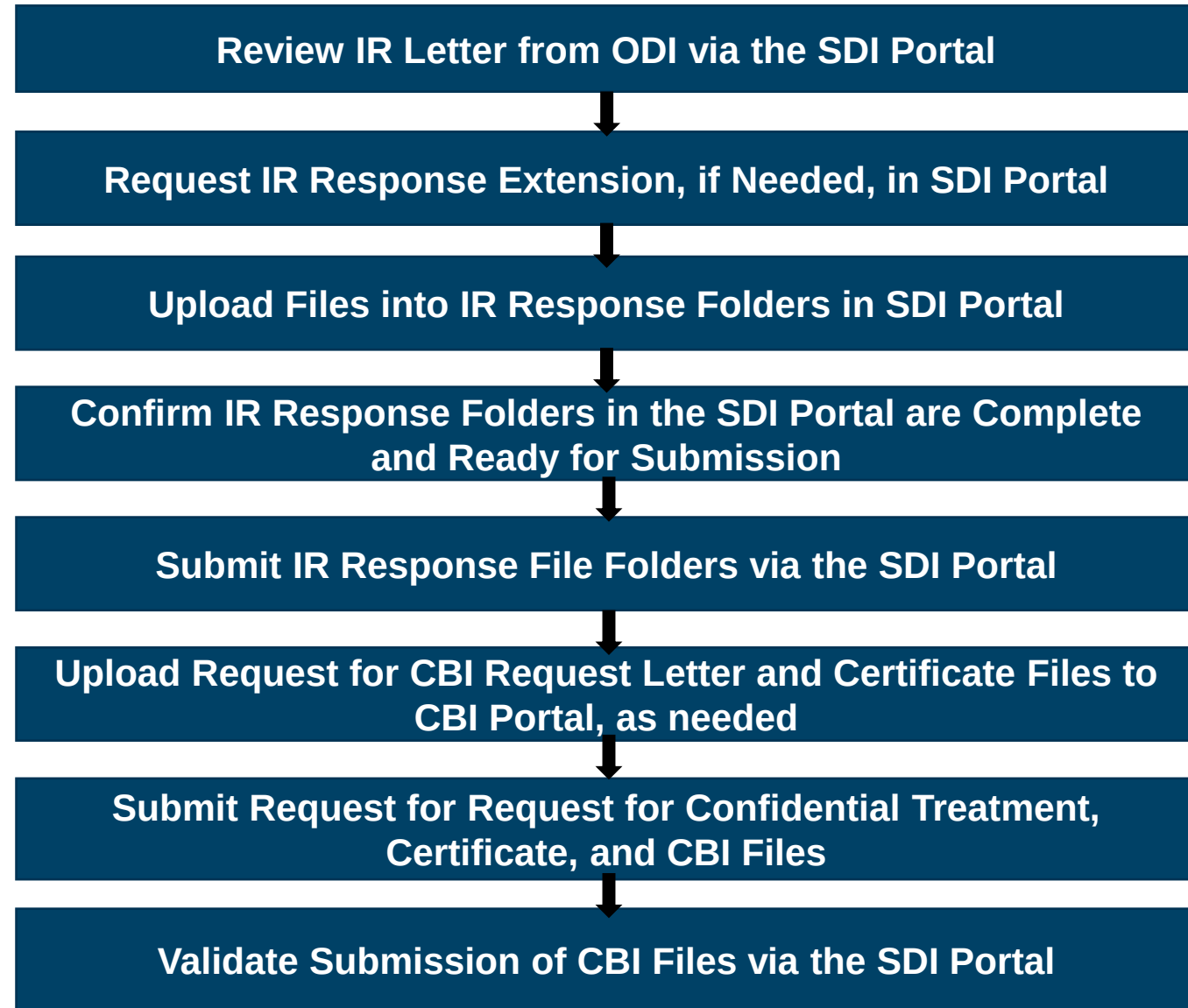
NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Information Request (IR) Response Creation and Submission

Office of Defects Investigation
October 28, 2025: 1 to 3:30 pm EDT
October 29, 2025: 1 to 3:30 pm EDT

IR Response Creation and Submission Process Overview

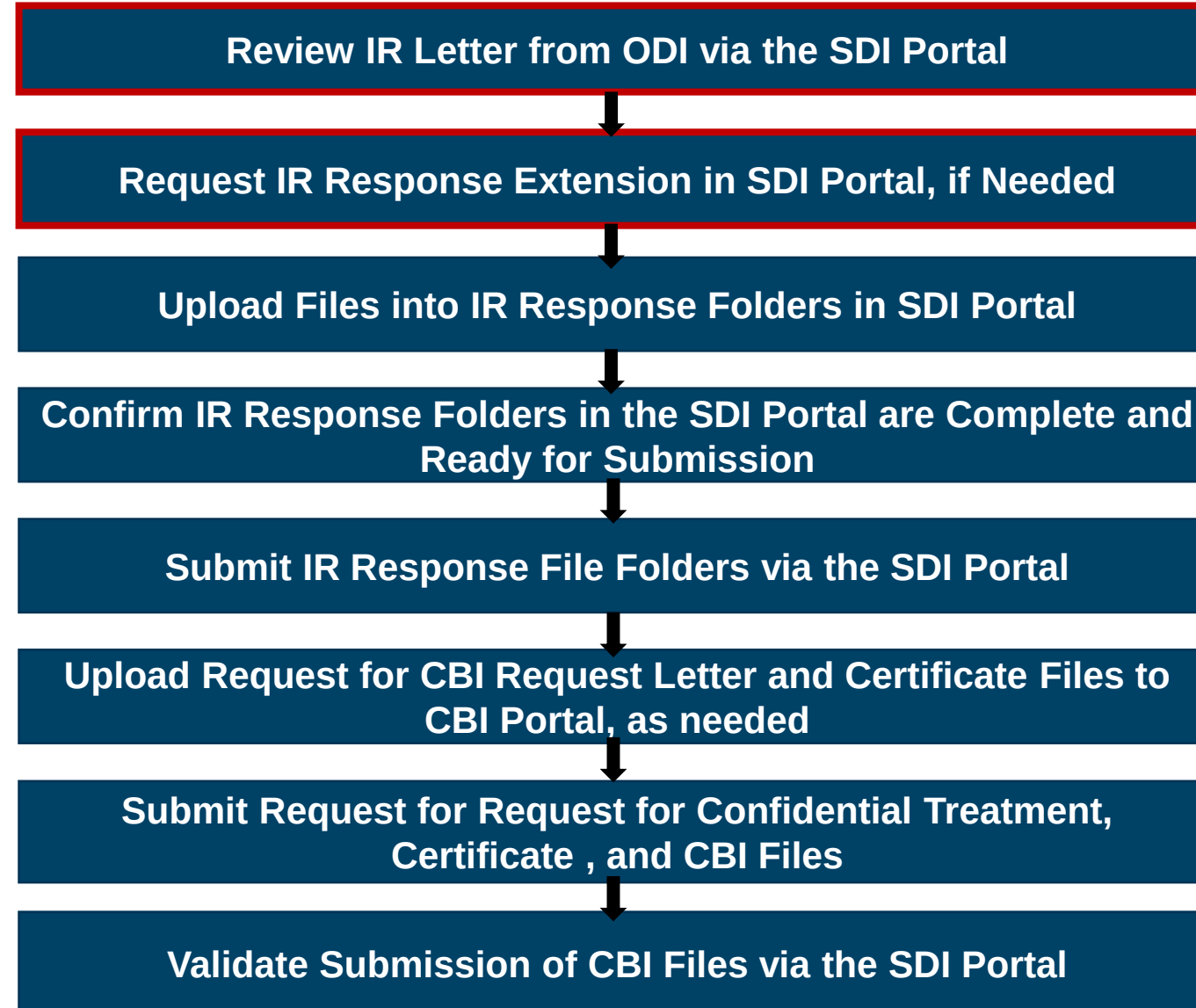


IR Response: Acceptable File Types

Icon	File Type	File Extension
	PDF	.pdf
	IMAGE	.jpg, .jpeg, .png, .tif
	AUDIO	.wav, .mp3
	VIDEO	.avi, .mov, .mpeg, .mpg, .mp4, .wmv
	EXCEL	.xls, .xlsx
	WORD	.doc, .docx
	CSV	.csv
	POWER POINT	.ppt, .pptx
	TEXT RTF	.txt, .rtf
	DATA BASE	.accdb
	HTML	.html

NOTE: (1) .Zip files are prohibited. (2) Each file uploaded can not exceed 5 GB in size.

Review IR Letter and Request Extension, if Needed (1 of 14)



Review IR Letter and Request Extension, if Needed (2 of 14)

1. **SDI manufacturer primary and secondary users** will receive an email with a hyperlink to let them know they have something new to review in the SDI Portal.
 - Email will contain Investigation Id number
 - Email will contain a <https://portal.nhtsa.gov> hyperlink, which the manufacturer can click on to access the **NHTSA Enterprise Portals** login screen.

Subject: New Communication in Safety Defect Investigations Portal for < Investigation Id>

From: NHTSA-ODI-Communication@service.govdelivery.com

Sent: <Date Timestamp>

To: <Mfr Investigation Contact>

Investigation Id: <Investigation Id>

There is a new communication for Investigation <Investigation Id> in your NHTSA ODI Safety Defect Investigation. ~~(SDI) portal account for your review.~~ To log into your SDI portal account, use the following link <https://portal.nhtsa.gov>

If you have any questions or concerns, please feel free to reach out to <Investigator name> for any technical questions and me for all others. Also, after you have reviewed the communication, if you would like to have a meeting to clarify any of the information or requests, please let me know.

Thank you for your support and cooperation.

Regards,

<Division Chief Name>

Division Chief - <Division>

<Division Chief Email>

Department of Transportation

National Highway Traffic Safety Administration

1200 New Jersey Avenue SE., Washington, DC 20590

Email: <Division Chief email>

Office: <Division Chief Phone Number>

Review IR Letter and Request Extension, if Needed (3 of 14)

2. To access and review the IR, login to the **NHTSA Enterprise Portals**.
 - a. Read the Login **WARNING**.
 - b. Check the **Login only if you AGREE to consent to these terms of use** box.
 - c. Click **Login with login.gov** button.

Enterprise Portals

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

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

Review IR Letter and Request Extension, if Needed (4 of 14)

3. Once on the **NHTSA Enterprise Portals** landing page, select the **Safety Defect Investigations (SDI)** tile to enter the **SDI** portal and access your **Investigation Dashboard**.



NOTE: Users will automatically be given access to the **Confidential Business Information** portal when they are given access to the SDI portal; however, access to the CBI portal does not guarantee access to the SDI portal.

Review IR Letter and Request Extension, if Needed (5 of 14)

4. In their **Investigation Dashboard**, select the desired manufacturer from the **Manufacturer** drop-down list in the upper right corner of the **Investigation Dashboard** Header.



Safety Defect Investigations

John Doe | Logout

Investigation Dashboard (2 Open)

Enter Keyword or NHTSA ID

[Home](#) > Investigations

☐ Last 60 days

☒ Last year

☐ Last 5 years

☐ All

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TO24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

MC Acme, Inc

NOTE: Only manufacturers associated with the user’s account will appear in the manufacturer drop-down list.

Review IR Letter and Request Extension, if Needed (6 of 14)

5. Once the manufacturer has been selected, click on the desired **NHTSA ID** hyperlink to open the **Investigation Detail** page for the investigation selected.



Safety Defect Investigations

John Doe | Logout

Investigation Dashboard (2 Open)

Enter Keyword or NHTSA ID

[Home](#) > Investigations

MC Acme, Inc

☐ Last 60 days

☒ Last year

☐ Last 5 years

☐ All

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TQ24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

Review IR Letter and Request Extension, if Needed (7 of 14)

6. To review the IR letter, in the **Investigation Detail** page, click on the desired **Information Requests – Request** hyperlink.



Safety Defect Investigations

John Doe | Logout

Investigation Detail

Home > Investigations > PE24201

PE24201

Investigator: Jane Smith
Division Chief: Sally May

Subject:

Transmission Failure

Products:

2005 V-ICKLE Trucks

Description:

There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

Investigation Documents:

[INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Extension Memos:

[PE24201-01](#) [INRE-PE24201-10300.pdf](#)

Information Requests:

NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due	Status
PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	Viewed

Review IR Letter and Request Extension, if Needed (8 of 14)

NOTE: As the manufacturer views the IR letter and uploads and submits its IR Response, the **Information Requests - Status** will reflect one of the following statuses.

IR Status	Description
Not Started	The Not Started status is the default status automatically assigned when the IR record is created in SDI before the IR Letter hyperlink is selected.
Viewed	The Viewed status indicates that the IR Letter hyperlink has been opened, but no IR Response data has been uploaded and/or submitted for the specified IR.
In Progress	The In Progress status indicates that at least one file has been uploaded to the IR Response page for the specified IR.
Complete	The Completed status indicates that the user has uploaded and submitted all IR Response files in the SDI for the specified IR.

Review IR Letter and Request Extension, if Needed (9 of 14)

7. To access the IR response folders, in the **Investigation Detail** page, click on the desired **Information Requests – NHTSA IR ID** hyperlink.



Safety Defect Investigations

John Doe | Logout

Investigation Detail

Home > Investigations > PE24201

PE24201

Investigator: Jane Smith

Division Chief: Sally May

Subject:

Transmission Failure

Products:

2005 V-ICKLE Trucks

Description:

There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

Investigation Documents:

INOA-PE24201-14340.pdf

INOV-PE24201-14341.pdf

IR Extension Memos:

PE24201-01

INRE-PE24201-10300.pdf

Information Requests:

NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due	Status
PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May~...	2024-Jun-14	Viewed

Review IR Letter and Request Extension, if Needed (10 of 14)

8. To request an IR Response extension, in the **Manufacturer/ IR Response** page:
- a. Click on the **Request Extension** button in the upper right corner of the page.



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Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (0)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (0/0)

Q1 (0/0)

Home > Investigations > PE25999 > PE25999-01 (IR Response)

Response Due: 2025-Dec-08 / Extension Cutoff: 2025-Dec-01

Request Extension

Question 1

Go to CBI

Save

Entire Response Complete

Tree View

ON

Manufacturer Filename	NHTSA Filename	File Type	ODI File Status	NCC Status	CBI Pk. ID	Date Submitted	Size	Submission Status
-----------------------	----------------	-----------	-----------------	------------	------------	----------------	------	-------------------

Entire Question Response in Cover Letter

Review IR Letter and Request Extension, if Needed (11 of 14)

- b. Complete the fields within the **Request Extension** window for each question number for which you are requesting and extension and then click the **Submit Request** button to submit your request.

Request Extension (1st)

Note: Submitting an IR Extension Request can not be undone. ×

PE25999-01

Original Due Date: 2025-Oct-19 / Extension Cutoff: 2025-Oct-13

Note: Manufacturers are allowed up to 4 requests. Each request may contain multiple questions by using the Add New Question Number function below.

+ Add New Question Number

*Select a question number

*Extension Date Requested

*Justification ⓘ

0 / 512

Submit Request

Cancel

Review IR Letter and Request Extension, if Needed (12 of 14)

- c. To add a new question number to your request, click the **Add New Question Number** button and then complete all the required fields.

Request Extension (1st)

Note: Submitting an IR Extension Request can not be undone. ×

PE25999-01

Original Due Date: 2025-Oct-19 / Extension Cutoff: 2025-Oct-13

Note: Manufacturers are allowed up to 4 requests. Each request may contain multiple questions by using the Add New Question Number function below.

+ Add New Question Number

*Select a question number

*Extension Date Requested

*Justification ⓘ

0 / 512

Submit Request

Cancel

NOTE: You will need to add a **New Question Number** for each question requiring an extension even if the dates being requested are the same.

Review IR Letter and Request Extension, if Needed (13 of 14)

- d. When you are done completing the information for each question, click the **Submit Request** button.

Request Extension (1st) Note: Submitting an IR Extension Request can not be undone. x

PE25999-01 Original Due Date: 2025-Dec-08 / Extension Cutoff: 2025-Dec-01

Note: Manufacturers are allowed up to 4 requests. Each request may contain multiple questions by using the Add New Question Number function below.

+ Add New Question Number

*Select a question number

Question 1

▼

*Justification ⓘ

Translation issue

*Extension Date Requested

12/22/2025

📅

17 / 512

🗑️

Submit Request

Cancel

NOTE: You will need to add a **New Question Number** for each question requiring an extension even if the dates being requested are the same. You are allowed up to 4 IR Response extension requests for a given investigation.

Review IR Letter and Request Extension, if Needed (14 of 14)

NOTE: Once your extension request is reviewed and approved by ODI, you will get an email notification and can review the .pdf IR Extension memo and data pane using the hyperlinks in the **Investigation Detail** page – **IR Extension Memos** section.



Safety Defect Investigations

John Doe | Logout

Investigation Detail

Home > Investigations > PE24201

PE24201

Investigator: Jane Smith
Division Chief: Sally May

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

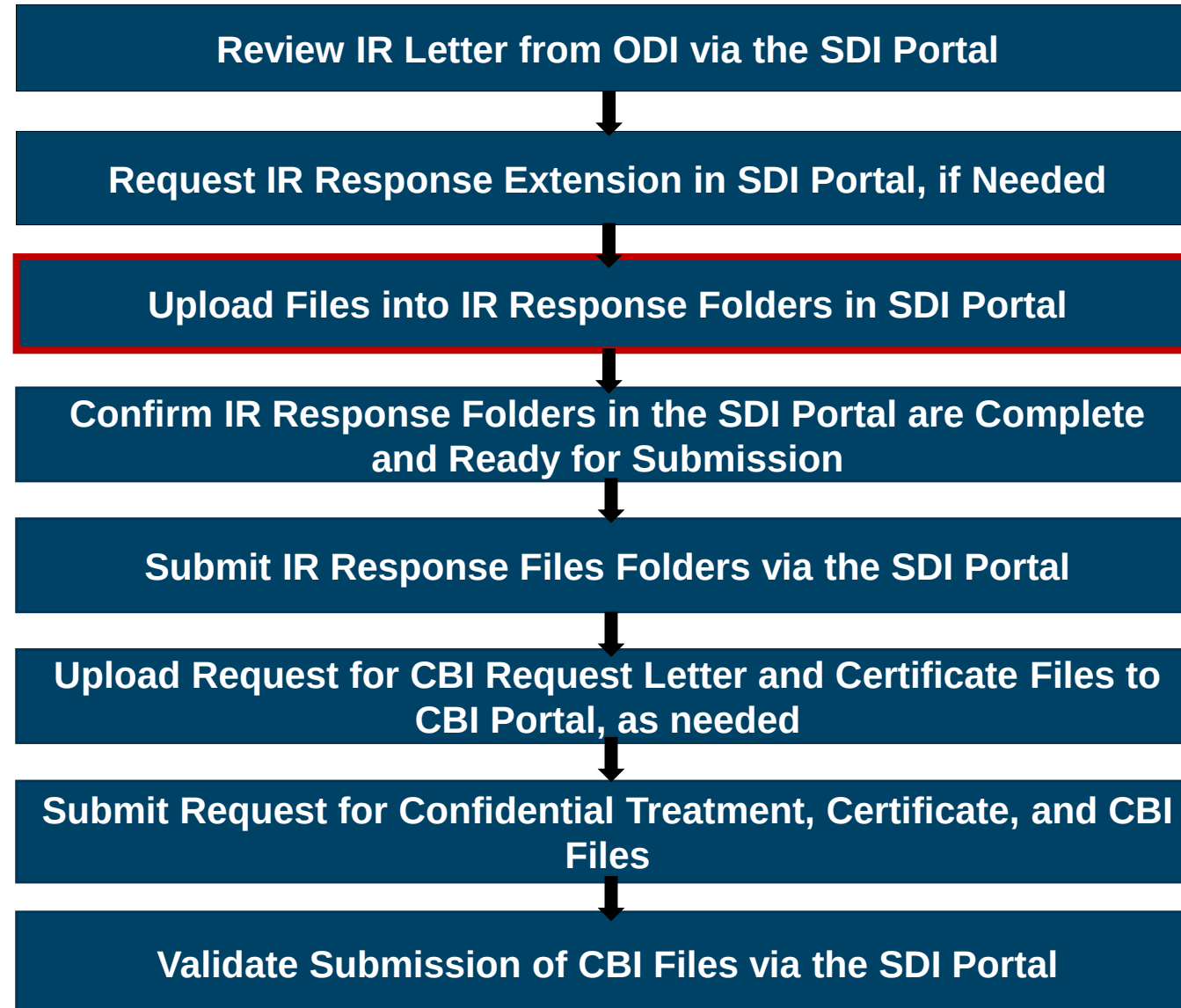
Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Extension Memos: [PE24201-01](#) [INRE-PE24201-10300.pdf](#)

Information Requests:

NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due	Status
PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	In Progress

Upload Files into IR Response Folders (1 of 9)



Upload Files into IR Response Folders (2 of 9)

- 1. In their **Investigation Dashboard**, select the desired manufacturer from the **Manufacturer** drop-down list and then click on the **NHTSA ID** hyperlink desired.



Safety Defect Investigations

John Doe | Logout

Investigation Dashboard (2 Open)

Enter Keyword or NHTSA ID

[Home](#) > Investigations

☐ Last 60 days

☒ Last year

☐ Last 5 years

☐ All

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TO24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

MC Acme, Inc

NOTE: Only manufacturers associated with the user’s account will appear in the manufacturer drop-down list.

Upload Files into IR Response Folders (3 of 9)

2. To access the IR response folders, in the **Investigation Detail** page, click on the desired **Information Requests – NHTSA IR ID** hyperlink.



Safety Defect Investigations

John Doe | Logout

Investigation Detail

Home > Investigations > PE24201

PE24201

Investigator: Jane Smith
Division Chief: Sally May

Subject:

Transmission Failure

Products:

2005 V-ICKLE Trucks

Description:

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Information Requests:

NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due	Status
PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	Viewed

Upload Files into IR Response Folders (4 of 9)

3. To upload files to an IR response folder, in the **Manufacturer/ IR response** page, click on the folder for which you want to upload files.



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Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (0)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (0/0)

Q1 (0/0)

Home > Investigations > PE25999 > PE25999-01 (IR Response)

Response Due: 2025-Dec-08 / Extension Cutoff: 2025-Dec-01 Request Extension

Question 1

Go to CBI Save

Entire Response Complete

Tree View ON

Manufacturer Filename	NHTSA Filename	File Type	ODI File Status	NCC Status	CBI Pk. ID	Date Submitted	Size	Submission Status
-----------------------	----------------	-----------	-----------------	------------	------------	----------------	------	-------------------

Entire Question Response in Cover Letter

Upload Files into IR Response Folders (5 of 9)

4. To indicate that the “**Entire Question Response is in the Cover Letter**”, click the *Entire Question Response in Cover Letter* box and then click **Save**.



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Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (0)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (0/0)

Q1 (0/0)

Home > Investigations > PE25999 > PE25999-01 (IR Response)

Response Due: 2025-Dec-08 / Extension Cutoff: 2025-Dec-01

Request Extension

Question 1

Go to CBI

Save

☐ Entire Response Complete

Tree View

ON

Manufacturer Filename	NHTSA Filename	File Type	ODI File Status	NCC Status	CBI Pk. ID	Date Submitted	Size	Submission Status
-----------------------	----------------	-----------	-----------------	------------	------------	----------------	------	-------------------

☐ Entire Question Response in Cover Letter

NOTE: If you click on an empty folder, the **Entire Question Response in Cover Letter** box will appear on the page.

Upload Files into IR Response Folders (6 of 9)

NOTE: Once the **Entire Question Response in Cover Letter** box is checked, the warning message below will appear. Once reviewed, click **Continue**. If any part of the response for the question is outside of the cover letter, click on the **Go Back** hyperlink to upload any IR Response files that need to be uploaded for the question.



Entire Question Response in Cover Letter

You are about to designate that the response for this question is fully addressed within the Cover Letter located in the dedicated Cover Letter folder.

Please be aware of the following:

- If any part of the response for this question is outside of the cover letter, please do not select this option and proceed to upload the respective files.

Please ensure the Cover Letter fully addresses the question before confirming its completion.

Continue

[Go back](#)

Upload Files into IR Response Folders (7 of 9)

5. If you want to create sub-folders within the question folder selected, click on the folder and then click **Add Subfolder** button.



Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (0)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (0/0)

Q1 (0/0)

Home > Investigations > PE25999 > PE25999-01 (IR Response)

Response Due: 2025-Dec-08 / Extension Cutoff: 2025-Dec-01

Request Extension

Question 1

Go to CBI

Save

Entire Response Complete

Tree View ON

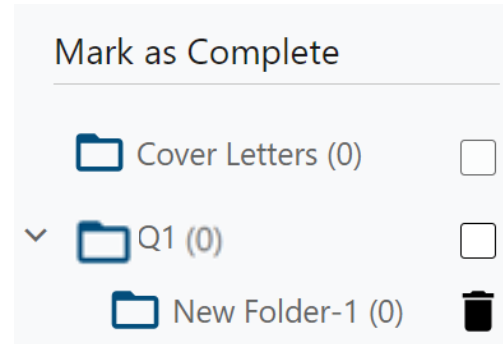
Manufacturer Filename	NHTSA Filename	File Type	ODI File Status	NCC Status	CBI Pk. ID	Date Submitted	Size	Submission Status
-----------------------	----------------	-----------	-----------------	------------	------------	----------------	------	-------------------

Entire Question Response in Cover Letter

NOTE: You can create a maximum of 50 sub-folders for each IR response folder. The **IR Response** sub-folder structure created by the manufacturer in the SDI will be transferred back to the ODI Investigation record when the manufacturer submits the IR Response files to ODI.

Upload Files into IR Response Folders (8 of 9)

6. To rename the “New Folder - #” sub-folder, double-click on the sub-folder and type in the new name.



NOTE: To delete a sub-folder:

1. Click the child subfolder you need to delete.
2. Click the trash icon next to the child subfolder's name to open the **Confirm Subfolder Delete** modal pop-up box.

Confirm Subfolder Delete

Do you want to delete folder New Folder-1?

Delete

[Cancel](#)

3. Click the **Delete** button.

Upload Files into IR Response Folders (9 of 9)

7. Once any sub-folders have been created, click on the folder or sub-folder for which you want to upload your IR response.



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Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (0)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (0/0)

Q1 (0/0)

Home > Investigations > PE25999 > PE25999-01 (IR Response)

Response Due: 2025-Dec-08 / Extension Cutoff: 2025-Dec-01 Request Extension

Question 1

Go to CBI Save

Entire Response Complete

Tree View ON

Manufacturer Filename	NHTSA Filename	File Type	ODI File Status	NCC Status	CBI Pk. ID	Date Submitted	Size	Submission Status
-----------------------	----------------	-----------	-----------------	------------	------------	----------------	------	-------------------

Entire Question Response in Cover Letter

NOTE: If you click on an empty folder, the **Entire Question Response in Cover Letter** box will appear on the page until at least 1 file has been uploaded to the folder.

Upload IR Response - Non-Confidential Files (1 of 7)

To upload non-confidential files to an IR Response folder:

1. Click on the desired folder and then click **Upload** button in the upper left corner of the “**Manufacturer Name**”/IR Response page to bring up the **Insert files** box.



Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (0)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (0/0)

Q1 (0/0)

Home > Investigations > PE25999 > PE25999-01 (IR Response)

Response Due: 2025-Dec-08 / Extension Cutoff: 2025-Dec-01

Request Extension

Question 1

Go to CBI

Save

Entire Response Complete

Tree View ON

Manufacturer Filename

NHTSA Filename

File Type

ODI File Status

NCC Status

CBI Pk. ID

Date Submitted

Size

Submission Status

Entire Question Response in Cover Letter

Upload IR Response - Non-Confidential Files (2 of 7)

2. Once the **Insert files** box appears:
 - a. Click the **Non-Confidential** (default) radio button.
 - b. Then drop and drag up to 2500 files at a time into the **Insert files** box.

Insert files: PE24201-01 > Q1

☒ Non-Confidential Files ☐ Paired Confidential Files

* All files uploaded as non-confidential are subject to publication. 0 attachment(s) added

Drag files here or [choose from folder](#)

- Note: Limit of 500 files per session across all sections. For paired confidential files, a maximum of 250 files per column applies
- Maximum size allowed per file is 5 GB
- .zip files are prohibited
- Multiple files can be uploaded for all 'Document Types'
- Following file types are allowed: .jpg, .accdb, .wav, .png, .avi, .doc, .docx, .html, .jpeg, .mov, .mp4, .mpeg, .mpg, .pdf, .rtf, .tif, .txt, .wmv, .xls, .xlsx, .mp3, .csv, .ppt, .pptx

REMINDER: (1) .Zip files are prohibited. (2) Each file uploaded can not exceed 5 GB in size.

Upload IR Response - Non-Confidential Files (3 of 7)

- c. Once the files appear in the **Insert files** box, review the files and if a file has been wrongly uploaded, click the “X” to the right of the file to delete it from being inserted into the folder.

Insert files: EQ24019-04 > Q3

☒ Non-Confidential Files ☐ Paired Confidential Files

* All files uploaded as non-confidential are subject to publication. 6 attachment(s) added

Drag files here or [choose from folder](#)

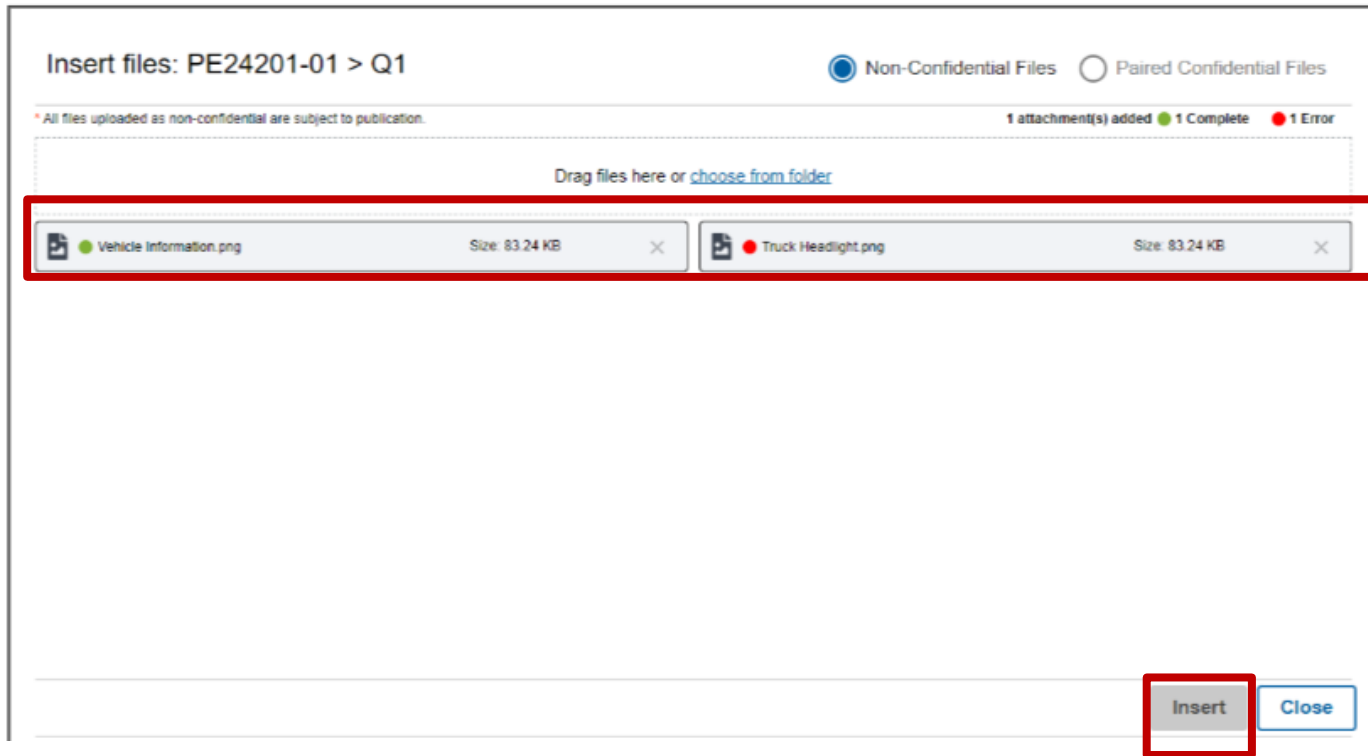
 Jira 2024-05-20T12_24_16-0400.csv	Size: 44.9 KB		 Jira 2024-05-20T11_20_33-0400.csv	Size: 44.58 KB	
 Jira 2024-05-20T10_02_47-0400.csv	Size: 63.69 KB		 Jira 2024-05-20T10_01_15-0400.csv	Size: 56.68 KB	
 Jira 2024-05-20T09_40_25-0400.csv	Size: 53.39 KB		 Jira 2024-05-20T09_10_34-0400.csv	Size: 55.42 KB	

[Insert](#) [Close](#)

- Note: Limit of 500 files per session across all sections. For paired confidential files, a maximum of 250 files per column applies
- Maximum size allowed per file is 5 GB
- .zip files are prohibited
- Multiple files can be uploaded for all 'Document Types'
- Following file types are allowed: .jpg, .accdb, .wav, .png, .avi, .doc, .docx, .html, .jpeg, .mov, .mp4, .mpeg, .mpg, .pdf, .rtf, .tif, .txt, .wmv, .xls, .xlsx, .mp3, .csv, .ppt, .pptx

Upload IR Response Non-Confidential Files (4 of 7)

d. Once the files have been reviewed, click the **Insert** button to enable the system to run a validation check on the files.



NOTE: As a file is undergoing the validation check:

- A progression bar will appear below the filename to indicate the file is undergoing validation.
- Once a file passes the validation check, a **green dot** will appear to the left of the file name.
- If a file does **not** pass the validation check, a **red dot** will appear next to the filename and the file will need to be reloaded.
- To view the reason for the validation failure, hover over the **red dot**.

Upload IR Response Non-Confidential Files (5 of 7)

- e. Once the validation check is complete and all files have uploaded, click the **Close** button.

The screenshot shows a web interface for uploading files. At the top, it says "Insert files: PE24201-01 > Q1". There are two radio buttons: "Non-Confidential Files" (selected) and "Paired Confidential Files". Below this, a red-bordered box highlights a summary: "1 attachment(s) added", "1 Complete" (with a green dot), and "1 Error" (with a red dot). A note states: "All files uploaded as non-confidential are subject to publication." The main area has a dashed border with the text "Drag files here or [choose from folder](#)". Below this, two file cards are shown: "Vehicle Information.png" (83.24 KB) with a green status icon, and "Truck Headlight.png" (83.24 KB) with a red status icon. At the bottom right, there are "Insert" and "Close" buttons, with the "Close" button highlighted by a red box.

NOTE: A validation summary (files completing upload and number of errors) will be displayed in the upper right part of the **Insert files** box.

Upload IR Response Non-Confidential Files (6 of 7)

f. Once the **Close** button is clicked, the system will run a file security check to ensure the files are safe to submit to ODI.

☐ Filename ↑	NHTSA Filename	File Type	File Status	Date Submitted	Size	Submission Status
P Inspected Vehicles_CBI.docx	INSC-PE24201-14742.docx	Non Confidential			1 KB	Not Submitted
Q Inspected Vehicles_Redacted.docx	INSS-PE24201-14906.docx	Non Confidential			133 KB	Not Submitted

NOTE: While the system is running its security check:

- There will be a “P” to the left of the file until it passes the security check and then the “P” will disappear.
- Any file that fails the security check will be marked “Q” and can not be submitted to ODI.
- A revised file will need to be uploaded to the folder before submitting the folder to ODI.

Upload IR Response Non-Confidential Files (7 of 7)

NOTE: Once at least one has been uploaded to any folder, the **Information Requests - Status** field will change to **In Progress**.

Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Extension Memos:

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	In Progress

Upload IR Response Paired Confidential Files (1 of 12)

Confidential and Public (Redacted) File Naming Conventions:

To enable the SDI Portal to automatically pair Confidential files with their respective Redacted/Public version of the files, the following naming conventions should be used to name and upload Confidential Files and their Redacted/Public versions:

Confidential Files should be named using any of the 5 conventions below:

- File Name_Confidential Business Information
- File Name_Conf Bus Info
- File Name_Conf
- File Name_Confidential
- File Name_CBI

Redacted Version of Confidential Files should be named using either of the 2 conventions below:

- File Name_Public
- File Name_Redacted

NOTE: The “File Name” portion of the Confidential and Redacted file names need to match exactly.

NOTE: Once the Paired-Confidential files are submitted to ODI, a ***Contains CBI*** box will automatically be checked in ODI’s internal system and the files will be locked down. The Public versions of files will be reviewed, redacted by ODI for Personal Identifiable Information (PII), and then published to the NHTSA website.

Upload IR Response Paired Confidential Files (2 of 12)

To upload Paired-Confidential files for an IR Response folder:

- 1. Click on the folder in which you want to upload files.
- 2. Then click the **Upload** button in the upper left corner of the “**Manufacturer Name**”/ **IR Response** page.



NHTSA
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

 Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (0)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (0/0)

Q1 (0/0)

Question 1

Go to CBI

Save

Entire Response Complete

Tree View

Manufacturer Filename

NHTSA Filename

File Type

ODI File Status

NCC Status

CBI Pk. ID

Date Submitted

Size

Submission Status

Entire Question Response in Cover Letter

Upload IR Response Paired Confidential Files (3 of 12)

3. Select the **Paired Confidential** radio button.
4. Drop and drag up to 2500 Confidential files into the Confidential Version (left) side of the page.
5. Drop and drag up to 2500 Public files into the Public Version (right) side of the page.

Insert files: PE242101-01 > Q1

☐ Non-Confidential Files ☒ Paired Confidential Files

*** Confidential Version** 0 attachment(s) added
(Unredacted Files with Confidential Markings)

Drag files here or [choose from folder](#)

*** Public Version** 0 attachment(s) added
(Redacted Files)

Drag files here or [choose from folder](#)

Select All
☐ Complete CBI
(0)

Insert Close

NOTE: (1) See slide #6 for list of acceptable file types. (2) Each file uploaded can not exceed 5 GB in size.

Upload IR Response Paired Confidential Files (4 of 12)

6. If the entire **Confidential file** is confidential, check the **Complete CBI** box to the right of the file row to override the system and not have to upload a Public version of the file.

Insert files: PE23016-01 > Q3

☐ Non-Confidential Files ☒ Paired Confidential Files

* Confidential Version (Unredacted Files with Confidential Markings)	12 attachment(s) added	* Public Version (Redacted Files)	11 attachment(s) added
Drag files here or choose from folder		Drag files here or choose from folder	
Filename: R3_GMPlates_CBI.pdf Size: 2 MB Date Submitted: Not Submitted X		Filename: R3_GMPlates_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI
Filename: R3_6L90_Valve_CBI.pdf Size: 2 MB Date Submitted: Not Submitted X		Filename: R3_6L90_Valve_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI
Filename: R3_GMPlates_test_CBI.pdf Size: 2 MB Date Submitted: Not Submitted X		Filename: R3_GMPlates_test_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI
Missing Pair		Filename: R3_6L90_Results_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI
Filename: R3_6L90_Valve_CBI.csv Size: 2 MB Date Submitted: Not Submitted X		Filename: R3_6L90_Valve_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI
Filename: R3_6L90_Sup_CBI.docx Size: 2 MB Date Submitted: Not Submitted X		Filename: R3_6L90_Sup_Redacted.docx Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI
Filename: R3_Valve_Machine_CBI.csv Size: 2 MB Date Submitted: Not Submitted X		Filename: R3_Valve_Machine_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI
Filename: R3_ValveFail_CBI.mp4 Size: 2 MB Date Submitted: Not Submitted X		Filename: R3_ValveFail_Redacted.mp4 Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI
Filename: R3_6L90_Failure_CBI.csv Size: 2 MB Date Submitted: Not Submitted X		Missing Pair	
Filename: R3_6L90Analysis_CBI.csv Size: 2 MB Date Submitted: Not Submitted X		Filename: R3_6L90Analysis_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI
Filename: R3_TransmissiFail_CBI.mp4 Size: 2 MB Date Submitted: Not Submitted X		Filename: R3_TransmissiFail_Redacted.mp4 Size: 2 MB Date Submitted: Not Submitted X	☐ Complete CBI

☒ Generate Complete CBI Document ☐ Use MFR Provided Complete CBI Document

☐ Select All Complete CBI (1)

☒ Complete CBI

Note: If all the Confidential files for a given folder are being submitted as all CBI, click the **Select All Complete CBI** box at the top of the Complete CBI column.

Upload IR Response Paired Confidential Files (5 of 12)

7. If at least 1 **Complete CBI** box is checked for a given question number, select either the **Generate Complete CBI Document** or the **Use Mfr Provided Complete CBI Document** radio button to generate and submit a 1-page file that documents that “The remaining documents responsive to IR XXYY-####-## Question # have a Confidential Business Information (CBI) request from the manufacturer for the entirety of each document”.

Insert files: PE23016-01 > Q3

☐ Non-Confidential Files

☒ Paired Confidential Files

* Confidential Version (Unredacted Files with Confidential Markings)			12 attachment(s) added	* Public Version (Redacted Files)			11 attachment(s) added
Drag files here or choose from folder				☐ Select All Complete CBI (1)			
	Filename: R3_GMPlates_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_GMPlates_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_6L90_Valve_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_6L90_Valve_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_GMPlates_test_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_GMPlates_test_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted
Missing Pair					Filename: R3_6L90_Results_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_6L90_Valve_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_6L90_Valve_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_6L90_Sup_CBI.docx	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_6L90_Sup_Redacted.docx	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_Valve_Machine_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_Valve_Machine_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_ValveFail_CBI.mp4	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_ValveFail_Redacted.mp4	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_6L90_Failure_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	Missing Pair			
	Filename: R3_6L90Analysis_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_6L90Analysis_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_TransmissFail_CBI.mp4	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_TransmissFail_Redacted.mp4	Size: 2 MB	Date Submitted: Not Submitted

☒ Generate Complete CBI Document

☐ Use MFR Provided Complete CBI Document

Insert

Close

NOTE: The **Generate Complete CBI Document** and **Use Mfr Provided Complete CBI Document** buttons will only activate once a “Complete CBI” box is checked and the **Generate Complete CBI Document** will be checked as a default.

Upload IR Response Paired Confidential Files (6 of 12)

NOTE: If the **Generate Complete CBI Document** button is selected, the SDI Portal will automatically create the 1-page document as shown below for the question selected.

The remaining documents responsive to IR PE23016-01 Question 3 have a Confidential Business Information (CBI) request from the manufacturer for the entirety of each document.

Created: May 28, 2024

NOTE: The 1-page document will automatically be uploaded to the selected Question # folder as a non-confidential, public file.

NOTE: If the **Use Mfr Provided Complete CBI Document** is selected, you will need to create and upload a 1-page file that documents something similar to the wording on the previous slide. Once the **Use MFR Provided Complete CBI Document** button is selected, a box will appear for you to upload their own document.

Drag files here or [choose from folder](#)

☐ Generate Complete CBI Document ☒ Use MFR Provided Complete CBI Document

Upload IR Response Paired Confidential Files (8 of 12)

NOTE: Once you drop and drag the file (or select it from a shared folder), the file will appear on the page as shown below.

Insert files: PE24046-01 > Q2

☐ Non-Confidential Files ☒ Paired Confidential Files

* Confidential Version (Unredacted Files with Confidential Markings)	4 attachment(s) added	* Public Version (Redacted Files)	0 attachment(s) added
Drag files here or choose from folder		Drag files here or choose from folder	
Jira/2024s-04-09.T12_19_14-(3)...	Size: 105.59 KB X	Complete CBI Selected	☒ Complete CBI
Jira/2024s-04-09.T12_19_14-(0)...	Size: 105.59 KB X	Missing Pair	☐ Complete CBI
Jira/2024s-04-09.T12_19_14-(1)...	Size: 105.59 KB X	Complete CBI Selected	☒ Complete CBI
Jira/2024s-04-09.T12_19_14-(2)...	Size: 105.59 KB X	Missing Pair	☐ Complete CBI

Select All
☐ Complete CBI (2)

Drag files here or [choose from folder](#)

MFR Complete CBI Document.d... Size: 565.21 KB X

☐ Generate Complete CBI Document ☒ Use MFR Provided Complete CBI Document

Insert Close

NOTE: The **Complete CBI Document** will automatically be uploaded to the selected Question # folder as a non-confidential, public file once the Paired-Confidential files are inserted into the folder.

Upload IR Response Paired Confidential Files (9 of 12)

8. Once the files appear in the **Insert files** box, you should review the files and if a file has been wrongly uploaded, click the “X” to the right of the file to delete the file from being inserted.

Insert files: PE23016-01 > Q3

☐ Non-Confidential Files ☒ Paired Confidential Files

* Confidential Version (Unredacted Files with Confidential Markings)				* Public Version (Redacted Files)			
12 attachment(s) added				11 attachment(s) added			
Drag files here or choose from folder				Drag files here or choose from folder			
	Filename: R3_GMPlates_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_GMPlates_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_6L90_Valve_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_6L90_Valve_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_GMPlates_test_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_GMPlates_test_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted
Missing Pair					Filename: R3_6L90_Results_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_6L90_Valve_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_6L90_Valve_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_6L90_Sup_CBI.docx	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_6L90_Sup_Redacted.docx	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_Valve_Machine_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_Valve_Machine_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_ValveFail_CBI.mp4	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_ValveFail_Redacted.mp4	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_6L90_Failure_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	Missing Pair			
	Filename: R3_6L90Analysis_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_6L90Analysis_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted
	Filename: R3_TransmissFail_CBI.mp4	Size: 2 MB	Date Submitted: Not Submitted		Filename: R3_TransmissFail_Redacted.mp4	Size: 2 MB	Date Submitted: Not Submitted

☒ Select All Complete CBI (1)

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☒ Complete CBI

☐ Complete CBI

☐ Complete CBI

☒ Generate Complete CBI Document ☐ Use MFR Provided Complete CBI Document

NOTE: If a Confidential Version of a file is missing, the manufacturer will need to upload the missing file before its Public Version can be inserted into the question folder and vice-versa.

Upload IR Response Paired Confidential Files (10 of 12)

9. Once you have reviewed the files to ensure they are the ones they want to insert, click the **Insert** button to enable the system to run a file validation check.

NOTE: As a file is undergoing the validation check:

- A progression bar will appear below the filename to indicate the file is undergoing validation.
- Once a file passes the validation check, a **green dot** will appear to the left of the file name.
- If a file does **not** pass the validation check, a **red dot** will appear next to the filename and the file will need to be reloaded.
- To view the reason for the validation failure, hover over the **red** dot.

Insert files: PE23016-01 > Q3

☐ Non-Confidential Files ☒ Paired Confidential Files

Confidential Version (Unredacted Files with Confidential Markings) 12 attachment(s) added

Drag files here or [choose from folder](#)

	Filename: R3_GMPlates_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_6L90_Valve_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_GMPlates_test_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_6L90_Valve_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_6L90_Sup_CBI.docx	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_Valve_Machine_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_ValveFail_CBI.mp4	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_6L90_Failure_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_6L90Analysis_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_TransmissFail_CBI.mp4	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_TransmissFail_CBI.mp4	Size: 2 MB	Date Submitted: Not Submitted	×

Public Version (Redacted Files) 11 attachment(s) added

Drag files here or [choose from folder](#)

	Filename: R3_GMPlates_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_6L90_Valve_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_GMPlates_test_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_6L90_Valve_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_6L90_Sup_Redacted.docx	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_Valve_Machine_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_ValveFail_Redacted.mp4	Size: 2 MB	Date Submitted: Not Submitted	×
Missing Pair				
	Filename: R3_6L90Analysis_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_TransmissFail_Redacted.mp4	Size: 2 MB	Date Submitted: Not Submitted	×
	Filename: R3_TransmissFail_Redacted.mp4	Size: 2 MB	Date Submitted: Not Submitted	×

☐ Select All Complete CBI (1)

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☒ Complete CBI

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☒ Generate Complete CBI Document ☐ Use MFR Provided Complete CBI Document

Insert **Close**

• Limit of 500 files per session across all sections. For paired confidential files, a maximum of 250 files per column applies.

• Maximum size allowed per file is 5 GB

• .zip files are prohibited

• Multiple files can be uploaded for all 'File Types'

• Following file types are allowed: .jpg, .acddb, .wav, .png, .avi, .doc, .docx, .html, .jpeg, .mov, .mp4, .mpeg, .mpg, .pdf, .ppt, .rtf, .tif, .txt, .wmv, .xls, .xlsx

Upload IR Response Paired Confidential Files (11 of 12)

10. Once the validation check is complete, click the **Close** button.

Insert files: PE23016-01 > Q3

☐ Non-Confidential Files ☒ Paired Confidential Files

Confidential Version (Unredacted Files with Confidential Markings)

12 attachment(s) added

Drag files here or [choose from folder](#)



●

Filename: R3_GMPlates_CBI.pdfSize: 2 MBDate Submitted: Not Submitted

×



●

Filename: R3_6L90_Valve_CBI.pdfSize: 2 MBDate Submitted: Not Submitted

×



●

Filename: R3_GMPlates_test_CBI.pdfSize: 2 MBDate Submitted: Not Submitted

×



●

Filename: R3_GMPlates_Redacted.pdfSize: 2 MBDate Submitted: Not Submitted

×



●

Filename: R3_6L90_Valve_Redacted.pdfSize: 2 MBDate Submitted: Not Submitted

×



●

Filename: R3_GMPlates_test_Redacted.pdfSize: 2 MBDate Submitted: Not Submitted

×

☐ Select All Complete CBI (1)

☐ Complete CBI

☐ Complete CBI

☐ Complete CBI

☒ Generate Complete CBI Document ☐ Use MFR Provided Complete CBI Document

Insert

Close

• Limit of 500 files per session across all sections. For paired confidential files, a maximum of 250 files per column applies.

• Maximum size allowed per file is 5 GB

• .zip files are prohibited

• Multiple files can be uploaded for all 'File Types'

• Following file types are allowed: .jpg, .accdb, .wav, .png, .avi, .doc, .docx, .html, .jpeg, .mov, .mp4, .mpeg, .mpg, .pdf, .ppt, .rtf, .tif, .txt, .wmv, .xls, .xlsx

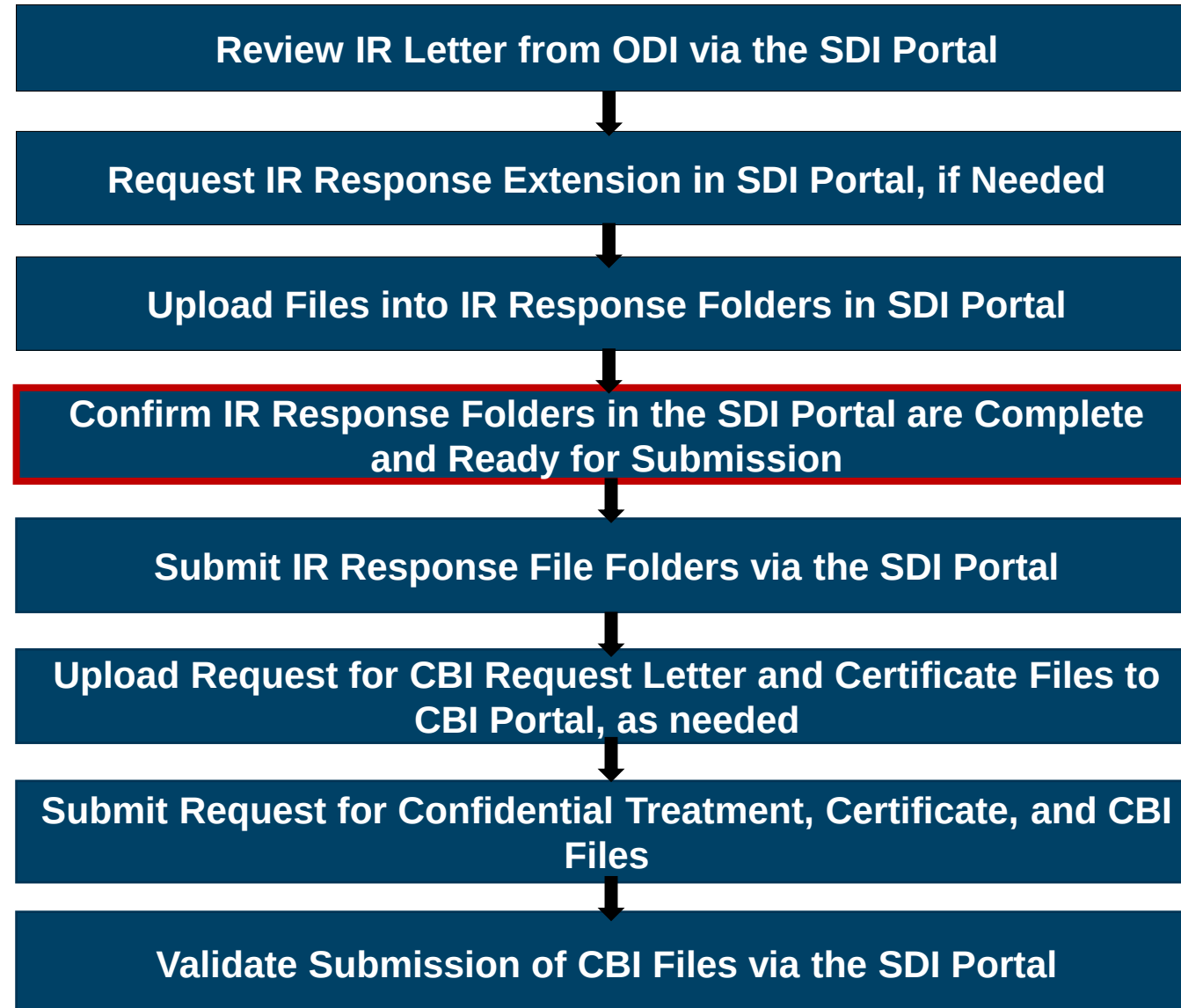
Upload IR Response Paired Confidential Files (12 of 12)

11. Once you click the **Close** button, the system will run a security check on the files to ensure they are safe to submit to ODI.

☐ Filename ↑	NHTSA Filename	File Type	File Status	Date Submitted	Size	Submission Status
P Inspected Vehicles_CBI.docx	INSC-PE24201-14742.docx	Paired Confidential			1 KB	Not Submitted
Q Inspected Vehicles_Redacted.docx	INSS-PE24201-14906.docx	Paired Confidential			133 KB	Not Submitted

- NOTE:** While the system is running its security check:
 - There will be a “P” to the left of the file until it passes the security check and then the “P” will disappear.
 - Any file that fails the security check will be marked “Q” and can not be submitted to ODI.
 - A revised file will need to be uploaded to the folder before submitting the folder to ODI.

Confirm IR Response Folders are Ready for Submission (1 of 4)



Confirm IR Response Folders are Ready for Submission (2 of 4)

To confirm an IR response folder is complete and ready to be submitted to ODI:

1. In the **Manufacturer/ IR Response** folder, check the box to the right of the IR Response cover letter and/or each question folder that is complete and ready to be submitted.



NHTSA
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (17)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (0/2)

> Q1 (0/3)

Q2 (CL)

Q3 (CL)

Q4 (CL)

Home > Investigations > PE25999 > PE25999-01(IR Response)

Response Due: 2026-Jan-01 / Extension Cutoff: 2025-Dec-25

Request Extension

Question 5

Go to CBI

Save

☒ Entire Response Complete

Tree View

ON

☐ Manufacturer Filename ↑

NHTSA Filename

File Type

ODI File Status

NCC Status

CBI Pk. ID

Date Submitted

Size

Submission

?

☒ Entire Question Response in Cover Letter

NOTE: Once a folder is checked, a green circle will appear to the right of the parent folder.

Confirm IR Response Folders are Ready for Submission (3 of 4)

2. In the **Manufacturer/ IR Response** page, click the **Save** button.



Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (17)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (0/2)

Q1 (0/2)

Q2 (0/3)

Q3 (0/3)

Home > Investigations > PE25999 > PE25999-01(IR Response)

Response Due: 2026-Jan-01 / Extension Cutoff: 2025-Dec-25

Request Extension

Question 5

Go to CBI

Save

Entire Response Complete

Tree View

Manufacturer Filename	NHTSA Filename	File Type	ODI File Status	NCC Status	CBI Pk. ID	Date Submitted	Size	Submission
-----------------------	----------------	-----------	-----------------	------------	------------	----------------	------	------------

Entire Question Response in Cover Letter

Note: Submissions must be done at the folder level. All sub-folders will be submitted at the same time the parent folder is submitted. If any additional files are added to the folder prior to submission, you will need to repeat steps 1 and 2 before you submit the folder.

Confirm IR Response Folders are Ready for Submission (4 of 4)

- 3. In the **Confirm Completion for Selected Item(s)** window, click the **Confirm & Complete** button to confirm the folder that are complete and ready for submission or [Go back](#) to go back to the **IR Response** screen.

×

Confirm Completion for Selected Item(s)

You are about to mark the following item(s) to complete:

Q1

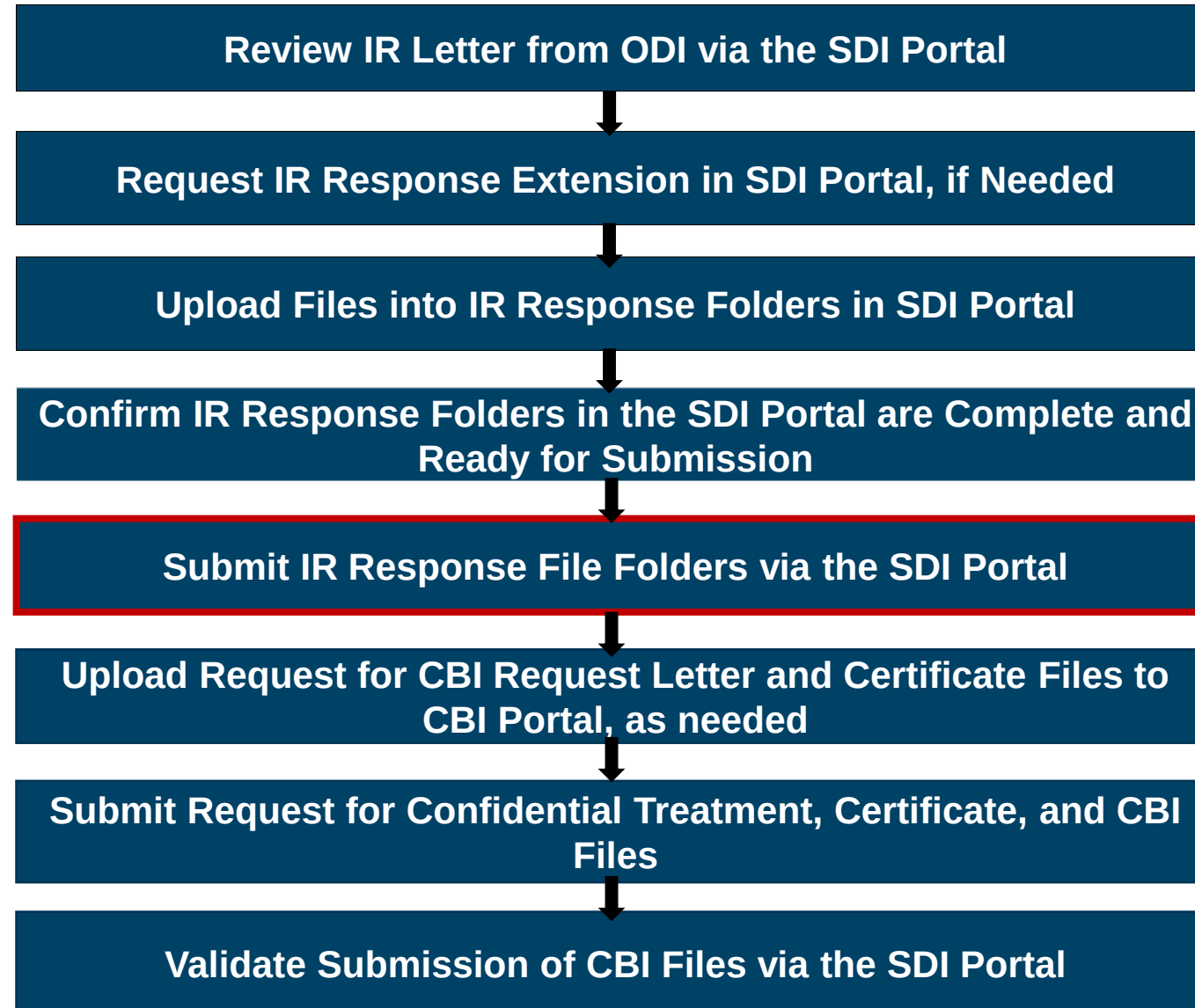
This action will not prevent the addition of more files to these response folders.

Please confirm, as this cannot be undone.

Confirm & Complete

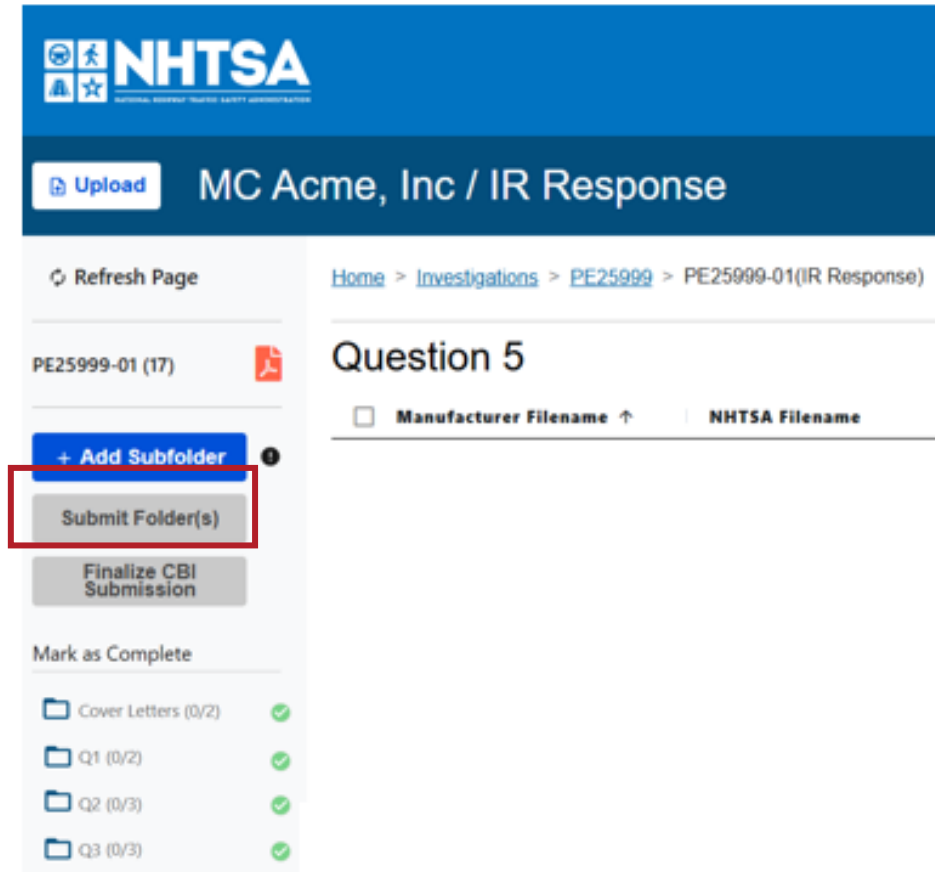
[Go back](#)

Submit IR Response Folders via the SDI Portal (1 of 4)



Submit IR Response Folders via the SDI Portal (2 of 4)

1. Once folder boxes have been identified with a green circle and are saved and ready to be submitted to ODI, click the **Submit Folder(s)** button.



The screenshot displays the NHTSA SDI Portal interface. At the top, the NHTSA logo is visible, followed by a blue header bar with the text 'MC Acme, Inc / IR Response'. Below this, a navigation breadcrumb shows 'Home > Investigations > PE25999 > PE25999-01(IR Response)'. The main content area is titled 'Question 5' and includes a toggle for 'Manufacturer Filename' and 'NHTSA Filename'. On the left sidebar, there is a list of folders: 'PE25999-01 (17)', '+ Add Subfolder', 'Submit Folder(s)', 'Finalize CBI Submission', and 'Mark as Complete'. The 'Submit Folder(s)' button is highlighted with a red rectangular box. Below the 'Mark as Complete' section, there is a list of folders with checkboxes and green checkmarks: 'Cover Letters (0/2)', 'Q1 (0/2)', 'Q2 (0/3)', and 'Q3 (0/3)'.

NOTE: The system will only submit files within the checked folders that have not yet been submitted.

Submit IR Response Folders via the SDI Portal (3 of 4)

2. In the **Confirm Response Submission** window, check the ***Folders being submitted*** field to ensure the folders being submitted are correct and then click the **Confirm & Submit Folder(s)** button.

×

Confirm Response Submission: PE25999

You are submitting all folders saved with a green checkbox that contain files with a status of "Not Submitted" as part of your response. Folders being submitted include Cover Letters, Q1, Q2.

If your response includes any files marked as Confidential Business Information (CBI), you must complete an additional step to finalize the submission:

- All paired Confidential files will remain in a pending status until you submit the required CBI Request Letter and Certificate within the CBI portal.
- To submit Confidential files, you must click the "Finalize CBI Submission" button after clicking the "Confirm & Submit Folder(s)" button.
- Important: Only click "Finalize CBI Submission" once you have uploaded all Confidential files referenced in your CBI request letter to NHTSA's Office of the Chief Counsel.

Folders being submitted:

Cover Letters, Q1, Q2

Note: This action cannot be undone.

Confirm & Submit Folder(s)

[Go back](#)

NOTE: Once you click the **Confirm & Submit Folder(s)** button, all non-confidential files will be submitted to ODI; however, prior to submitting your paired confidential files, you will need to finalize your CBI submission by submitting your **Request for Confidential Treatment** and **Certification** files to the Office of Chief Counsel via the CBI Portal.

Submit IR Response Folders via the SDI Portal (4 of 4)

3. In the **Manufacturer/ IR Response** page, check the **Submission Status** field of a few files to ensure the following:
- a. Non-Confidential files submitted have a “Response Submitted” in the **Submission Status** field.
 - b. Paired Confidential and CMP CBI files have a “Response Pending CBI” in the **Submission Status** field.



Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (10)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Home > Investigations > PE25999 > PE25999-01 (IR Response)

Response Due: 2025-Dec-08 / Extension Cutoff: 2025-Dec-01

Request Extension

Question 6

Go to CBI

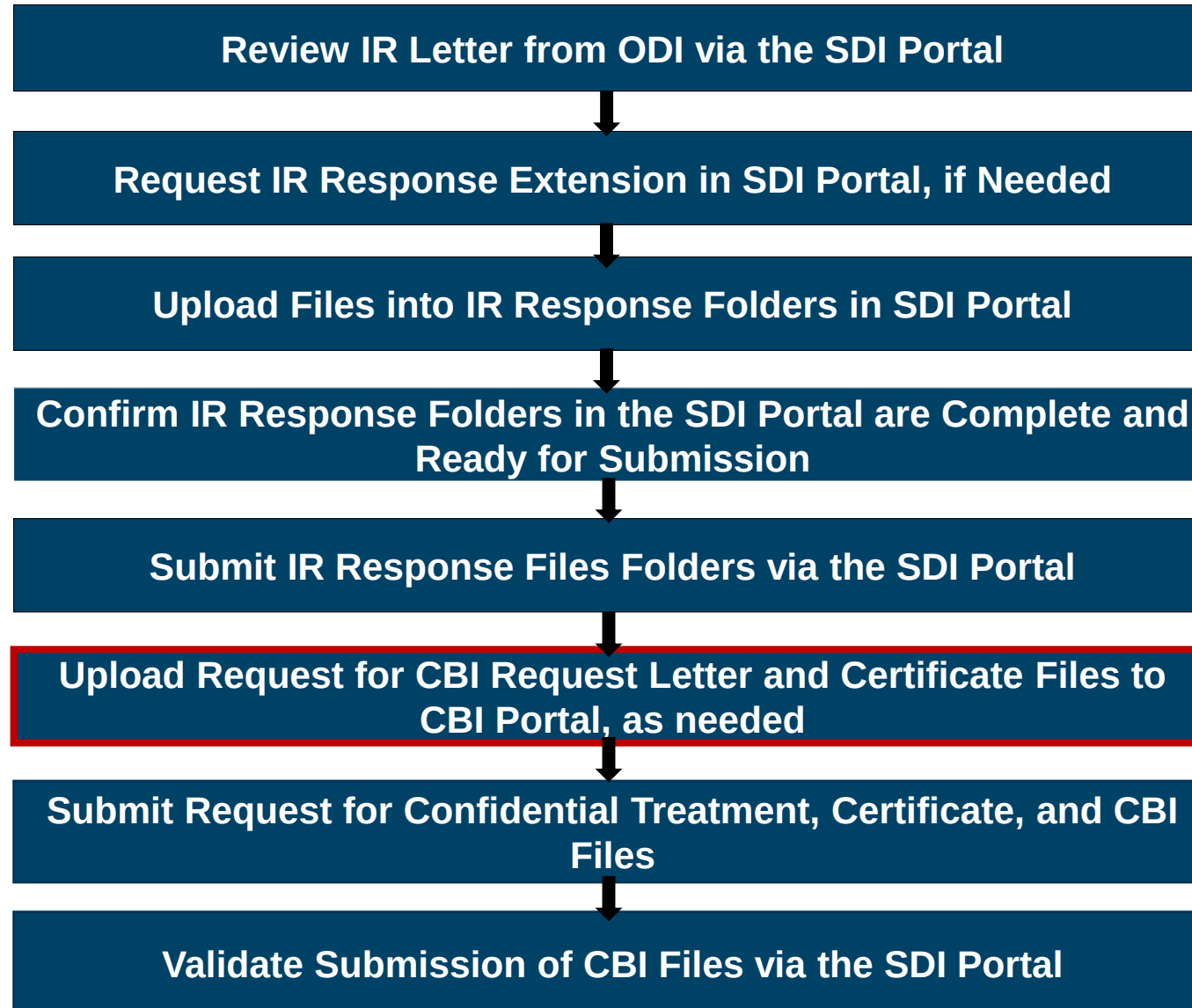
Save

Entire Response Complete

Tree View ON

Manufacturer Filename	NHTSA Filename	File Type	ODI File Status	NCC Status	CBI Pk. ID	Date Submitted	Size	Submission Status
PE25999-03_Q6_RCMP.pdf	INCCS-PE25999-46460.pdf	Non Confidential					11 KB	Response Pending CBI
Request Letter.docx	INRD-PE25999-46458.docx	Non Confidential				2025-Oct-24	13 KB	Response Submitted
image_CBI.png	INRC-PE25999-46459.png	CMP CBI					67 KB	Response Pending CBI

Upload CBI Request Letter and Certificate Files (1 of 8)



Upload CBI Request Letter and Certificate Files (2 of 8)

1. If you have any files with a **Submission Status** of “Response Pending CBI”, click the **Finalize CBI Submission** button to submit your **Request for Confidential Treatment (CBI)** and **Certification** files to NHTSA’s Office of Chief Counsel.



NHTSA
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

PE25999-01 (10)

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Home > Investigations > PE25999 > PE25999-01 (IR Response)

Response Due: 2025-Dec-08 / Extension Cutoff: 2025-Dec-01 [Request Extension](#)

Question 6

Go to CBI

Save

☐ Entire Response Complete

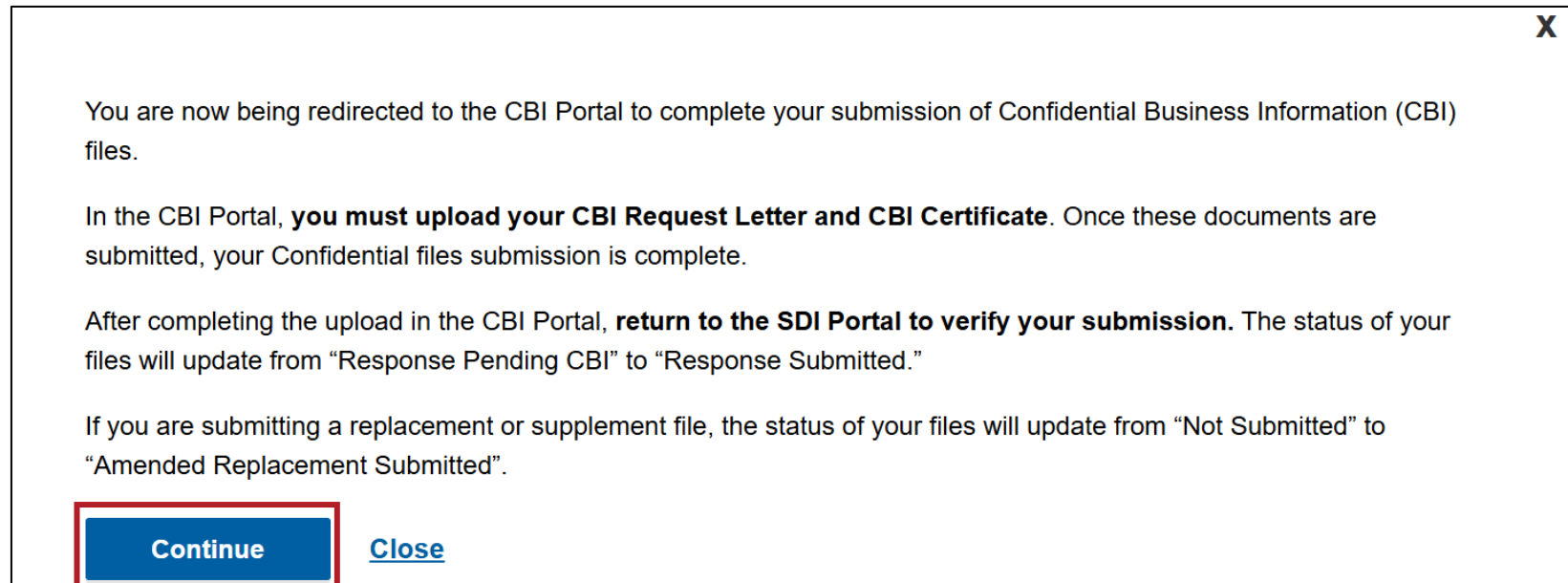
Tree View ☒

☐ Manufacturer Filename ↑	NHTSA Filename	File Type	ODI File Status	NCC Status	CBI Pk. ID	Date Submitted	Size	Submission Status
PE25999-03_Q6_RCMP.pdf	INCCS-PE25999-46460.pdf	Non Confidential					11 KB	Response Pending CBI
Request Letter.docx	INRD-PE25999-46458.docx	Non Confidential				2025-Oct-24	13 KB	Response Submitted
image_CBI.png	INRC-PE25999-46459.png	CMP CBI					67 KB	Response Pending CBI

NOTE: Once you click the **Finalize CBI Submission** button, a window will open explaining that you are being redirected to the CBI Portal and the next steps you will need to required to take.

Upload CBI Request Letter and Certificate Files (3 of 8)

2. To connect to the CBI Portal, click the **Continue** button to go to the CBI Portal to complete your CBI submission.



Upload CBI Request Letter and Certificate Files (4 of 8)

3. Using the table below, in the CBI portal - **Submission Details** pane, complete all the required fields.

Submission Details

Status: Not Submitted

Submitting Entity*

MC ACME, INC

NHTSA Office*

ODI

Submission Type*

Investigation IR Response

Investigation ID*

Select or type Investigation ID

IR ID*

Select IR ID

Email of ODI Requester/POC*

Please enter dot.gov email and use ',' as separator

IR Question Numbers Included in the Submission

The following IR question numbers are populated for the selected IR ID based on your prior action in the SDI Portal. Please [return to the SDI Portal](#) if you would like to review.

Subject*

Please explain why you are submitting this information to NHTSA.

50 characters allowed

Summary*

Please provide a detailed summary of the information that you are providing to NHTSA.

2048 characters allowed

Element	Description
Submitting Entity	From the Submitting Entity drop-down field, select the name of the manufacturer you are submitting the IR Response on behalf of. The drop-down will display manufacturer names based on your user permissions.
NHTSA Office	From the NHTSA Office drop-down field, select "ODI."
Submission Type	From the Submission Type drop-down field, select "Investigation IR Response."
Investigation ID	From the Investigation ID drop-down field, select the ID number of the Investigation for which the IR Response is being requested. The drop-down options will display open Investigation numbers corresponding to the entry input in the Submitting Entity field.
IR ID	From the IR ID drop-down field, select the ID number of the IR for which you are responding to the IR Request. The drop-down options will display the IR ID numbers corresponding to the entries input in the Submitting Entity and Investigation ID fields.
Email of ODI Requestor/POC	Once the Investigation ID field is filled out, the Email of ODI Requestor/POC will be automatically populated with the email address of the ODI investigator responsible for your Investigation.
IR Question Number Included in the Submission	Once the IR ID field is filled out, the IR Question Number Included in the Submission will be automatically populated with the IR folders containing documents for which confidential treatment is being requested and which have not been included in a previous CBI request. These documents should have been identified as containing CBI when uploaded to the SDI portal.
Subject	In the Subject field, explain why you are submitting this information to NHTSA. The character limit is 50.
Summary	In the Summary field, provide a detailed summary of the information that you are providing to NHTSA. The character limit is 2048.

Upload CBI Request Letter and Certificate Files (5 of 8)

4. Using the steps below, in the **Request Letter** pane, upload the **Request for Confidential Treatment** document file:
 - a. Click in the **Drag file here** box or on the **choose from folder** hyperlink.

Request Letter*

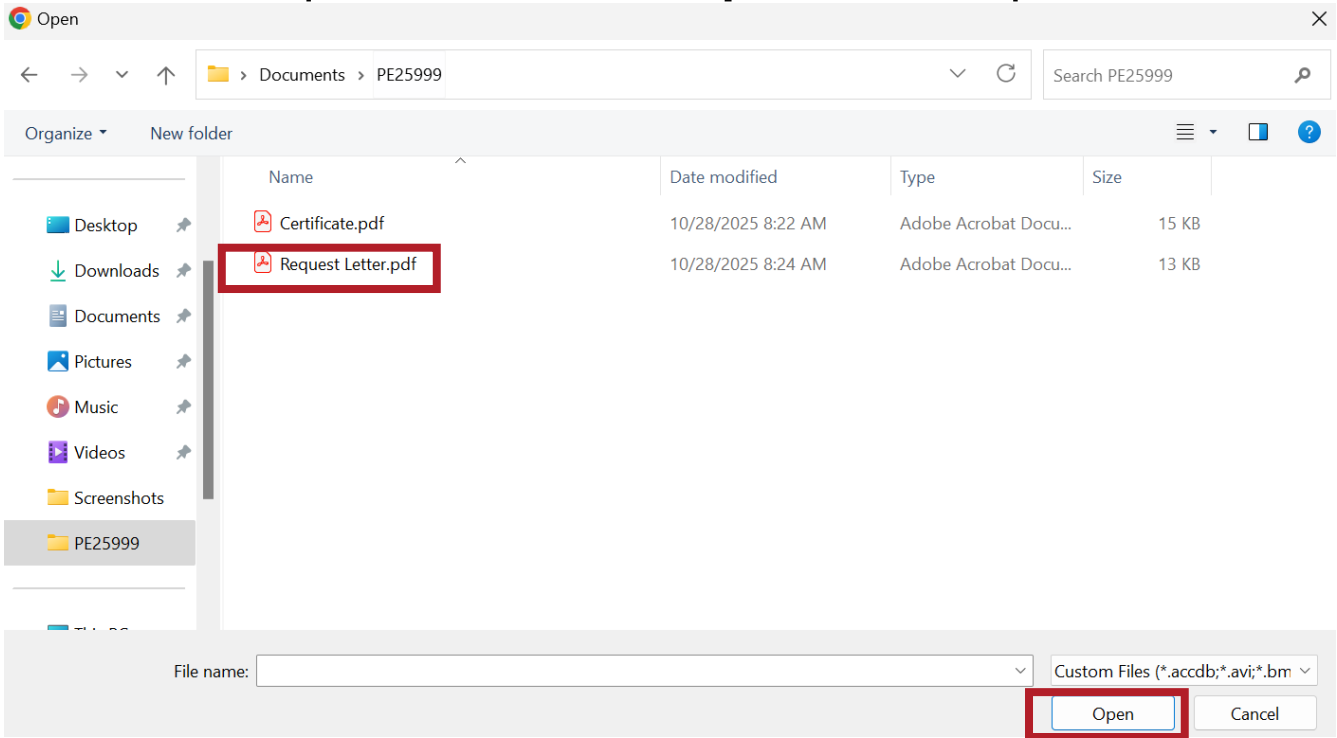
Drag file here or [choose from folder](#)

[49 CFR Part 512.8](#)

NOTE: You can click the **49 CFR Part 512.8** hyperlink to review NHTSA's CBI requirements.

Upload CBI Request Letter and Certificate Files (6 of 8)

b. Select the file to be uploaded to the **Request Letter** pane and then click the **Open** button.



c. Once the **Request Letter** file has been uploaded, add any **Notes** (up to 50 characters), as needed.

FileName: Request Letter.docx

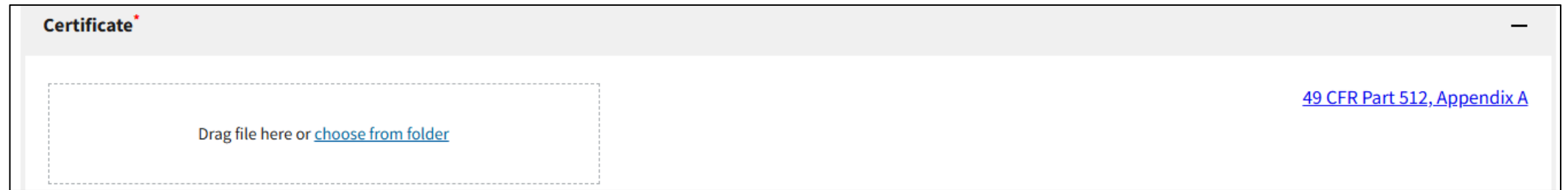
Size: 12.76 KB

Date Submitted: 09/12/2025

Notes: You can enter up to 50 characters

Upload CBI Request Letter and Certificate Files (7 of 8)

5. Using the steps below, in the **Certificate** pane, upload the **Certificate** file:
 - a. Click in the **Drag file here** box or on the **choose from folder** hyperlink.

A screenshot of a web interface titled "Certificate" with a red asterisk. The interface features a large dashed rectangular box on the left for file upload, containing the text "Drag file here or [choose from folder](#)". On the right side, there is a blue hyperlink that reads "49 CFR Part 512, Appendix A".

Certificate*

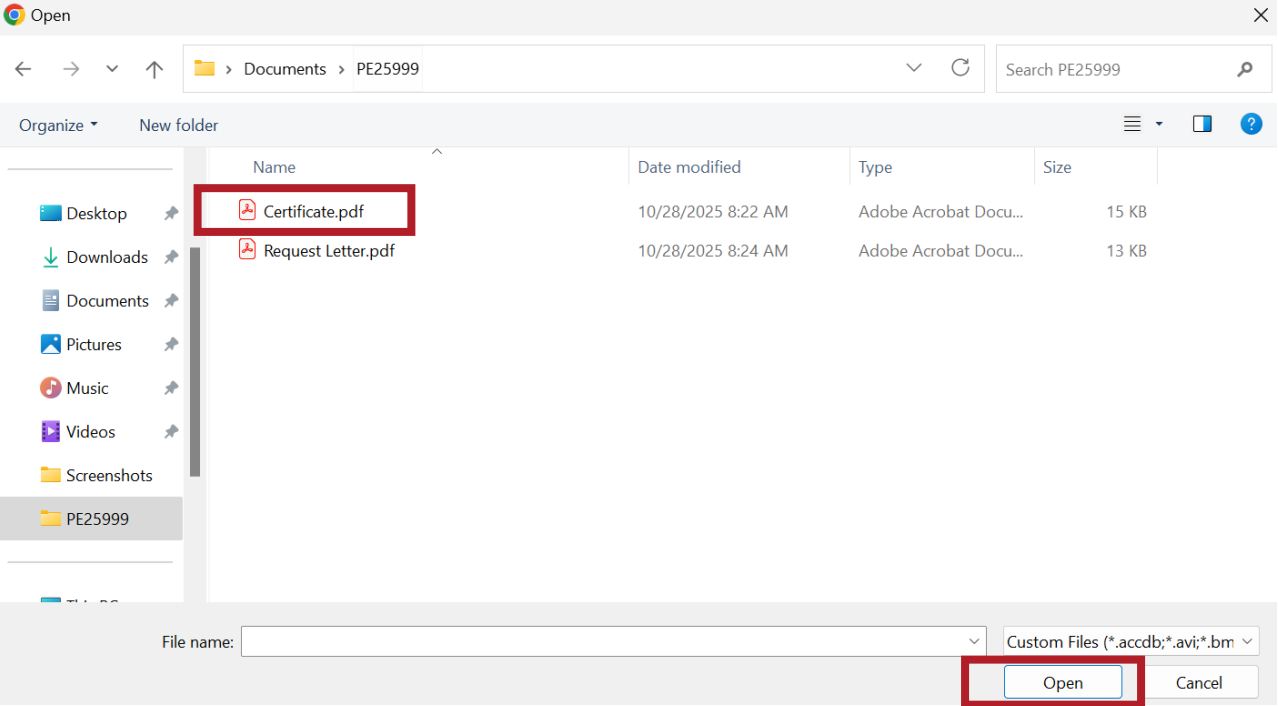
Drag file here or [choose from folder](#)

[49 CFR Part 512, Appendix A](#)

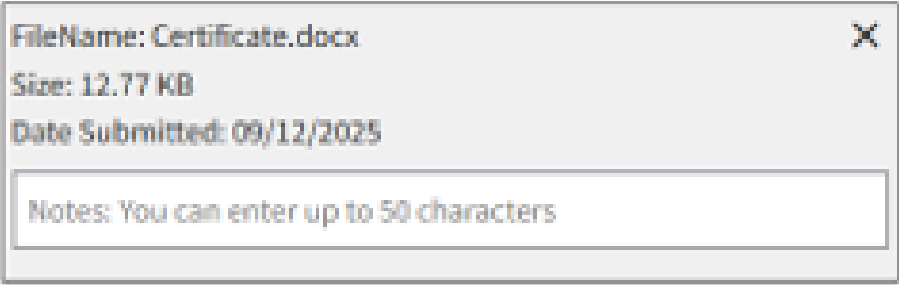
NOTE: You can click the **49 CFR Part 512, Appendix A** hyperlink to review NHTSA's certificate requirements.

Upload CBI Request Letter and Certificate Files (8 of 8)

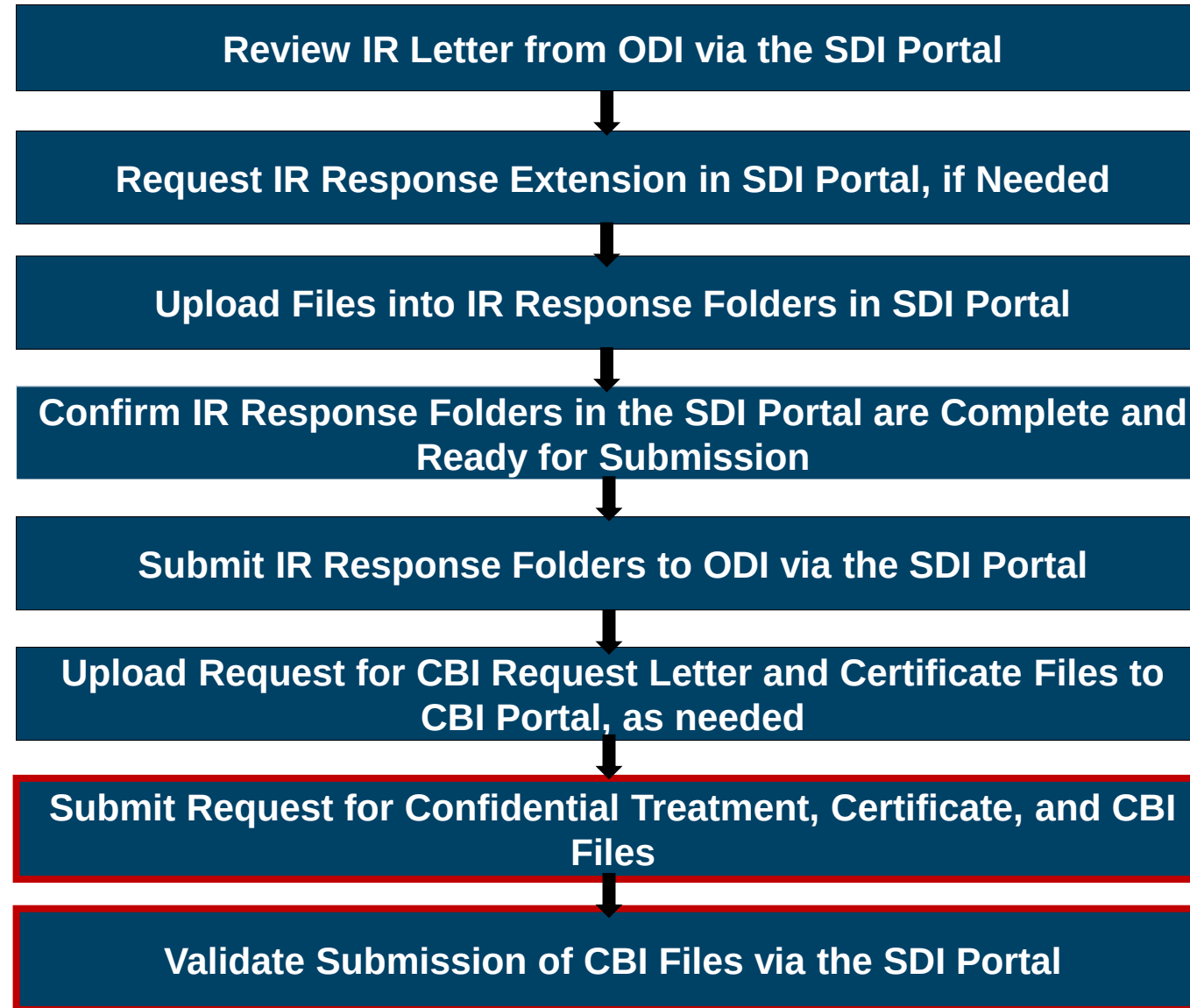
b. Select the file to be uploaded to the **Certificate** pane and then click the **Open** button.



b. Once the **Certificate** file has been uploaded, add any **Notes** (up to 50 characters), as needed.



Submit CBI Files and Validate CBI Submission (1 of 6)



Submit CBI Files and Validate CBI Submission (2 of 6)

1. Once the **Request Letter** and **Certificate** files have been uploaded to the CBI Portal, click the **Submit** button.

Request Letter

Drag file here or [choose from folder](#)

49 CFR Part 512.8

FileName: Request Letter.docx
Size: 12.76 KB
Date Submitted: 09/12/2025

Notes: You can enter up to 50 characters

Certificate

Drag file here or [choose from folder](#)

49 CFR Part 512, Appendix A

FileName: Certificate.docx
Size: 12.77 KB
Date Submitted: 09/12/2025

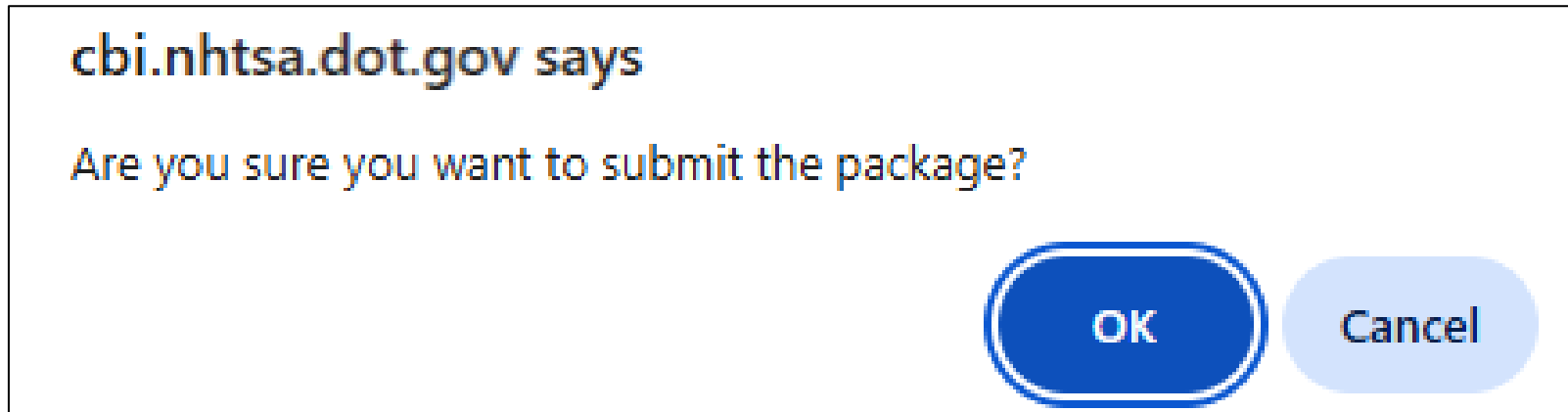
Notes: You can enter up to 50 characters

Submit

Cancel

Submit CBI Files and Validate CBI Submission (3 of 6)

2. In the confirmation message at the top of the page, click the **Ok** button.



NOTE: Once you have submitted your **Request Letter** and **Certificate** files, all pending **Paired Confidential** and **Complete CBI** files will be submitted to NHTSA and cannot be deleted.

NOTE: Once you have clicked the **Ok** button, the **Submission Status** window will appear. If you do not want to submit the **Request Letter**, **Certificate**, and **CBI** files, click the **Cancel** button.

Submit CBI Files and Validate CBI Submission (4 of 6)

- 3. Once the **Submission Status** window appears:
 - a. Validate that the **Request Letter** and **Certificate** files have been successfully uploaded.
 - b. Click the **Return to SDI** button to return to the SDI Portal - **Investigation Dashboard** page.

Submission Status

Your request letter and certificate have been uploaded to this CBI package for an IR response.
You will receive a notification once the package submission is complete.

IR Question numbers included in this submission: Q6

Request Letter- Upload Successful

Certificate- Upload Successful

✓

✓

Return To SDI

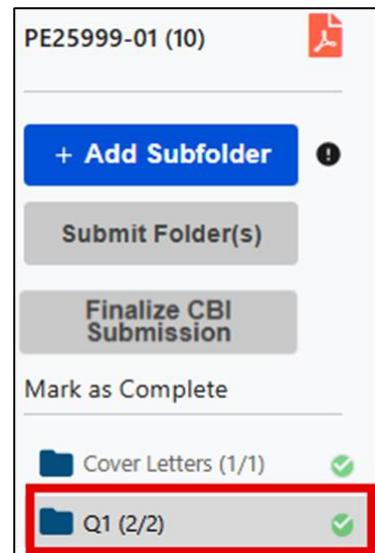
Close

NOTE: Clicking the **Close** button will return you to the CBI portal.

Submit CBI Files and Validate CBI Submission (5 of 6)

NOTE: Once in the SDI portal, you will need to navigate to the desired investigation **Manufacturer/ IR Response** page.

4. Using the steps below, in the SDI portal – **Manufacturer/ IR Response** page, confirm your IR Response files have been submitted to NHTSA:
 - a. In the **left navigation** pane, click on the Cover Letter or Question number folder to be validated.



NOTE: The first number to the right of a folder will indicate the number of files submitted by the manufacturer to NHTSA for that folder. The second number is the number of total files uploaded to the folder.

Submit CBI Files and Validate CBI Submission (6 of 6)

- b. For each folder submitted, ensure that the **CBI Pk. ID** hyperlink is shown and the **Submission Status** field reflects “Response Submitted” for each file submitted.

Question 1

Go to CBI

Save

☐ Entire Response Complete

Tree View ☒

☐ Manufacturer Filename ↑	NHTSA Filename	File Type	ODI File Status	NCC Status	CBI Pk. ID	Date Submitted	Size	Submission Status
5.03 Base_CBI.docx	INRC-PE25999-46111.docx	Paired Confidential			NCC-623	2025-Oct-16	3.6 MB	Response Submitted
5.03 Base_Redacted.docx	INRD-PE25999-46112.docx	Paired Confidential			NCC-623	2025-Oct-16	3.6 MB	Response Submitted

NOTE: If you want to view the **Request for Confidential Treatment** and **Certificate** documents associated with a given file, click the **CBI Pk. ID** hyperlink to bring you to the corresponding CBI package in the CBI portal.

Marking an Entire IR Response Complete (1 of 2)

Once **all** files have been submitted based upon the dates approved by ODI, check the **Entire Response Complete** box and then click the **Save** button.



Safety Defect Investigations

John Doe
john.doe@acme.com
Profile | Return to Portal

Upload

MC Acme, Inc / IR Response

Audit

Refresh Page

Home > Investigations > PE25999 > PE25999-01(IR Response)

Response Due: 2026-Jan-01 / Extension Cutoff: 2025-Dec-25

Request Extension

PE25999-01 (17)

Question 5

Go to CBI

Save

☒ Entire Response Complete

Tree View ☒

☐ Manufacturer Filename ↑

NHTSA Filename

File Type

ODI File Status

NCC Status

CBI Pk. ID

Date Submitted

Size

Submission

+ Add Subfolder

Submit Folder(s)

Finalize CBI Submission

Mark as Complete

Cover Letters (1/1)

Q1 (5/5)

Q2 (6/6)

☒ Entire Question Response in Cover Letter

Marking an Entire IR Response Complete (2 of 2)

NOTE: Once the **Entire Response Complete** box is checked and the **Save** button is clicked, a time stamp will appear at the top of the header to let you know the latest date and time the response was submitted.

Response Due: 2024-Jun-17 / Extension Cutoff: 2024-Jun-10

Request Extension

☒ Completed: 2024-Jun-09 03:47 PM

Tree View ☒

Complete

In addition, the Information Requests record **Status** will change to .

Investigation Documents: [INOA-PE25999-66914.pdf](#) | [INOV-PE25999-66915.pdf](#)

IR Extension Memos:

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due	Status
	PE25999-01	INIM-PE25999-66916.pdf	Manufacturer	13	2025-Sep-02	2025-Oct-19	Complete

IR Response Submission Assistance

- ODI will post New Manufacturer IR Response Submission Training slides on www.nhtsa.gov website (in manufacturer's section) in early November.
- For assistance regarding SDI Portal access, send an email to Mfrewr.Helpdesk@dot.gov
- For assistance regarding any other SDI Portal questions, send an email to odi.mist@dot.gov.
- For assistance regarding CBI Portal questions, send an email to the contact provided in Enclosure 1 of your IR letter.



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Q & A
(via Zoom Q&A)

Office of Defects Investigation
October 28, 2025: 1 to 3:30 pm EDT
October 29, 2025: 1 to 3:30 pm EDT