

Manufacturer Recalls Portal (MRP) User Guidance

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Table of Contents

1.	Introduction	6
2.	Manufacturer Recalls Portal Account Setup	6
2.1	New User Account Setup Steps.....	6
2.2	Role Types	7
2.3	Contact Types.....	7
2.4	New Manufacturers	7
3.	MRP Login	8
4.	Screen Resolution	10
5.	Keyboard Navigation.....	11
6.	MRP Layout	11
6.1	Home Dashboard	11
6.1.1	Home Header	12
6.1.1.1	Audit Trail.....	13
6.1.2	Recall Management	15
6.1.2.1	573 Reports	15
6.1.2.2	Documents	17
6.1.2.3	Missing Information	20
6.1.2.4	Completion Reports	22
6.1.3	Report History	25
6.2	Create New Recall	28
6.2.1	General Information	28
6.2.1.1	Document Management	30
6.2.2	Product Information	35
6.2.2.1	Product Search	35
6.2.2.2	Product Details.....	35
6.2.3	Number Potentially Involved	43
6.2.4	Population	43
6.2.5	Defect/Noncompliance Description.....	44
6.2.6	Component Manufacturer	45
6.2.7	Involved Components	48
6.2.8	Chronology of Defect/Noncompliance Determination.....	49
6.2.9	Description of Remedy.....	50
6.2.10	Reimbursement Plan.....	51

6.2.11	Recall Schedule	53
6.2.12	Manufacturer Comments.....	55
6.3	Manufacturer Management	56
6.3.1	Document Upload	56
6.3.2	Document Table.....	57
7.	Process Flow.....	59
7.1	Creating a New Recall	60
7.2	Filing an Amendment.....	88
7.3	Submitting a Manufacturer Reimbursement Plan.....	91
7.4	Owner Notification Letter (ONL).....	92
7.5	Owner Notification Envelope Template	100
7.6	Completion Reports	101
7.6.1	Quarterly Reports	102
7.6.2	Annual Reports.....	105
7.6.3	Validation Rules	107
8.	Logging Out	109
9.	Conclusion.....	110

Figures

Figure 1: Create Login.gov Account	8
Figure 2: Login Warning	9
Figure 3: Login with Login.gov Account	10
Figure 4: Enterprise Portals.....	10
Figure 5: MRP Home Dashboard.....	12
Figure 6: MRP Home Header	12
Figure 7: Audit Trail Elements	13
Figure 8: Audit Trail Table	14
Figure 9: Recall Management Pane	15
Figure 10: 573 Reports Tab	15
Figure 11: Draft 573 Reports Sub-Tab.....	16
Figure 12: Rejected 573 Reports Sub-Tab.....	17
Figure 13: Documents Tab	18
Figure 14: Rejected Documents Sub-Tab.....	18
Figure 15: Owner Notification Overdue Sub-Tab	19
Figure 16: Missing Information Tab	20
Figure 17: Missing Required Information Sub-Tab	21
Figure 18: Outstanding Remedy Sub-Tab	21
Figure 19: Completion Reports Tab	22
Figure 20: Draft Completion Reports Sub-Tab.....	23
Figure 21: Rejected Completion Reports Sub-Tab.....	24
Figure 22: Completion Reports Overdue Sub-Tab	25
Figure 23: Report History Section	26
Figure 24: Report History Record - Fields	26
Figure 25: Report History Record - Elements.....	27
Figure 26: Form 573 - General Information Pane Fields.....	29
Figure 27: Form 573 - General Information Pane Buttons	29
Figure 28: Document Management.....	31
Figure 29: Document Management Table	32
Figure 30: Documents Uploaded to NHTSA Tab	32
Figure 31: Documents Uploaded from NHTSA Tab.....	33
Figure 32: Recall Document Modal.....	34
Figure 33: Form 573 - Product Pane Product Search.....	35
Figure 34: Form 573 - Product Pane Product Details Buttons	36
Figure 35: Form 573 - Product Pane Vehicle Details.....	37
Figure 36: Form 573 - Product Pane Equipment Details.....	39
Figure 37: Form 573 - Product Pane Tire Details	40
Figure 38: Form 573 - Product Pane Child Restraint Details.....	42
Figure 39: Form 573 - Number Potentially Involved Pane.....	43
Figure 40: Form 573 - Population Pane	44
Figure 41: Form 573 - Defect/Noncompliance Description Pane Description.....	45
Figure 42: Form 573 - Component Manufacturer Pane	46
Figure 43: Component Manufacturer Pane - Supplier Table	48
Figure 44: 573 Form - Involved Components Pane.....	48
Figure 45: 573 Form - Chronology or Defect/Noncompliance Determination Pane	49
Figure 46: 573 Form - Description of Remedy Pane	50
Figure 47: 573 Form - Reimbursement Plan Pane	52

Figure 48: 573 Form - Recall Schedule Pane	54
Figure 49: 573 Form - Manufacturer Comments Pane	55
Figure 50: Manufacturer Management Tab	56
Figure 51: Manufacturer Management Tab - Document Upload	57
Figure 52: Manufacturer Management - Document Table Elements.....	58
Figure 53: Manufacturer Management - Document Table Columns.....	59
Figure 54. Unsaved Data Detected Message	110

1. Introduction

Welcome to the National Highway Traffic Safety Administration (NHTSA) Manufacturer Recalls Portal (MRP). As required by Federal Regulation 49 CFR 573, motor vehicle and motor vehicle equipment manufacturers must report to the National Highway Traffic Safety Administration (NHTSA) defects in motor vehicles and motor vehicle equipment and instances of noncompliance with motor vehicle safety standards.

The MRP portal is an online, easy-to-use portal that enables manufacturers to send their Recalls and Recall related information to NHTSA. The MRP was developed to allow users to easily send Recalls, Recalls related documents, completion reports (CR), Owner Notification Letters (ONL), and any other Recall related information to NHTSA.

Users will be able to access the MRP using a modern version of a standard Web browser (e.g., Chrome, Edge, Firefox, and Safari) at the following address: <https://portal.nhtsa.gov/>. This link will take users to the NHTSA Enterprise Portals and users can select the **Manufacturer Recalls Portal** tile. Only users who have registered with NHTSA will be allowed to access MRP. User's email address, along with a password that users set, will be required to log in to the application.

This guidance replaces previously issued instructions for use of the manufacturer recalls portal.¹ This document is intended to provide instructions for use of the manufacturer recalls portal. It does not replace your own independent evaluation of your legal obligations under the Safety Act and its underlying regulations. This guidance is not legally binding in its own right and will not be relied upon by the Department as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this guidance document (as distinct from existing statutes and regulations,) is voluntary only, and nonconformity will not affect rights and obligations under existing statutes and regulation.

2. Manufacturer Recalls Portal Account Setup

2.1 New User Account Setup Steps

If a user's company already has an active MRP account, users will contact their company administrator to establish them as an MRP account user.

1. Email the company administrator to request an MRP account.
2. Create a Login.gov account. A user's Login.gov account and NHTSA MRP accounts are linked via email address. Ensure that the Login.gov account email matches the email used for NHTSA MRP registration. If the emails do not match, users will not be able to access the MRP.
3. Follow the link in the invitation email to activate the account.

NOTE: Each individual Portal User can sign into the MRP tile at least once every 120 days to keep their account

¹ The specific guidance replaced are: [NHTSA Recalls Portal Quick Start Guide \(pdf\)](#), [NHTSA Recalls Document Upload Quick Start Guide \(pdf\)](#), [NHTSA Takata Outreach Document Upload User Guide \(pdf\)](#), and [Frequently Asked Questions about using the Portal](#)

active. Accessing the Enterprise Portal does not count as logging into the MRP. Users can click on the MRP tile for the system to count the login into the MRP. If a user does not log in within a 120-day period, their account will be deactivated. To reactivate an account, send an email to recalls.helpdesk@dot.gov.

REMINDER: Login.gov is managed by the General Services Administration (GSA), a government agency outside NHTSA. If you have questions or problems creating a Login.gov account, please visit the [Login.gov support page](#).

2.2 Role Types

There are two different types of roles you can have, listed in Table 1 below.

Table 1 Role Types

Portal	Contact Type	Description
MRP	Portal Admin	The Portal Admin has the ability to manage the company's user group, including adding, editing, and removing portal account users. Each manufacturer will be allowed two Admin users. This person(s) will receive system generated emails related to Recalls, Information Request Letters (IRs), and Investigations.
MRP	Portal User	The Portal Users have access to the company's MRP portal account, with the ability to upload responsive material to Recalls, IRs, and Investigations. They will have the ability to manage their own profile information such as job title and contact information.

2.3 Contact Types

There are three different contact types you can have, listed in Table 2 below.

Table 2 Contact Types

Portal	Contact Type	Description
MRP	Primary	These users will be sent all email communications generated from the MRP.
MRP	Secondary	These users will be CC'ed on all email communications generated from the MRP.
MRP	Do Not Contact	These users will not receive any email communications generated from the MRP.

2.4 New Manufacturers

If your company does not have an MRP account, one will need to be created.

1. Email the Manufacturer Inquiry and Support Team (MIST) at odi.mist@dot.gov to request access to the MRP.
2. Follow the instructions from MIST to set up your account.
3. Once NHTSA activates your MRP account, users can login to the MRP via Login.gov. Your Login.gov

account and your NHTSA MRP accounts are linked via your email address. Ensure that your Login.gov account email matches the email you used for your NHTSA MRP registration. If the emails do not match, users will not be able to access the MRP.

4. Unless you already have an existing Login.gov account with an email that matches your MRP account email, set up your Login.gov account by choosing the **Create an account** option on the [Login.gov sign-in page](#).

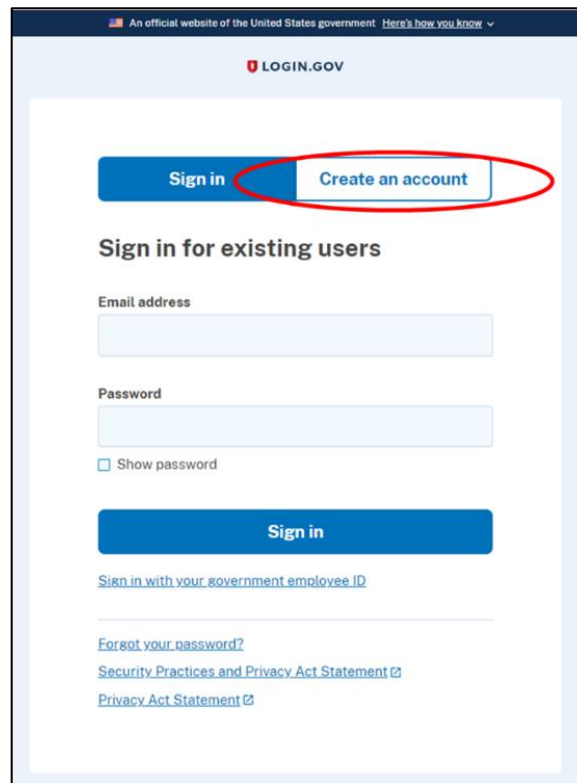


Figure 1: Create Login.gov Account

3. MRP Login

To log into the MRP:

1. Navigate to the following address: <https://portal.nhtsa.gov/>.
2. Click the box next to **Login only if you AGREE to consent to these terms of use**.

WARNING

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized only.

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

By using this information system you consent to the following:

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

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

Login with login.gov

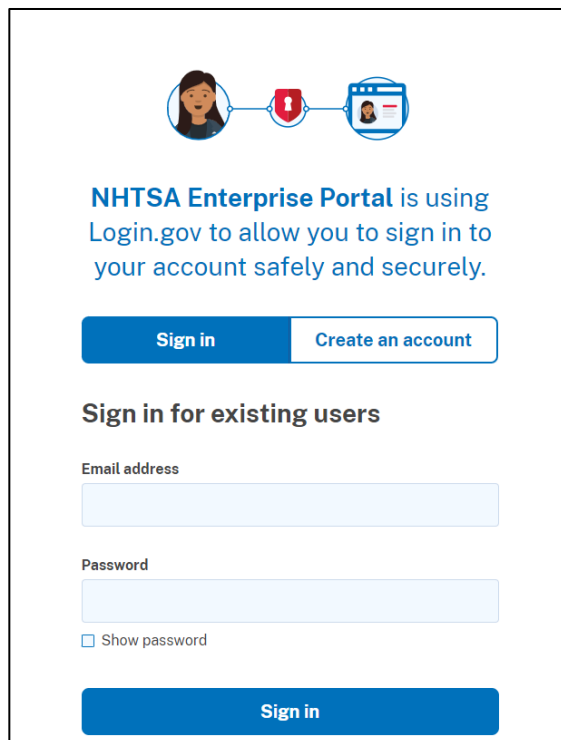
Figure 2: Login Warning

3. Click the **Login with login.gov** button.

NOTE: Each individual Portal User can sign into the MRP tile at least once every 120 days to keep your account active. Accessing the Enterprise Portal does not count as logging into the MRP. You can click on the MRP tile for the system to count the login into the MRP. If you do not log in within a 120-day period, your account will be deactivated. To reactivate your account, send an email to odi.mist@dot.gov

REMINDER: Login.gov is managed by GSA, a government agency outside NHTSA. If you have questions or problems creating a Login.gov account, please visit the [Login.gov sign-in page](#).

4. Enter your email address that is associated with your MRP account and your password.



The image shows the NHTSA Enterprise Portal login interface. At the top, there is a header with three icons: a person, a shield, and a computer. Below this, a message states: "NHTSA Enterprise Portal is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" (highlighted in blue) and "Create an account". Underneath, the section "Sign in for existing users" contains input fields for "Email address" and "Password". A checkbox labeled "Show password" is located below the password field. A large blue "Sign in" button is at the bottom.

Figure 3: Login with Login.gov Account

5. Click the **Sign In** button.
6. Complete the additional security factors you created when you set up your Login.gov account.

REMINDER: Login.gov is managed by GSA, a government agency outside NHTSA. If you have questions or problems creating a Login.gov account, please visit the [Login.gov sign-in page](#).

7. In the **NHTSA Enterprise Portals** page, click the **Recalls** portal icon.

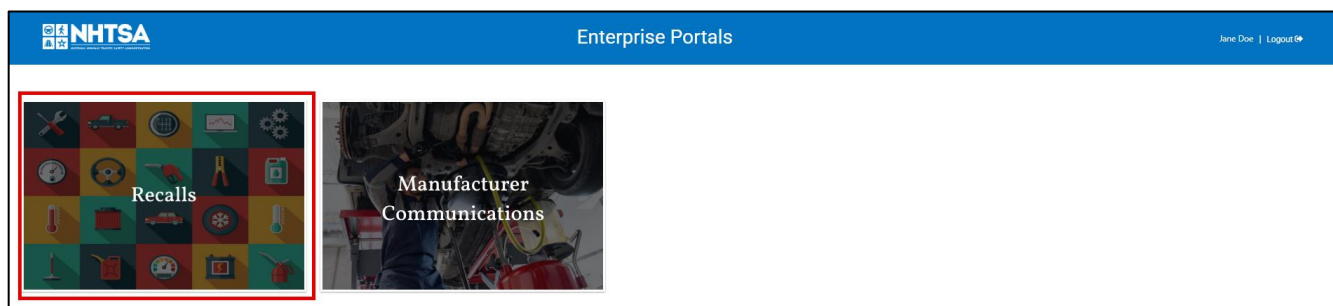


Figure 4: Enterprise Portals

4. Screen Resolution

The MRP is a responsive application. However, it is recommended to set your browser at 100% for the best results. Standard laptop screen sizes typically scale to larger monitors and viewports smaller than a standard laptop screen may clip content and, in some cases, trigger a horizontal scroll.

5. Keyboard Navigation

To comply with 508 standards², screen reader keyboard navigation has been implemented in MRP. The grid responds to keyboard interactions from the user as well as emitting events when key presses happen on the grid cells. Below shows all the keyboards interactions that can be done with the grid.

Use the arrow keys (←↑→↓) to move focus up, down, left, and right. If the focused cell is already on the boundary for that position (e.g., if on the first column and the left key is pressed) then the key press has no effect. Use **^ Ctrl** + **←** to move to the start of the line, and **^ Ctrl** + **→** to move to the end.

If a cell on the first grid row is focused and you press **↑**, the focus will be moved into the grid header. The header navigation focus navigation works the same as the grid's: arrows will move up/down/left/right, **→ Tab** will move the focus horizontally until the last header cell and then move on to the next row.

Use **Page Up** and **Page Down** to move the scroll up and down by one page. Use **Home** and **End** to go to the first and last rows.

NOTE: When a header cell is focused, commands like **Page Up**, **Page Down**, **Home**, **End**, **^ Ctrl** + **←/→** will not work as they do when a grid cell is focused.

6. MRP Layout

This section will provide an explanation to the MRP portal layout with three main navigation pages: **Home**, **Create New Recall**, and **Manufacturer Management**.

6.1 Home Dashboard

The **Home** dashboard has three sections: the **Home Dashboard (1)** header, the **Recall Management (2)** pane, and the **Report History (3)** pane.

² Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998.

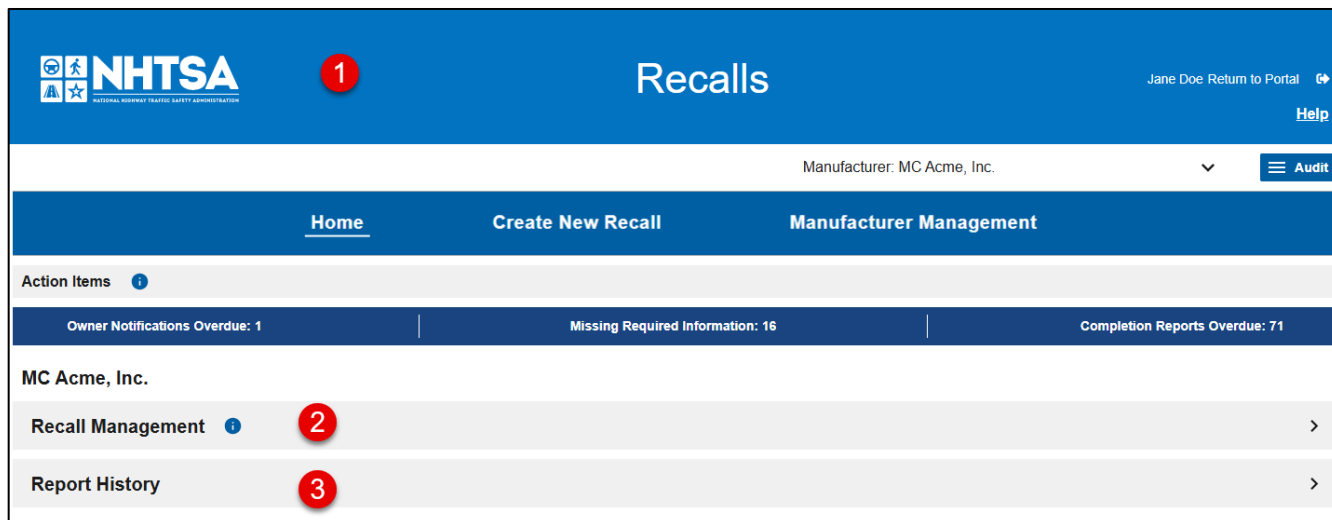


Figure 5: MRP Home Dashboard

6.1.1 Home Header

As shown in Figure 6 and Table 3 below, the **Home Dashboard** header is made up of eight elements: **Profile Information** (1), **Return to Portal** (2) hyperlink, **Help** (3) hyperlink, **Manufacturer Selection** (4) drop-down, **Audit** (5) button, **Navigation** (6) bar, **Action Items** (7) table, and **Manufacturer Name** (8).

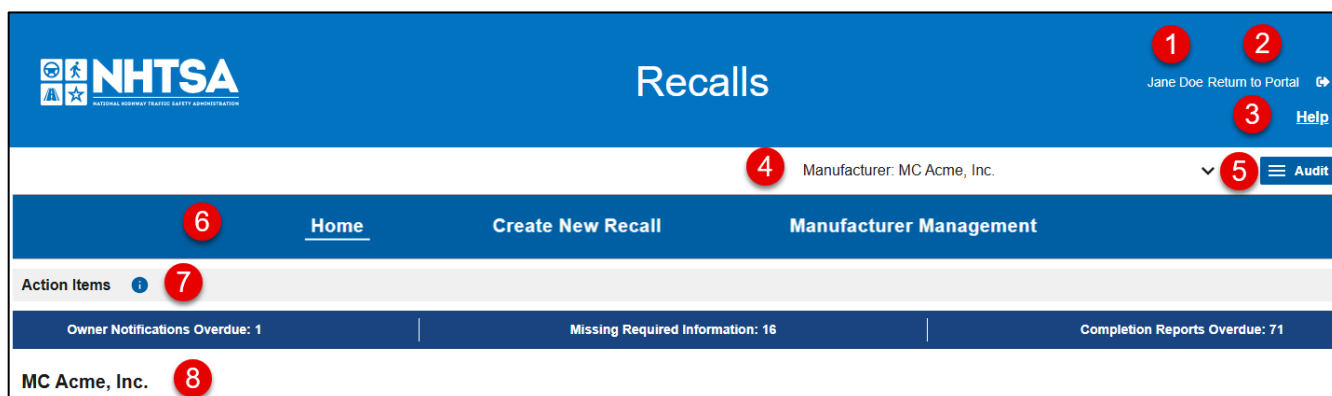


Figure 6: MRP Home Header

Table 3: MRP Home Header Elements


#	Element	Description
1	Profile Information	The hyperlinked name of the logged in user enables users to view their profile information (e.g., phone number, address, etc. associated with their account).
2	Return to Portal	The Return to Portal hyperlink enables users to log out of the MRP and return to the Enterprise Portals landing page.
3	Help	The Help hyperlink enables users to open this user guide.
4	Manufacturer Selection	The Manufacturer Selection drop-down enables users to select between all manufacturer accounts they have access to.
5	Audit	The Audit button enables users to view an audit trail which lists the actions taken in the MRP for the manufacturer account they are viewing.

#	Element	Description
6	Navigation	The Navigation bar has four tabs: Home, Create New Recall, Message Center, and Manufacturer Management.
7	Action Items	The Action Items table has three sections: Owner Notifications Overdue , Missing Required Information , and Completion Reports Overdue . Owner Notifications Overdue will show the number of owner notifications that are overdue for the selected manufacturer account. Missing Required Information will show the distinct number of missing pieces of information across all recalls. Completion Reports Overdue will show the number of completion reports that are overdue for the selected manufacturer's recalls.
8	Manufacturer Name	The Manufacturer Name enables users to view the name of the manufacturer for the selected manufacturer account.

6.1.1.1 Audit Trail

The **Audit** button opens into a separate **Audit Trail** page.

As shown in Figure 7 and Table 4 below, the **Audit Trail** page is made of two elements: **Date Filter (1)** and **Audit Trail Table (2)**.


Recalls
Jane Doe | Return to Portal
Help

[Home](#) > Audit Trail

MC Acme, Inc.

10

2

records per page

Date Begin: 2025-Mar-04

Date End: 2025-Apr-03

Go

1

Create Date	Record Identifier	Description	User Name
2025-Apr-02 06:21 PM	Conduct an Artemis Unified Search_040125_INPROGRESS.docx -	Document - Deleted	Doe, Jane
2025-Apr-02 06:21 PM	Conduct an Artemis Unified Search_040125_INPROGRESS.docx -	New Document submitted by the Manufacturer	Doe, Jane
2025-Apr-02 06:12 PM	250050260987-10	Recall Report Revised by the Manufacturer	Doe, Jane
2025-Apr-02 05:55 PM	250050260987-10	Recall Report Revised by the Manufacturer	Doe, Jane
2025-Apr-02 05:55 PM	250050260987-10	New Recall submitted by the Manufacturer	Doe, Jane
2025-Apr-01 03:35 PM	250050260952-11	Recall Report Revised by the Manufacturer	Smith, John
2025-Apr-01 03:35 PM	250050260952-11	Recall Report Revised by the Manufacturer	Smith, John
2025-Apr-01 03:35 PM	250050260952-11	Recall Report Revised by the Manufacturer	Smith, John
2025-Apr-01 03:18 PM	250050260952-10	Recall Report Revised by the Manufacturer	Smith, John
2025-Apr-01 03:18 PM	250050260952-10	Recall Report Revised by the Manufacturer	Smith, John

1

2

3

4

5

...

13

Next >

Showing 1 to 10 of 129 entries

Figure 7: Audit Trail Elements

Table 4: Audit Trail Elements

#	Element	Description
1	Date Filter	The Date Filter provides a way to narrow down the Audit Trail Table results. Click the calendar icon next in the Date Begin and Date End fields to open the calendar and select the desired dates for the display range.
2	Audit Trail Table	The Audit Trail Table displays the changes made to any records in a given manufacturer account for the time period selected in the Date Filter .

As shown in Figure 8 and Table 5 below, the **Audit Trail Table** has four columns: **Create Date (1)**, **Record Identifier (2)**, **Description (3)**, and **User Name (4)**.

Home > Audit Trail

MC Acme, Inc.

10 records per page Begin: 2025-Mar-04 Date End: 2025-Apr-04 Go

Create Date	Record Identifier	Description	User Name
2025-Apr-02 06:21 PM	Conduct an Artemis Unified Search_040125_INPROGRESS.docx -	Document - Deleted	Doe, Jane
2025-Apr-02 06:21 PM	Conduct an Artemis Unified Search_040125_INPROGRESS.docx -	New Document submitted by the Manufacturer	Doe, Jane
2025-Apr-02 06:12 PM	250050260987-10	Recall Report Revised by the Manufacturer	Doe, Jane
2025-Apr-02 05:55 PM	250050260987-10	Recall Report Revised by the Manufacturer	Doe, Jane
2025-Apr-02 05:55 PM	250050260987-10	New Recall submitted by the Manufacturer	Doe, Jane
2025-Apr-01 03:35 PM	250050260952-11	Recall Report Revised by the Manufacturer	Smith, John
2025-Apr-01 03:35 PM	250050260952-11	Recall Report Revised by the Manufacturer	Smith, John
2025-Apr-01 03:35 PM	250050260952-11	Recall Report Revised by the Manufacturer	Smith, John
2025-Apr-01 03:18 PM	250050260952-10	Recall Report Revised by the Manufacturer	Smith, John
2025-Apr-01 03:18 PM	250050260952-10	Recall Report Revised by the Manufacturer	Smith, John

1 2 3 4 5 ... 13 Next > Showing 1 to 10 of 129 entries

Figure 8: Audit Trail Table

Table 5: Audit Trail Table Columns

#	Columns	Description
1	Create Date	The Create Date field displays the date the record was updated.
2	Record Identifier	The Record Identifier field displays the unique identification of the record that was updated.
3	Description	The Description field provides a brief description of the changes that were made.
4	User Name	The User Name field displays the name of the person who made the changes.

6.1.2 Recall Management

As shown in Figure 9 and Table 6 below, the **Recall Management** pane is made up of four tabs: **573 Reports (1)**, **Documents (2)**, **Missing Information (3)**, and **Completion Reports (4)**.

Recall Management

1

2

3

4

573 Reports

Documents

Missing Information

Completion Reports

Draft 573 Reports (18)

Rejected 573 Reports (4)

NHTSA Recall #	Manufacturer Recall #	Transaction ID	Recall Subject	Number Potentially Involved	Saved Date		
25VXXX	1234	25-00502-32722-11	ODI-SUPPLIED	9	2025-Mar-14		
25VXXX	1235	25-00502-32733-11	ODI-SUPPLIED	4,247	2025-Mar-14		

Figure 9: Recall Management Pane

Table 6: Recall Management Tabs

#	Tab	Description
1	573 Reports	The 573 Reports tab lists all existing Part 573 Report drafts and any rejected Part 573 Reports.
2	Documents	The Documents tab lists any rejected documents and any recalls with overdue owner notification letters.
3	Missing Information	The Missing Information tab lists missing information that is still outstanding in a given Part 573 Report.
4	Completion Reports	The Completion Reports tab lists all existing completion report drafts, any rejected completion reports, and any overdue completion reports.

6.1.2.1 573 Reports

As shown in Figure 10 and Table 7 below, the **573 Report** tab is made up of two sub-tabs: **Draft 573 Reports (1)** and **Rejected 573 Reports (2)**.

573 Reports

1

Documents

2

Missing Information

Completion Reports

Draft 573 Reports (18)

Rejected 573 Reports (4)

NHTSA Recall #	Manufacturer Recall #	Transaction ID	Recall Subject	Number Potentially Involved	Saved Date	↓	
25VXXX	1234	25-00502-32722-11	ODI-SUPPLIED	9	2025-Mar-14		
25VXXX	1235	25-00502-32733-11	ODI-SUPPLIED	4,247	2025-Mar-14		

Figure 10: 573 Reports Tab

Table 7: 573 Reports Sub-Tabs

#	Sub-Tab	Description
1	Draft 573 Reports	The Draft 573 Reports tab lists all existing Part 573 Report drafts. The Draft 573 Reports tab name displays the number of draft reports in parenthesis.
2	Rejected 573 Reports	The Rejected 573 Reports tab lists all existing rejected Part 573 Reports. The Rejected 573 Reports tab name displays the number of rejected reports in parenthesis.

6.1.2.1.1 Draft 573 Reports

As shown in Figure 11 and Table 8 below, the **Draft 573 Reports** tab has eight columns: **NHTSA Recall # (1)**, **Manufacturer Recall # (2)**, **Transaction ID (3)**, **Recall Subject (4)**, **Number Potentially Involved (5)**, **Saved Date (6)**, **Edit (7)**, and **Delete (8)**.





Recall Management ⓘ							
573 Reports	Documents	Missing Information	Completion Reports				
Draft 573 Reports (18)	Rejected 573 Reports (4)						
NHTSA Recall #	Manufacturer Recall #	Transaction ID	Recall Subject	Number Potentially Involved	Saved Date ↓		
25VXXX	1234	25-00502-32722-11	ODI-SUPPLIED	9	2025-Mar-14		
25VXXX	1235	25-00502-32733-11	ODI-SUPPLIED	4,247	2025-Mar-14		

Figure 11: Draft 573 Reports Sub-Tab

Table 8: Draft 573 Reports Sub-Tab Columns

#	Column	Description
1	NHTSA Recall #	If applicable, the hyperlinked NHTSA Recall # column will display the ID assigned to the recall by NHTSA and will enable users to access a read-only view of the Part 573 Report. If the recall has not yet been assigned a NHTSA Recall #, this field will indicate TBD.
2	Manufacturer Recall #	The Manufacturer Recall Number column will display the manually added manufacturer ID, if entered.
3	Transaction ID	The Transaction ID column displays the system generated ID assigned to the Part 573 Report.
4	Recall Subject	The Recall Subject field will display the description assigned to the recall by NHTSA and provides a general description of the recall.
5	Number Potentially Involved	The Number Potentially Involved column will display the total potentially involved population across all products as detailed in the Population pane in the Part 573 Report.
6	Saved Date	The Saved Date column will display the date the report was last saved.
7	Edit	The Pencil icon navigates users to an editable copy of the draft Part 573 Report.
8	Delete	The Delete icon deletes the Part 573 Report draft.

6.1.2.1.2 Rejected 573 Reports

As shown in Figure 12 and Table 9 below, the **Rejected 573 Reports** tab has eight columns: **NHTSA Recall # (1)**, **Manufacturer Recall # (2)**, **Transaction ID (3)**, **Reason for Rejection (4)**, **Number Potentially Involved (5)**, **Original Submitted Date (6)**, **Edit (7)**, and **Delete (8)**.





Recall Management 							
573 Reports		Documents	Missing Information	Completion Reports			
Draft 573 Reports (18)		Rejected 573 Reports (4)					
NHTSA Recall #	Manufacturer Recall #	Transaction ID	Reason for Rejection	Number Potentially Involved	Original Submitted Date		
TBD	1234	15-00502-16313-11	Converted from a vehicle recall to an equipment since it is for service parts only.	375	2015-Feb-23		
TBD	1235	16-00502-18230-12	Amendment 3 will be accepted. Amendment 2 could conflict with the accepted amendment 3 so this one is unnecessary and is currently rejected.	766,680	2016-Aug-02		

Figure 12: Rejected 573 Reports Sub-Tab

Table 9: Rejected 573 Reports Sub-Tab Columns

#	Column	Description
1	NHTSA Recall #	If applicable, the hyperlinked NHTSA Recall # column will display the ID assigned to the recall by NHTSA and will enable users to access a read-only view of the Part 573 Report. If the recall has not yet been assigned a NHTSA Recall #, this field will indicate TBD.
2	Manufacturer Recall #	The Manufacturer Recall Number column will display the manually manufacturer ID, if entered.
3	Transaction ID	The Transaction ID column displays the system generated ID assigned to the Part 573 Report.
4	Reason for Rejection	The Reason for Rejection column displays the reason NHTSA rejected the Part 573 Report.
5	Number Potentially Involved	The Number Potentially Involved column will display the total potentially involved population across all products as detailed in the Population pane in the Part 573 Report.
6	Originally Submitted Date	The Original 573 Date column will display the date the original report was submitted.
7	Edit	The Pencil icon navigates users to an editable copy of the rejected Part 573 Report.
8	Delete	The Delete icon deletes the rejected Part 573 Report.

6.1.2.2 Documents

As shown in Figure 13 and Table 10 below, the **Documents** tab is made up of two sub-tabs: **Rejected Documents (1)** and **Owner Notification Overdue (2)**.

Recall Management ⓘ

573 Reports 1

Documents 2

Missing Information

Completion Reports

Rejected Documents (2)

Owner Notification Overdue (0)



NHTSA Recall #	Manufacturer Recall #	Transaction ID	File Type	Rejected Document	Reason for Rejection	Submitted Date	Sweep
24VXXX		240050232204-1	Remedy Owner Notification Letter - Draft	RDCONL-24VXXX-4220.pdf (2456_24VXXX Owner Letter DRAFT.pdf)	Please submit this letter as an interim letter instead of an owner letter.	12/20/2024	
24VXXX		240050231494-1	Remedy Owner Notification Letter - Draft	RDCONL-24VXXX-3363.pdf (2456 Draft Owner Letter Remedy Available.pdf)	Re-upload it as a (second) interim letter	08/09/2024	

Figure 13: Documents Tab

Table 10: Documents Sub-Tabs

#	Sub-Tab	Description
1	Rejected Documents	The Rejected Documents tab lists all existing rejected documents associated with Part 573 Reports. The Rejected Documents tab name displays the number of rejected reports in parenthesis.
2	Owner Notification Overdue	The Owner Notification Overdue tab lists all existing recalls with an overdue Owner Notification Letter (ONL). The Owner Notification Overdue tab name displays the number of recalls with an overdue ONL in parenthesis.

6.1.2.2.1 Rejected Documents

As shown in Figure 14 and Table 11 below, the **Rejected Documents** tab has eight columns: **NHTSA Recall # (1)**, **Manufacturer Recall # (2)**, **Transaction ID (3)**, **File Type (4)**, **Rejected Document (5)**, **Reason for Rejection (6)**, **Submitted Date (7)**, and **Sweep (8)**.



Recall Management 							
573 Reports	Documents	Missing Information	Completion Reports				
Rejected Documents (2) 1	Owner Notification Overdue (0) 2	3	4	5	6	7	8
NHTSA Recall #	Manufacturer Recall #	Transaction ID	File Type	Rejected Document	Reason for Rejection	Submitted Date	Sweep
24VXXX		240050232204-1	Remedy Owner Notification Letter - Draft	RDCONL-24VXXX-4220.pdf (2456_24VXXX Owner Letter DRAFT.pdf)	Please submit this letter as an interim letter instead of an owner letter.	12/20/2024	
24VXXX		240050231494-1	Remedy Owner Notification Letter - Draft	RDCONL-24VXXX-3363.pdf (2456 Draft Owner Letter Remedy Available.pdf)	Re-upload it as a (second) interim letter	08/09/2024	

Figure 14: Rejected Documents Sub-Tab

Table 11: Rejected Documents Sub-Tab Columns

#	Column	Description
1	NHTSA Recall #	If applicable, the hyperlinked NHTSA Recall # column will display the ID assigned to the recall by NHTSA and will enable users to access a read-only view of the Part 573 Report. If the recall has not yet been assigned a NHTSA Recall #, this field will indicate TBD.
2	Manufacturer Recall #	The Manufacturer Recall Number column will display the manually added manufacturer ID, if entered, of the recall the rejected document belongs to.
3	Transaction ID	The Transaction ID column displays the system generated ID assigned to the Part 573 Report.
4	File Type	The File Type column displays the type of file that has been rejected (e.g., Remedy Owner Notification Letter, Interim Owner Notification Letter, Notices to Dealers).
5	Rejected Document	The Rejected Document column displays the name of the document that was rejected.
6	Reason for Rejection	The Reason for Rejection column displays an explanation of why NHTSA rejected the document.
7	Submitted Date	The Submitted Date column displays the date the rejected document was originally submitted.
8	Sweep	The Sweep icon enables users to remove the rejected document from this table view.

6.1.2.2.2 Owner Notification Overdue

As required by 49 CFR Part 577.7, recall notification letters must be mailed to owners within 60 days of filing a Part 573 Report with NHTSA. The **Owner Notification Overdue** tab includes both recalls that do not have an initial draft of an owner notification letter and recalls that have a draft ONL submitted but the mailed copy is past the due date. As shown in Figure 15 and Table 12 below, the **Owner Notification Overdue** tab has five columns: **NHTSA Recall # (1)**, **Manufacturer Recall # (2)**, **Due Date (3)**, **Recall Subject (4)**, and **Number Potentially Involved (5)**.

573 Reports	Documents	Missing Information	Completion Reports	
Rejected Documents (5)	Owner Notification Overdue (1)			
NHTSA Recall # ↓	Manufacturer Recall #	Due Date	Recall Subject	Number potentially Involved
25VXXX		06/05/2025	Engine Oil Leak	14,756

Figure 15: Owner Notification Overdue Sub-Tab

Table 12: Owner Notification Overdue Sub-Tab Columns

#	Column	Description
1	NHTSA Recall #	The hyperlinked NHTSA Recall # column will display the ID assigned by NHTSA of the recall with an overdue ONL and will enable users to access a read-only view of the Part 573 Report.
2	Manufacturer Recall #	The Manufacturer Recall Number column will display the manually added manufacturer ID, if entered, of the recall with an overdue ONL.

#	Column	Description
3	Due Date	The Due Date column will display the final date the ONL must be mailed to owners (i.e. within 60 days of filing a Part 573 Report with NHTSA). If the draft has already been submitted and NHTSA is awaiting the mailed copy, a copy of the mailed ONL is due to NHTSA within five days of mailing it to owners.
4	Recall Subject	The Recall Subject field will display the description assigned to the recall by NHTSA and provides a general description of the recall.
5	Number Potentially Involved	The Number Potentially Involved column will display the total potentially involved population across all products as detailed in the Population pane in the Part 573 Report.

6.1.2.3 Missing Information

As shown in Figure 16 and Table 13 below, the **Missing Information** tab is made up of two sub-tabs: **Missing Required Information (1)** and **Outstanding Remedy (2)**.

573 Reports	Documents	Missing Information	Completion Reports	
Missing Required Information (1)		Outstanding Remedy (0)		
NHTSA Recall # ↑	Manufacturer Recall #	Recall Subject	Missing Item	Follow Up Required
24VXXX	1234	Engine Oil Leak	Dealer Notification Not Supplied / Dealer Notification Date Missing	Provide a copy of the recall notification issued to your dealers as required by 49 CFR §577.13. Any communications issued to your dealers must be submitted through the NHTSA Recalls Portal along with their issuance date. If you do not have a dealer network, please email your assigned analyst.

Figure 16: Missing Information Tab

Table 13: Missing Information Sub-Tabs

#	Sub-Tab	Description
1	Missing Required Information	The Missing Required Information tab lists all existing recalls with missing information that is required to be provided to NHTSA. The Missing Required Information tab name displays the number of missing items in parenthesis.
2	Outstanding Remedy	The Outstanding Remedy tab lists all existing recalls with outstanding remedies. The Outstanding Remedy tab name displays the number of recalls with outstanding remedies in parenthesis.

6.1.2.3.1 Missing Required Information

As shown in Figure 17 and Table 14 below, the **Missing Required Information** tab has five columns: **NHTSA Recall # (1)**, **Manufacturer Recall # (2)**, **Recall Subject (3)**, **Missing Items (4)**, **Follow Up Request (5)**, and **Edit (6)**.

573 Reports	Documents	Missing Information	Completion Reports	
Missing Required Information (1)	Outstanding Remedy (0)			
NHTSA Recall # ↑	Manufacturer Recall #	Recall Subject	Missing Item	Follow Up Required
24VXXX	1234	Engine Oil Leak	Dealer Notification Not Supplied / Dealer Notification Date: Missing	Provide a copy of the recall notification issued to your dealers as required by 49 CFR §577.13. Any communications issued to your dealers must be submitted through the NHTSA Recalls Portal along with their issuance date. If you do not have a dealer network, please email your assigned analyst.

Figure 17: Missing Required Information Sub-Tab

Table 14: Missing Required Information Sub-Tab Columns

#	Column	Description
1	NHTSA Recall #	The hyperlinked NHTSA Recall # column will display the ID assigned by NHTSA of the recall with missing required information and will enable users to access a read-only view of the Part 573 Report.
2	Manufacturer Recall #	The Manufacturer Recall Number column will display the manually added manufacturer ID, if entered, of the recall with missing required information.
3	Recall Subject	The Recall Subject field will display the description assigned to the recall by NHTSA and provides a general description of the recall.
4	Missing Item	The Missing Item column will display the field names of the missing information from the recall.
5	Follow Up Required	The Follow Up Required column enumerates the action needed to be taken by the user and describes how to provide the missing information to NHTSA.
6	Edit	The Edit icon navigates users to an editable copy of the Part 573 Report.

6.1.2.3.2 Outstanding Remedy

As shown in Figure 18 and Table 15 below, the **Outstanding Remedy** tab has six columns: **NHTSA Recall # (1)**, **Manufacturer Recall # (2)**, **Interim Owner Notification Begin Date (3)**, **Days Since Interim Owner Notification (4)**, **Recall Subject (5)**, and **Number Potentially Involved (6)**.

573 Reports		Documents	Missing Information		Completion Reports
Missing Required Information (0)		Outstanding Remedy (15)			
NHTSA Recall # ↑	Manufacturer Recall #	Interim Owner Notification Begin Date	Days Since Interim Owner Notification	Recall Subject	Number Potentially Involved
23VXXX	1234	2023-Jul-14	627	Engine Oil Leak	14,452
23VXXX	1235	2024-Jan-29	428	Rearview Camera Might Break	112,965

Figure 18: Outstanding Remedy Sub-Tab

Table 15: Outstanding Remedy Sub-Tab Columns

#	Column	Description
1	NHTSA Recall #	The hyperlinked NHTSA Recall # column will display the ID assigned by NHTSA of the recall with an outstanding remedy and will enable users to access a read-only view of the Part 573 Report.
2	Manufacturer Recall #	The Manufacturer Recall Number column will display the manually added manufacturer ID, if entered, or the recall with an outstanding remedy.
3	Interim Owner Notification Begin Date	The Interim Owner Notification Begin Date column will display the date that the Interim Owner Notification began.
4	Days Since Interim Owner Notification	The Days Since Interim Owner Notification column will display how long it has been since the Interim Owner Notification in days.
5	Recall Subject	The Recall Subject field will display the description assigned to the recall by NHTSA and provides a general description of the recall.
6	Number Potentially Involved	The Number Potentially Involved column will display the total potentially involved population across all products as detailed in the Population pane in the Part 573 Report.

6.1.2.4 Completion Reports

As shown in Figure 19 and Table 16 below, the **Completion Reports** tab is made up of three sub-tabs: **Draft Completion Reports (1)**, **Rejected Completion Reports (2)**, and **Completion Reports Overdue (3)**.







573 Reports		Documents		Missing Information		Completion Reports	
1		2		3			
Draft Completion Reports (3)				Rejected Completion Reports (0)		Completion Reports Overdue (0)	
NHTSA Recall #	Manufacturer Recall #	Report #	Completion Report Type	Reporting Period	Number Potentially Involved	Saved Date	
18VXXX	1234	7	Quarterly Report	2021-1	1,282,596	2021-Apr-21	 
18EXXX	1235	3	Quarterly Report	2019-3	49,197	2020-Apr-20	 
16VXXX	1236	7	Quarterly Report	2019-3	1,892,343	2025-Mar-28	 

Figure 19: Completion Reports Tab

Table 16: Completion Reports Sub-Tabs

#	Sub-Tab	Description
1	Draft Completion Reports	The Draft Completion Reports tab lists all existing completion reports drafts. The Draft Completion Reports tab name displays the number of draft reports in parenthesis.
2	Rejected Completion Reports	The Rejected Completion Reports tab lists all existing rejected completion reports. The Rejected Completion Reports tab name displays the number of rejected reports in parenthesis.
3	Completion Reports Overdue	The Completion Reports Overdue tab lists all overdue completion reports. The Completion Reports Overdue tab name displays the number of overdue reports in parenthesis.

6.1.2.4.1 Completion Report Sub-Tabs

6.1.2.4.1.1 Draft Completion Reports

As shown in Figure 20 and Table 17 below, the **Draft Completion Reports** tab has nine columns: **NHTSA Recall # (1)**, **Manufacturer Recall # (2)**, **Report # (3)**, **Completion Report Type (4)**, **Reporting Period (5)**, **Number Potentially Involved (6)**, and **Saved Date (7)**, **Edit (8)**, and **Delete (9)**.







573 Reports	Documents	Missing Information	Completion Reports					
Draft Completion Reports (3)	Rejected Completion Reports (0)	Completed Reports Overdue (0)						
NHTSA Recall #	Manufacturer Recall #	Report #	Completion Report Type	Reporting Period	Number Potentially Involved	Saved Date		
18VXXX	1234	7	Quarterly Report	2021-1	1,282,596	2021-Apr-21		
18EXXX	1235	3	Quarterly Report	2019-3	49,197	2020-Apr-20		
16VXXX	1236	7	Quarterly Report	2019-3	1,892,343	2025-Mar-28		

Figure 20: Draft Completion Reports Sub-Tab

Table 17: Draft Completion Reports Sub-Tab Columns

#	Column	Description
1	NHTSA Recall #	The hyperlinked NHTSA Recall # column will display the ID assigned to the recall by NHTSA and will enable users to access a read-only view of the Part 573 Report.
2	Manufacturer Recall #	The Manufacturer Recall Number column will display the manually added manufacturer ID, if entered.
3	Report #	The hyperlinked Report # column displays the sequence number of the report (e.g., 3 indicates it is the third report for that specific recall) and will enable users open the draft report.
4	Completion Report Type	The Completion Report Type column will display the type of report the draft is for (e.g., Quarterly Report or Annual Report).
5	Reporting Period	The Reporting Period column will display what reporting period is covered in the draft report (e.g., 2023-4).
6	Number Potentially Involved	The Number Potentially Involved column will display the total potentially involved population across all products as detailed in the Population pane in the Part 573 Report.
7	Saved Date	The Saved Date column will display the last time the report was saved.
8	Edit	The Pencil icon navigates users to an editable copy of the completion report.
9	Delete	The Delete icon deletes the draft completion report.

6.1.2.4.1.2 Rejected Completion Reports

As shown in Figure 21 and Table 18 below, the **Report Completion Reports** tab has eight columns: **NHTSA Recall # (1)**, **Manufacturer Recall # (2)**, **Report # (3)**, **Completion Report Type (4)**, **Reason for Rejection (5)**, **Reporting Period (6)**, **Number Potentially Involved (7)**, **Saved Date (8)**, and **Edit (9)**.


573 Reports	Documents	Missing Information	Completion Reports					
Draft Completion Reports (0)	Rejected Completion Reports (1)	Completed Reports Overdue (0)						
NHTSA Recall #	Manufacturer Recall #	Report #	Completion Report Type	Reason for Rejection	Reporting Period	Number Potentially Involved	Saved Date	
19VXXX		14	Quarterly Report	No more reports are needed the report is at 100% completion. Thank you	2023-2	4	2023-Jul-20	

Figure 21: Rejected Completion Reports Sub-Tab

Table 18: Rejected Completion Reports Sub-Tab Columns

#	Column	Description
1	NHTSA Recall #	The hyperlinked NHTSA Recall # column will display the ID assigned to the recall by NHTSA and will enable users to access a read-only view of the Part 573 Report.
2	Manufacturer Recall #	The Manufacturer Recall Number column will display the manually added manufacturer ID, if entered.
3	Report #	The hyperlinked Report # column displays the sequence number of the rejected report (e.g., 3 indicates it is the third report for that specific recall) and will enable users open the rejected report.
4	Completion Report Type	The Completion Report Type column will display the type of report the rejected report is for (e.g., Quarterly Report or Annual Report).
5	Reason for Rejection	The Reason for Rejection column displays the reason NHTSA rejected the report.
6	Reporting Period	The Reporting Period column will display what reporting period is covered in the rejected report (e.g., 2023-4).
7	Number Potentially Involved	The Number Potentially Involved column will display the total potentially involved population across all products as detailed in the Population pane in the Part 573 Report.
8	Saved Date	The Saved Date column will display the last time the report was saved.
9	Edit	The Pencil icon navigates users to an editable copy of the completion report.

6.1.2.4.1.3 Completion Reports Overdue

As shown in Figure 22 and Table 19 below, the **Completion Reports Overdue** tab has eight columns: **NHTSA Recall # (1)**, **Manufacturer Recall # (2)**, **Report # (3)**, **Completion Report Type (4)**, **Reporting Period (5)**, **Date Due (6)**, **Number Potentially Involved (7)**, **Recall Subject (8)**, and **Edit (9)**.



573 Reports		Documents	Missing Information	Completion Reports				
Draft Completion Reports (0)		Rejected Completion Reports (10)		Completion Reports Overdue				
NHTSA Recall #	Manufacturer Recall #	Report #	Completion Report Type	Reporting Period	Date Due	Number Potentially Involved	Recall Subject	
20VXXX		1	Annual Report	2022-4 to 2023-3	2023-Oct-29	83	Engine Oil Leak	
20VXXX		2	Annual Report	2023-4 to 2024-3	2024-Oct-29	83	Rearview Camera Might Break	

Figure 22: Completion Reports Overdue Sub-Tab

Table 19: Completion Reports Overdue Sub-Tab Columns

#	Column	Description
1	NHTSA Recall #	The hyperlinked NHTSA Recall # column will display the ID assigned to the recall by NHTSA and will enable users to access a read-only view of the Part 573 Report.
2	Manufacturer Recall #	The Manufacturer Recall Number column will display the manually added manufacturer ID, if entered.
3	Report #	The Report # column displays the sequence number of the overdue completion report (e.g., 3 indicates it is the third report for that specific recall).
4	Completion Report Type	The Completion Report Type column will display the type of report that is overdue (e.g., Quarterly Report or Annual Report).
5	Reporting Period	The Reporting Period column will display what reporting period is overdue (e.g., 2023-4).
6	Date Due	The Due Date column displays the date that the report was due on.
7	Number Potentially Involved	The Number Potentially Involved column will display the total potentially involved population across all products as detailed in the Population pane in the Part 573 Report.
8	Recall Subject	The Recall Subject field will display the description assigned to the recall by NHTSA and provides a general description of the recall.
9	Edit	The Pencil icon navigates users to an editable copy of the completion report.

6.1.3 Report History

The **Report History** pane shows the history of all Part 573 Reports submitted.

As shown in Figure 23 and Table 20 below, the **Report History** section has five elements: **Section Title (1)**, **Search (2)**, **Filter (3)**, **Record (4)**, and **Pagination (5)**.

Report History

Search:

NHTSA ID / Trans. ID / MFR Recall #

Last 10 Recall Reports or Past 30 Days

Past 60 Days

Past 6 Months

Alerts

All

NHTSA Recall Number: 25VXXX

Recall Subject: ODI-SUPPLIED

Manage Documents

Create Amendment

Original 573 Date: 2025-Apr-01

Recall Status: Under Review

Amendment 1

Manufacturer Recall Number:

Number Potentially Involved: 12,345,678

Submitted 573 Date: 2025-Apr-01

Previous Report(s)

NHTSA Recall Number: 25VXXX

Recall Subject: Engine Oil Leak

Manage Documents

Create Amendment

Original 573 Date: 2025-Feb-28

Recall Status: Published

Amendment 1

Manufacturer Recall Number: 1235

Number Potentially Involved: 355

Submitted 573 Date: 2025-Mar-24

Previous Report(s)

5

1

Showing 1 to 2 of 2 entries

Figure 23: Report History Section

Table 20: Report History Section Elements

#	Element	Description
1	Section Title	The section title is shown as Report History .
2	Search	The Search feature enables the user to enter a NHTSA ID , Transaction ID , or MFR Recall # to limit the recalls report results. The search filter works by contains, meaning that if any part of the string is found, the recall will appear below.
3	Filter	The Filter feature enables the user to limit the recalls reports they want to display. You can use the radio buttons to select Last 10 Recalls Reports or Past 30 Days , Past 60 Days , Past 6 Months , Alerts , or All . The Alerts filter allows the user to find any recalls that have an alert icon, regardless of time period. By default, the Last 10 Recalls Reports or Past 30 Days view will display.
4	Record	The record displays a snapshot view of the recall. See Figure 24 and Table 21 for a breakdown of the record fields. See Figure 25 and Table 22 for a breakdown of the record elements.
5	Pagination	The Report History section has standard pagination. Each page will display up to 10 records.

As shown in Figure 24 and Table 21 below, the **Report History** record has eight fields: **NHTSA Recall Number** (1), **Recall Subject** (2), **Original 573 Date** (3), **Recall Status** (4), **Report Number** (5), **Manufacturer Recall Number** (6), **Number Potentially Involved** (7), and **Submitted 573 Date** (8).

1

2

NHTSA Recall Number: 25VXXX

Recall Subject: Engine Oil Leak

Manage Documents

Create Amendment

Original 573 Date: 2025-Feb-28

Recall Status: Published

Amendment 1

Manufacturer Recall Number: 1235

Number Potentially Involved: 355

Submitted 573 Date: 2025-Mar-24

5

6

7

8

Previous Report(s)

Figure 24: Report History Record - Fields

Page 26 of 110

Table 21: Report History Record Fields

#	Fields	Description
1	NHTSA Recall Number	The hyperlinked NHTSA Recall Number field will display the ID assigned to the recall by NHTSA and will enable users to access a read-only view of the Part 573 Report.
2	Recall Subject	The Recall Subject field will display the description assigned to the recall by NHTSA and provides a general description of the recall.
3	Original 573 Date	The Original 573 Date field will display the date the original report was submitted.
4	Recall Status	The Recall Status field will display the status of the Part 573 Report (i.e., Under Review, Published, Not Conducting Recall, Out of Business, Petition Pending, Petition Granted, Petition Expected, Petition Denied, Other).
5	Report Number	The Report Number field will display either Original Report (if it this is the original Part 573 Report) or Amendment # (with the number of amendment that the Part 573 Report is on).
6	Manufacturer Recall Number	The Manufacturer Recall Number field will display the manually added manufacturer ID, if entered.
7	Number Potentially Involved	The Number Potentially Involved field will display the total potentially involved population across all products as detailed in the Population pane in the Part 573 Report.
8	Submitted 573 Date	The Submitted 573 Date field will display the date the current report was submitted.

As shown in Figure 25 and Table 22 below, the **Report History** record has four elements: **Manage Documents (1)**, **Create Amendment (2)**, **Completion Reports (3)**, and **Previous Reports (4)**.

The screenshot shows a web interface for a Report History record. At the top, there are three buttons: 'Manage Documents' (labeled 1), 'Create Amendment' (labeled 2), and 'Completion Reports' (labeled 3). Below these buttons, the record details are displayed: 'NHTSA Recall Number: 24VXXX', 'Recall Subject: Engine Oil Leak', 'Original 573 Date: 2024-May-24', and 'Recall Status: Published'. Below this, there is a section for 'Amendment 1' with details: 'Manufacturer Recall Number: 1235', 'Number Potentially Involved: 109,283', and 'Submitted 573 Date: 2024-Sep-13'. At the bottom, there is a link labeled '> Previous Report(s)' (labeled 4).

Figure 25: Report History Record - Elements







Table 22: Report History Record Elements

#	Element	Description
1	Manage Documents	The Manage Documents button navigates users to the Document Upload page, allowing users to upload documents related to a specific recall (e.g., Remedy Owner Notification Letter, Interim Owner Notification Letter, Notices to Dealers).
2	Create Amendment	The Create Amendment button enables users to create a new amendment. This button will be grayed out and disabled until NHTSA has processed the original Part 573 Report. Until the Part 573 Report has been reviewed, users can edit the Part 573 Report, but once it has been accepted users must submit an amendment to make changes.

#	Element	Description
3	Completion Reports	The Completion Reports button navigates users to the Completion Report Overview page for the given recall. This button will be hidden for recalls that are not eligible to submit a completion report. Once a recall becomes eligible, the button will appear, allowing users to submit completion reports.
4	Previous Report(s)	The Previous Report(s) accordion enables users to view a list of previously submitted versions of the Part 573 Report. Users can click the Right Arrow icon to expand the accordion and view the list of all previous Part 573 Reports with the Version, Manufacturer Recall Number, Original 573 Date, Number Potentially Involved, and Recall Status fields displayed.

The **Report History** section contain icons to alert users of rejected, missing, overdue, or coming soon content. The legend for the icons is shown in Table 23 below.

Table 23: Recall Management Alerts

#	Alert	Icon
1	Rejected 573	
2	Rejected Document	
3	Rejected Completion Report	
4	Missing Required Information	
5	Owner Notification Letter Overdue	
6	Completion Report Overdue	
7	Completion Report Due Soon	
8	Owner Notification Letter Due Soon	

6.2 Create New Recall

When you create a recall, the recall form is made up of 11 panes: **General Information, Product Information, Number Potentially Involved, Population, Defect/Noncompliance Description, Component Manufacturer, Involved Components, Chronology of Defect/Noncompliance Determination, Description of Remedy, Reimbursement Plan, Recall Schedule, and Manufacturer Comments.**

6.2.1 General Information

As shown in Figure 26 and Table 24 below, the **General Information** pane has five fields: **Recall Type (1), Are you reporting a Safety Defect or Noncompliance (2), Petition (3), Transaction ID (4), and Manufacturer's identification code for this recall (5).**

Recall Type

Vehicle

Are you reporting a ☒ Safety Defect ☐ Noncompliance

☐ Please select this box if you intend to file a petition pursuant to 49 CFR 556

Transaction ID: (Original Report)

Manage Documents

Required fields indicated with *

PDF Preview Save Draft

Manufacturer's identification code for this recall (if applicable):

Collapse All | Expand All

Figure 26: Form 573 - General Information Pane Fields

Table 24: Form 573 - General Information Pane Fields

#	Fields	Description	Values
1	Recall Type	The Recall Type drop-down field enables users to select the type of recall they are submitting. The Recall Type selections are Vehicle , Equipment , Tire , and Child Restraint . Once a draft of the Part 573 Report has been saved, this field cannot be changed.	Vehicle; Equipment; Tire; Child Restraint
2	Are you reporting a Safety Defect or Noncompliance	The Safety Defect and Noncompliance radio buttons enable a user to select whether they are reporting a safety defect or noncompliance.	Safety Defect; Noncompliance
3	Petition	The Petition checkbox is a checkbox that users should select if they intend to file a petition pursuant to 49 CFR 556.	Checkbox
4	Transaction ID	The Transaction ID read-only field displays the system generated ID assigned to the Part 573 Report.	System Generated
5	Manufacturer's identification code for this recall	The Manufacturer's identification code for this recall enables users with the option to enter their own identification code for the Part 573.	Text Field

As shown in Figure 27 and Table 25 below, the **General Information** pane has five buttons: **Manage Documents** (1), **PDF Preview** (2), **Save Draft** (3), **Collapse All** (4), and **Expand All** (5).

Recall Type

Vehicle

Are you reporting a ☒ Safety Defect ☐ Noncompliance

☐ Please select this box if you intend to file a petition pursuant to 49 CFR 556

Transaction ID: (Original Report)

Manage Documents

Required fields indicated with *

PDF Preview Save Draft

Manufacturer's identification code for this recall (if applicable):

Collapse All | Expand All

Figure 27: Form 573 - General Information Pane Buttons

Table 25: Form 573 - General Information Pane Buttons

#	Button	Description
1	Manage Documents	The Manage Documents button brings users to the Recall Management -> Documents section in the MRP.
2	PDF Preview	The PDF Preview opens a PDF preview of the Part 573 form in a new tab.
3	Save Draft	The Save Draft button saves a draft of the Part 573 form.
4	Collapse All	The Collapse All hyperlink collapses all the panes in the Part 573 form.
5	Expand All	The Expand All hyperlink expands all the panes in the Part 573 form.

6.2.1.1 Document Management

Clicking on the **Manage Documents** button navigates to the **Documents Management** page for that 573 report.

As shown in Figure 28 and Table 26 below, the **Documents Management** section has seven fields: **Document Type (1)**, **Issue Date Begin (2)**, **Issue Date End (3)**, **Contains PII (4)**, **Document Upload (5)**, **Concise Summary (6)**, and **Comments to NHTSA Staff (7)**.

MC Acme, Inc.

24VXXX Required fields indicated with *

Document Type * Select Document Type ⓘ

Issue Date Begin: ⓘ Issue Date End: ⓘ

Upload Document 4 ☐ Contains PII ⓘ

- Maximum size allowed per file is 5 GB
- The entire filename, including the source file path, can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

5 Drag & Drop or [browse files](#)

6

Concise Summary:
 If this document is a communication to a manufacturer's dealers or to owners or purchasers, you must provide a concise summary of the subject matter of the communication here per [49 USC 30166\(f\)](#). If the above does not apply to this document, leave this Concise Summary field blank.

Remaining Characters: 6,000

7

Comments to NHTSA Staff:

Remaining Characters: 1,000

Note on Confidential Business Information (CBI) ⓘ

Submit

Figure 28: Document Management

Table 26: Document Management Fields

#	Field	Description	Values
1	Document Type	The Document Type drop-down enables users to select the type of file they are uploading.	Drop-down
2	Issue Date Begin	The Issue Date Begin date field enables users to enter the date mailing began. This field will not be present for specific file types (i.e., this field will not display for Owner Communications -> Interim Owner Notification Letter – Draft , Remedy Owner Notification Letter – Draft , and Renotification Draft file types or for Other Recall Documents -> Later 577 Explanation , Chronology , and Purchaser List file types) and will only be required for specific file types (i.e., this field is required for Owner Communication -> Interim Owner Notification Letter – Mailed , Remedy Owner Notification Letter – Mailed , Renotification – Mailed , and OTA Remedy Release or all Dealer Communications file types).	Date Field

#	Field	Description	Values
3	Issue Date End	The Issue Date End date field enables users to enter the date mailing ended. This field will not be present for specific file types (i.e., this field will not display for Owner Communications -> Interim Owner Notification Letter – Draft, Remedy Owner Notification Letter – Draft, and Renotification Draft file types or for Other Recall Documents -> Later 577 Explanation, Chronology, and Purchaser List file types) and will only be required for specific file types (i.e., this field is required for Owner Communication -> Interim Owner Notification Letter – Mailed, Remedy Owner Notification Letter – Mailed, Renotification – Mailed, and OTA Remedy Release or all Dealer Communications file types).	Date Field
4	Contains PII	The Contains PII checkbox enables users to indicate if the document contains PII.	Checkbox
5	File Upload	The Document Upload section enables users to upload files using the Drag & Drop feature or by browsing to their local file explorer.	Document Upload
6	Concise Summary	The Concise Summary field enables users to provide a concise summary of the subject matter of the communication. This information is required if the document is a communication to a manufacturer's dealer or to owners or purchasers.	Text Field
7	Comments to NHTSA Staff	The Comments to NHTSA field enables users to enter any comments they want to make to the NHTSA staff. This field is not published and displayed only to NHTSA.	Text Field

As shown in Figure 29 Table 26 below, the **Documents Management Table** has two tabs: **Documents Uploaded to NHTSA (1)** and **Documents Uploaded from NHTSA (2)**.




1		2					
Documents Uploaded to NHTSA (1)		Documents Uploaded from NHTSA (0)					
Filename	Details	Category	Description	PII	Status	Submitted Date	
1 RDIONL-250050232722-0794.docx ONL	 	Owner Communications	Interim Owner Notification Letter - Mailed	N	Submitted	2025-Apr-03	

Figure 29: Document Management Table

As shown in Figure 30 and Table 27 below, the **Documents Uploaded to NHTSA** tab has eight columns: **Filename (1)**, **Details (2)**, **Category (3)**, **Description (4)**, **PII (5)**, **Status (6)**, **Submitted Date (7)**, and **Delete (8)**.




Documents Uploaded to NHTSA (1)		Documents Uploaded from NHTSA (0)					
1	2	3	4	5	6	7	8
Filename	Details	Category	Description	PII	Status	Submitted Date	
1 RDIONL-250050232722-0794.docx ONL	 	Owner Communications	Interim Owner Notification Letter - Mailed	N	Submitted	2025-Apr-03	

Figure 30: Documents Uploaded to NHTSA Tab

Table 27: Documents Uploaded to NHTSA Columns

#	Column	Description
1	Filename	The hyperlinked Filename column displays the system generated name of the uploaded file with the original filename displayed below. Click on the hyperlinked filename or the download icon to download the document.
2	Details	The Details column displays a magnifying glass icon. Hover over the magnifying glass icon to see a Recall Document modal that displays all the information for the given document (see Figure 32 and Table 29).
3	Category	The Category column displays the top category of the selected Document Type (e.g., for a document with the Document Type of Interim Owner Notification Letter – Draft , the Category will display Owner Communications).
4	Description	The Description column displays the category of the selected Document Type .
5	PII	The PII column indicates if the document was flagged as containing PII.
6	Status	The Status column displays the status of the uploaded file. The Status types are Submitted (files that have been submitted to NHTSA), Accepted (files that NHTSA has received and accepted), and Rejected (files that NHTSA has received and rejected).
7	Submitted Date	The Submitted Date column displays the date that the user submitted the document.
8	Delete	The Delete icon allows users to delete documents that have a Status of Submitted or Rejected . If the user has submitted the file and the Status is Accepted , the file cannot be deleted.

As shown in Figure 31 and Table 28 below, the **Documents Uploaded from NHTSA** tab has five columns: **Filename (1)**, **Details (2)**, **Category (3)**, **Description (4)**, and **Received Date (5)**.

Documents Uploaded to NHTSA (3)

Documents Uploaded from NHTSA (0)

1

2

3

4

5

Filename	Details	Category	Description	Received Date	
1 RDCONL-25VXXX-1382.pdf Draft Owner Letter.pdf			Owner Communications	Remedy Owner Notification Letter - Draft	2025-Mar-24

Figure 31: Documents Uploaded from NHTSA Tab

Table 28: Documents Uploaded from NHTSA Columns

#	Column	Description
1	Filename	The hyperlinked Filename column displays the system generated name of the uploaded file with the original filename displayed below. Click on the hyperlinked filename or the download icon to download the document.
2	Details	The Details column displays a magnifying glass icon. Hover over the magnifying glass icon to see a Recall Document modal that displays all the information for the given document (see Figure 32 and Table 29).
3	Category	The Category column displays the top category of the selected Document Type (e.g., for a document with the Document Type of Interim Owner Notification Letter – Draft , the Category will display Owner Communications).
4	Description	The Description column displays the category of the selected Document Type .

#	Column	Description
5	Received Date	The Received Date column displays the date that NHTSA sent the document to the manufacturer.

As shown in Figure 32 and Table 29 below, the **Recall Document** modal has eight fields: **Transaction ID / NHTSA Recall Number (1)**, **Filename (2)**, **MFR Filename (3)**, **Description (4)**, **PII (5)**, **Issue Date (6)**, **Concise Summary (7)**, and **Comments to NHTSA Staff (8)**.

Recall Document: RDCONL-25VXXX-1382.pdf	
1 Transaction ID / NHTSA Recall Number:	25-00502-32464-11 / 25VXXX
2 Filename:	RDCONL-25VXXX-1382.pdf
3 MFR Filename:	Draft Owner Letter.pdf
4 Description:	Remedy Owner Notification Letter - Draft
5 PII:	No
6 Issue Date:	N/A / N/A
7 Concise Summary:	Draft owner letter
8 Comments to NHTSA staff:	Draft owner letter

Figure 32: Recall Document Modal

Table 29: Recall Document Modal Fields

#	Field	Description
1	Transaction ID / NHTSA Recall Number	The Transaction ID / NHTSA Recall Number displays the document upload transaction number and the Recall identification number.
2	Filename	The Filename field displays the system generated name of the uploaded file.
3	MFR Filename	The MFR Filename field displays the original filename of the uploaded file.
4	Description	The Description field displays the category of the selected Document Type .
5	PII	The PII field indicates if the document was flagged as containing PII.
6	Issue Date	If entered by the user, the Issue Date field displays the Issue Date Begin and Issue Date End .
7	Concise Summary	If entered by the user, the Concise Summary field displays the concise summary of the subject matter of the communication.
8	Comments to NHTSA Staff	If entered by the user, the Comments to NHTSA field displays any comments sent to the NHTSA staff. This field is not published and displayed only to NHTSA.

6.2.2 Product Information

The **Product Information** pane has two sections: **Product Search (1)** and **Product Details (2)**.

6.2.2.1 Product Search

As shown in Figure 33 and Table 30 below, the **Product Information** pane -> **Product Search** section has three elements: **Product (1)**, **Add Product (2)**, and **New Product (3)**.

Product

Type at least 3 characters to search

Add Product

New Product

Figure 33: Form 573 - Product Pane Product Search

Table 30: Form 573 - Product Pane Product Elements

#	Element	Description
1	Product	The Product search bar enables users to enter three or more characters to search for an existing product.
2	Add Product	The Add Product button enables users to add the product they have selected from the Product search box.
3	New Product	The New Product button enables users to add a product that does not exist in the Product search box.

6.2.2.2 Product Details

As shown in Figure 34 and Table 31 below, the **Product Information** pane -> **Product Details** section has two buttons: **Delete (1)** and **Save Product (2)**.

2025 V-ICKLE V10

Make *	Model *	Product Category	Product Type	Model Year Begin *	Model Year End *	Fuel / Propulsion Type 1
V-ICKLE	V10	Light Vehicles	Select Sub Type	2025	2025	Select Fuel/Propul...

Production Date Begin * Production Date End *

Descriptive information to include *

- The basis for how the recall population was determined and
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format

B
☰
☰
☰
☰

Remaining Characters: 6,000

Enter VIN (Vehicle Identification Number) range

Begin: End: ☐ Not Sequential VINs +

2 **Save Product**

Figure 34: Form 573 - Product Pane Product Details Buttons

Table 31: Form 573 - Product Pane Product Details Buttons

#	Button	Description
1	Delete	The Delete icon enables users to delete a product from the Part 573 form.
2	Save Product	The Save Product button enables users to save the product to the record. This button will save the entire Part 573 draft along with the product specific information.

6.2.2.2.1 Vehicle Information

As shown in Figure 35 and Table 32 below, the **Vehicle Information** pane -> **Product Details** section has 13 fields: **Make (1)**, **Model (2)**, **Product Category (3)**, **Product Type (4)**, **Model Year Begin (5)**, **Model Year End (6)**, **Fuel / Propulsion Type (7)**, **Product Date Begin (8)**, **Product Date End (9)**, **Description information to include (10)**, **Enter VIN Begin (11)**, **Enter VIN End (12)**, and **Not Sequential VINs (13)**.

2 1 CKLE V10 2 3 4 5 6 7

Make * Model * Product Category Product Type Model Year Begin * Model Year End * Fuel / Propulsion Type ⓘ

V-ICKLE V10 Light Vehicles Select Sub Type 2025 2025 Select Fuel/Propul...

8 Production Date Begin * 9 Production Date End * 📅

Descriptive information to include *

- The basis for how the recall population was determined and
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format B [List Icons]

Remaining Characters: 6,000

Enter VIN (Vehicle Identification Number) range

10 Begin: 11 End: 12 ☐ Not Sequential VINs +

Save Product

Figure 35: Form 573 - Product Pane Vehicle Details

Table 32: Form 573 - Product Pane Vehicle Detail Fields

#	Field	Description	Values
1	Make	The Make field is a read-only field that displays the product Make information.	Read-only
2	Model	The Model field is a read-only field that displays the product Model information.	Read-only
3	Product Category	The Product Category drop-down displays the category of the product selected. Click the pencil icon to enable this field to be editable for the specific Part 573 Report.	Buses; Medium & Heavy Vehicles; Light Vehicles; Motorcycles; Trailers
4	Product Type	The Product Type drop-down field enables users to select a sub type based on the Product Category selection.	Drop-down values dependent on Product Category selection
5	Model Year Begin	The required Model Year Begin drop-down field will display the Model begin year of the product selected. This field can be updated for the specific Part 573 Report as needed.	Drop-down values dependent on Make and Model selection

#	Field	Description	Values
6	Model Year End	The required Model Year End drop-down field will display the Model end year of the product selected. This field can be updated for the specific Part 573 Report as needed.	Drop-down values dependent on Make and Model selection
7	Fuel / Propulsion Type	The Fuel / Propulsion Type drop-down field enables users to select the Fuel / Propulsion Type for the product.	Compressed Natural Gas; Compression Ignition Fuel; Electric Battery Power; Fuel Cell Power; Hybrid Electric Vehicle; Hydrogen Combustion Power; Plug-in Hybrid; Spark Ignition Fuel
8	Production Date Begin	The required Production Date Begin date field enables users to enter the production start date. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value.	Date Field
9	Production Date End	The required Production Date End date field enables users to enter the production end date. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value.	Date Field
10	Descriptive information to include	The Descriptive information to include text box enables users to provide the basis for how the population was determined and how recalled products differ from products not included in the recall. There is a 6,000-character limit for this field.	Text Field
11	Enter VIN Begin	The Enter VIN Begin field enables users to enter the first VIN in the sequence.	Text Field
12	End VIN End	The Enter VIN End field enables users to enter the last VIN in the sequence.	Text Field
13	Not Sequential VINs	The Not Sequential VINs checkbox enables users to indicate that the VINs for the product are not sequential.	Checkbox

6.2.2.2.2 Equipment Information

As shown in Figure 36 and Table 33 below, the **Equipment Information** pane -> **Product Details** section has nine fields: **Brand / Trade (1)**, **Model (2)**, **Part Number (3)**, **Type (4)**, **Function (5)**, **Size (6)**, **Product Date Begin (7)**, **Product Date End (8)**, and **Description information to include (9)**.

MC Acme, Inc. / V-ICKLE

Brand / Trade * Model * Part Number * Type Function Size

MC Acme, Inc. V-ICKLE

Production Date Begin * Production Date End *

Descriptive information to include *

- The basis for how the recall population was determined and
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format

Remaining Characters: 6,000

Save Product

Figure 36: Form 573 - Product Pane Equipment Details

Table 33: Form 573 - Product Pane Equipment Details Fields

#	Field	Description	Values
1	Brand / Trade	The Brand / Trade field is a read-only field that displays the product brand information.	Read-only
2	Model	The Model field is a read-only field that displays the product Model information.	Read-only
3	Part Number	The required Part Number field enables users to enter the equipment's part number.	Text Field
4	Type	The Type drop-down field enables users to identify the type of equipment.	Replacement; Original; Both
5	Function	The Function field enables users to enter the function of the equipment.	Text Field
6	Size	The Size field enables users to enter the size of the equipment.	Text Field
7	Production Date Begin	The required Production Date Begin date field enables users to enter the production start date. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value.	Date Field
8	Production Date End	The required Production Date End date field enables users to enter the production end date. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value.	Date Field

#	Field	Description	Values
9	Description information to include	The Descriptive information to include text box enables users to provide the basis for how the population was determined and how recalled products differ from products not included in the recall. There is a 6,000-character limit for this field.	Text Field

6.2.2.2.3 Tire Information

As shown in Figure 37 and Table 34 below, the **Tire Information** pane -> **Product Details** section has 11 fields: **Tire Brand (1)**, **Tire Line (2)**, **Tire Size (3)**, **Production Begin Date (4)**, **Production Date End (5)**, **Description information to include (6)**, **Plant ID Code (7)**, **Size Code (8)**, **Optional Code (9)**, **Begin M Code (10)**, and **End M Code (11)**.

The screenshot displays the 'Tire Information' pane within the 'Product Details' section of Form 573. The form is titled 'MC Acme, Inc. / Tire / X'. It contains the following fields and sections:

- Tire Brand *** (1): MC Acme, Inc.
- Tire Line *** (2): Tire
- Tire Size *** (3): X
- Production Date Begin *** (4): [Empty date field]
- Production Date End *** (5): [Empty date field]
- Descriptive information to include *** (6):
 - The basis for how the recall population was determined and
 - How the recalled products differ from products that were not included in the recall
 Enter descriptive information: [Text area with a 'Format' dropdown and rich text editor icons]. Remaining Characters: 6,000.
- Enter Tire Identification Number (TIN)**:
 - Plant ID Code *** (7): [Empty text field]
 - Size Code *** (8): [Empty text field]
 - Optional Code** (9): [Empty text field]
 - Begin M Code *** (10): [Empty text field]
 - End M Code *** (11): [Empty text field]

A 'Save Product' button is located at the bottom right of the form.

Figure 37: Form 573 - Product Pane Tire Details

Table 34: Form 573 - Product Pane Tire Details Fields

#	Field	Description	Values
1	Tire Brand	The Tire Brand field is a read-only field that displays the product brand information.	Read-only
2	Tire Line	The Tire Line field is a read-only field that displays the product tire line information.	Read-only

#	Field	Description	Values
3	Tire Size	The required Tire Size field enables users to enter the tire size information.	Text Field
4	Production Date Begin	The required Production Date Begin date field enables users to enter the production start date. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value.	Date Field
5	Production Date End	The required Production Date End date field enables users to enter the production end date. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value.	Date Field
6	Descriptive information to include	The Descriptive information to include text box enables users to provide the basis for how the population was determined and how recalled products differ from products not included in the recall. There is a 6,000-character limit for this field.	Text Field
7	Plant ID Code	The required Plant ID Code field enables users to enter the Plant Code for the tire identification number (TIN) ID.	Text Field
8	Size Code	The required Size Code field enables users to enter the Size Code for the TIN ID.	Text Field
9	Optional Code	The Optional Code field enables users to enter an optional code for the TIN ID.	Text Field
10	Begin M Code	The required Begin M Code field enables users to enter the Begin M code for the TIN ID.	Text Field
11	End M Code	The required End M Code field enables users to enter the End M code for the TIN ID.	Text Field

6.2.2.2.4 Child Restraint Information

As shown in Figure 38 and Table 35 below, the **Child Restraint Information** pane -> **Product Details** section has eight fields: **Manufacturer / Make (1)**, **Model Name (2)**, **Model Number (3)**, **Seat Type (4)**, **Brand Name (5)**, **Manufacturer Date Begin (6)**, **Manufacturer Date End (7)**, and **Description information to include (8)**.

MC Acme, Child Seat

Manufacturer / Make * Model Name * Model Number * Seat Type i Brand Name

MC Acme, Inc. Child Seat [] Select Type []

Manufacturer Date Begin * [] Manufacturer Date End * []

Descriptive information to include *

- The basis for how the recall population was determined
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

[] Format [] [] [] [] []

Remaining Characters: 6,000

Save Product

Figure 38: Form 573 - Product Pane Child Restraint Details

Table 35: Form 573 - Product Pane Child Restraint Details Fields

#	Field	Description	Values
1	Manufacturer / Make	The Manufacturer / Make field is a read-only field that displays the product Make information.	Read-only
2	Model Name	The Model Name field is a read-only field that displays the product Model information.	Read-only
3	Model Number	The required Model Number field enables users to enter the child restraint's model number.	Text Field
4	Seat Type	The Seat Type drop-down field enables users to identify the type of child restraint.	Rearfacing Infant Seat; Booster Seat; Other
5	Brand Name	The Brand Name field enables users to enter the name of the brand that produces the child restraint.	Text Field
6	Manufacturer Date Begin	The required Manufacturer Date Begin date field enables users to enter the manufacturer start date. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value.	Date Field
7	Manufacturer Date End	The required Manufacturer Date End date field enables users to enter the manufacturer end date. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value.	Date Field

#	Field	Description	Values
8	Descriptive information to include	The Descriptive information to include text box enables users to provide the basis for how the population was determined and how recalled products differ from products not included in the recall. There is a 6,000-character limit for this field.	Text Field

6.2.3 Number Potentially Involved

The **Number Potentially Involved** pane enables users to document the total number of vehicles or items of equipment that potentially contain the defect or noncompliance. As shown in Figure 39 and Table 36 below, the **Number Potentially Involved pane** section has two fields: **Number potentially involved total (1)** and **Estimated percentage of involved with defect total (2)**.

The screenshot shows a horizontal pane with two fields. Field 1 is 'Number potentially involved total' and Field 2 is 'Estimated percentage of involved with defect total'. Field 2 has a text input box followed by a '%' symbol. There is a blue circular icon on the right side of the pane.

Figure 39: Form 573 - Number Potentially Involved Pane

Table 36: Form 573 - Number Potentially Involved Pane Fields

#	Field	Description	Values
1	Number potentially involved total	The Number potentially involved total field is a read-only field with the calculated sum of all the potentially involved items across all products involved in the Part 573 (i.e., the sum of all the Number Potentially Involved field values).	Read-only
2	Estimated percentage of involved with defect total	The Estimated percentage of involved with defect total field is a numeric field that enables users to enter their estimated percentage of potentially involved items that contain the defect. This field allows users to enter up to one decimal place (i.e., 8.3). The system will automatically round values and display a toaster message to let users know this has happened. The minimum percentage entered must calculate to one full product (e.g., if there is a population of five vehicles, the minimum percentage is 20%, since half of a vehicle cannot be defective). If this field is left blank, the estimated percentage will default to 100%.	Numeric Field; range .1 to 100

6.2.4 Population

The **Population** pane enables users to document the total number of vehicles or items of equipment that potentially contain the defect or noncompliance. As shown in Figure 40 and Table 37 below, the **Population** pane -> **Product Details** section has five fields: **Make (1)**, **Model (2)**, **Model Year (3)**, **Number Potentially Involved (4)**, and **Total (5)**.

Make	Model	Model Year	Number Potentially Involved
VICKLE	V10	2025	<input type="text"/>
Total			<input type="text"/>

Figure 40: Form 573 - Population Pane

Table 37: Form 573 - Population Pane Fields

#	Field	Description	Values
1	Make	The Make field is a read-only field that displays the Make of a product being recalled as part of this Part 573.	Read-only
2	Model	The Model field is a read-only field that displays the Model of a product being recalled as part of this Part 573.	Read-only
3	Model Year	The Model Year field is a read-only field that displays the Model Year of a product being recalled as part of this Part 573.	Read-only
4	Number Potentially Involved	The Number Potentially Involved is a numerical field that enables users to enter the number of items potentially containing the defect or noncompliance documented in the Part 573. This value must be between 1 and 50,000,000.	Numeric Field; Range 1 to 50,000,000
5	Total	The Total field is a read-only field with the calculated sum of all the potentially involved items across all products involved in the Part 573 (i.e., the sum of all the Number Potentially Involved field values).	System Generated

6.2.5 Defect/Noncompliance Description

The **Defect/Noncompliance Description** pane enables users to describe the defect or noncompliance. As shown in Figure 41 and Table 38 below, the **Defect/Noncompliance Descriptions** pane -> **For the defect/noncompliance** section has five fields: **Describe the defect or noncompliance (1)**, **Describe the safety risk (2)**, **Describe the cause (3)**, **Identify any warning which can precede or occur (4)**, and **If a noncompliance, provide the applicable FMVSS (5)**.

Defect/Noncompliance Description

For this defect/noncompliance

1 Describe the defect or noncompliance *

Remaining Characters: 6,000

2 Describe the safety risk, including crash, fire, death, injury *

Remaining Characters: 6,000

3 Describe the cause:

Remaining Characters: 6,000

4 Identify any warning which can precede or occur:

Remaining Characters: 6,000

5 If a noncompliance, provide the applicable FMVSS (select up to 2):

Figure 41: Form 573 - Defect/Noncompliance Description Pane Description

Table 38: Form 573 - Defect/Noncompliance Description Pane Description Fields

#	Fields	Description	Values
1	Describe the defect or noncompliance	The required Describe the defect or noncompliance text box enables users to provide a description of the defect or noncompliance. There is a 6,000-character limit for this field.	Text Field
2	Describe the safety risk	The required Describe the safety risk text box enables users to provide a description of the safety risk. There is a 6,000-character limit for this field.	Text Field
3	Describe the cause	The Describe the cause text box enables users to provide a description of the cause of the defect or noncompliance. There is a 6,000-character limit for this field.	Text Field
4	Identify any warning which can precede or occur	The Identify any warning which can precede or occur text box enables users to provide information about any warning related to the defect or noncompliance. There is a 6,000-character limit for this field.	Text Field
5	If a noncompliance, provide the applicable FMVSS	The If a noncompliance, provide the applicable FMVSS field enables users to select applicable Federal Motor Vehicle Safety Standard (FMVSS). Users can make up to two selections.	Multi-select

6.2.6 Component Manufacturer

As shown in Figure 42 and Table 39 below, the **Company Manufacturer** section has 15 fields: **Component Manufacturer (1)**, **Company Name (2)**, **Country (3)**, **Tier of Supplier (4)**, **Supplier Type (5)**, **Address 1 (6)**, **Address 2 (7)**, **City (8)**, **State (9)**, **Zip / Postal Code (10)**, **First Name (11)**, **Last Name (12)**, **Position (13)**, **Email (14)**, and **Phone (15)**.

Component Manufacturer ⓘ

1

If applicable, identify the manufacturer of the defective or noncompliant component.

If the manufacturer of the component is unknown, provide the information for the company that supplied the subject component.

☒ Component manufacturer
☐ Component manufacturer is unknown, information is for our supplier

Supplier Information

2

Company Name:

Remaining Characters: 40

3

Country:

Select

4

Tier of Supplier:

Select

5

Supplier Type:

Select

6

Address 1:

Remaining Characters: 40

7

Address 2:

Remaining Characters: 40

8

City:

Remaining Characters: 30

9

State:

Select

10

Zip / Postal Code:

Remaining Characters: 10

Company Contact Information

11

First Name:

Remaining Characters: 40

12

Last Name:

Remaining Characters: 40

13

Position:

Remaining Characters: 128

14

Email:

Remaining Characters: 75

15

Phone:

Country Code

Phone Number

Ext

+1

5555555555

555

Save Supplier

Figure 42: Form 573 - Component Manufacturer Pane

Table 39: Form 573 - Component Manufacturer Pane Fields

#	Fields	Description	Values
1	Component Manufacturer	<p>The Component Manufacturer radio button enables the users to identify if the information in the section below pertains to the component manufacturer or the supplier information.</p> <p>If the component manufacturer information is known, you may select Component manufacturer to indicate the Company Information section contains information about the component manufacturer. If the information is unknown, you may select Component manufacturer is unknown, information is for our supplier to indicate the Company Information section contains information about the supplier.</p>	Radio Button
2	Company Name	The Company Name field enables users to enter the supplier of the defect or noncompliant component. There is a 40-character limit for this field.	Text Field

#	Fields	Description	Values
3	Country	The Country drop-down field enables users to select the country for the address of the supplier of the defect or noncompliant component. Click the drop-down and then click the country or start typing the country in the box.	Drop-down
4	Tier of Supplier	The Tier of Supplier drop-down field enables users to select the tier of the supplier. A Tier 1 supplier directly provides manufacturers with the subject equipment, while a Tier 2 supplier provides Tier 1 suppliers with a subcomponent to the subject equipment.	Tier 1; Tier 2
5	Supplier Type	The Supplier Type drop-down field enables users to select the type of supplier. The supplier types are OEM , Distributor , and Other .	OEM; Distributor; Other
6	Address 1	The Address 1 text box enables users to enter the street address of the supplier of the defect or noncompliant component. There is a 40-character limit for this field.	Text Field
7	Address 2	The Address 2 text box enables users to enter additional address information (e.g., suite, apartment number, etc.) of the supplier of the defect or noncompliant component. There is a 40-character limit for this field.	Text Field
8	City	The City text box enables users to enter the city of the supplier of the defect or noncompliant component. There is a 30-character limit for this field.	Text Field
9	State	The State drop-down field enables users to select the state of the supplier of the defect or noncompliant component. Click the drop-down and then click the state or start typing the state in the box. If the Country field is not United States , the State field will default to Foreign States and cannot be updated.	Drop-down values dependent on Country selection
10	Zip / Postal Code	The Zip/Postal Code text box enables users to enter the zip code of the supplier of the defect or noncompliant component. There is a 10-character limit for this field.	Numeric Field
11	First Name	The First Name field enables users to enter the first name of the supplier contact of the defect or noncompliant component. There is a 40-character limit for this field.	Text Field
12	Last Name	The Last Name field enables users to enter the last name of the supplier contact of the defect or noncompliant component. There is a 40-character limit for this field.	Text Field
13	Position	The Position field enables users to enter the position of the supplier contact of the defect or noncompliant component. There is a 128-character limit for this field.	Text Field
14	Email	The Email field enables users to enter the email address of the supplier contact of the defect or noncompliant component. There is a 75-character limit for this field. The field can only process a valid email formation (e.g., emailaddress@email.com).	Text Field
15	Phone	The Phone field enables users to enter the phone number of the supplier contact of the defect or noncompliant component. The phone number must be at least 10 characters long and can only be numerical values.	Numeric Field

As shown in Figure 43 and Table 40 below, the **Supplier Table** section has nine columns: **Company Name (1)**, **City (2)**, **State (3)**, **Supplier Type (4)**, **Tier (5)**, **Contact (6)**, **Email (7)**, **Edit (8)**, and **Delete (9)**.



1	2	3	4	5	6	7	8	9
Company	City	State	Supplier Type	Tier	Contact	Email		
MC Acme, Inc			Distributor	Tier 1	Jane Doe	jane.doe@mcacme.com		

Figure 43: Component Manufacturer Pane - Supplier Table

Table 40: Component Manufacturer Pane - Supplier Table Columns

#	Column	Description
1	Company Name	The Company Name column displays the supplier of the defect or noncompliant component.
2	City	The City column displays the city of the supplier of the defect or noncompliant component.
3	State	The State column displays the state of the supplier of the defect or noncompliant component.
4	Supplier Type	The Supplier Type column displays the type of supplier. The supplier types are OEM , Distributor , and Other .
5	Tier	The Tier column displays the tier of the supplier. A Tier 1 supplier directly provides manufacturers with the subject equipment, while a Tier 2 supplier provides Tier 1 suppliers with a subcomponent to the subject equipment.
6	Contact	The Contact column concatenates the First Name and Last Name fields to display the name of the supplier contact of the defect or noncompliant component.
7	Email	The Email column displays the email address of the supplier contact of the defect or noncompliant component.
8	Edit	The Pencil icon allows users to edit the supplier information.
9	Delete	The Delete icon deletes the supplier.

6.2.7 Involved Components

The **Involved Components** pane enables users to enter information regarding the component in a recall. As shown in Figure 44 and Table 41 below, the **Involved Components** pane has three fields: **Component Name (1)**, **Component Description (2)**, and **Component Part Number (3)**.

Involved Components ⓘ

Identify the involved component(s) below

1

2

3

Component Name

Component Description

Component Part Number

Remaining Characters: 50

Remaining Characters: 200

Remaining Characters: 100

+

Figure 44: 573 Form - Involved Components Pane

Table 41: 573 Form - Involved Components Pane Fields

#	Fields	Description	Values
1	Component Name	The Component Name text field enables users to enter the name of the component(s) that were involved. There is a 50-character limit for this field.	Text Field
2	Component Description	The Component Description text field enables users to enter a description of the component(s) that were involved. There is a 200-character limit for this field.	Text Field
3	Component Part Number	The Component Part Number text field enables users to enter the part number of the component(s) that were involved. There is a 100-character limit for this field.	Text Field

6.2.8 Chronology of Defect/Noncompliance Determination

The **Chronology of Defect/Noncompliance Determination** pane enables users to provide a chronology of all principal events that were the basis for the determination that the defect related to motor safety. As shown in Figure 45 and Table 42 below, the **Chronology of Defect/Noncompliance Determination** pane has two fields: **Chronology (1)** and **Related NHTSA Recall Number (2)**.

Chronology of Defect/Noncompliance Determination ⓘ

Provide the chronology of events leading up to the defect decision or test data for the noncompliance decision

1 Chronology

Format

Remaining Characters: 6,000

Please upload a chronology document only if your text exceeds the 6,000-character limit provided

2 Related NHTSA Recall Number: ⓘ

Remaining Characters: 200

Figure 45: 573 Form - Chronology of Defect/Noncompliance Determination Pane

Table 42: 573 Form - Chronology or Defect/Noncompliance Determination Pane Fields

#	Fields	Description	Values
1	Chronology	The Chronology text box enables users to provide the chronology of events leading up to the defect decision or test data for the noncompliance decision. There is a 6,000-character limit for this field.	Text Field
2	Related NHTSA Recall Number	The Related NHTSA Recall Number text box enables users to provide a list of any related NHTSA Recall IDs and a description of how they connect, including failed remedies, supersessions, and/or expansions. There is a 200-character limit for this field.	Text Field

6.2.9 Description of Remedy

The **Description of Remedy** pane enables users to describe the program for remedying the defect or noncompliance. As shown in Figure 46 and Table 43 below, the **Description of Remedy** pane has six fields: **Remedy Type (1)**, **Do Not Drive (2)**, **Park Outside (3)**, **Description of remedy program (4)**, **How remedy component differs from recalled components (5)**, and **Identify how/when recall condition was corrected in production (6)**.

Figure 46: 573 Form - Description of Remedy Pane

Table 43: 573 Form - Description of Remedy Pane Fields

#	Fields	Description	Values
1	Remedy Type	The Remedy Type type-ahead field enables users to select the type of remedy. Click into the field and select the remedy type or start typing to limit the results.	Multi-select
2	Do Not Drive	The Do Not Drive checkbox indicates that vehicles affected by the recall should not be driven until the remedy has been completed.	Checkbox

#	Fields	Description	Values
3	Park Outside	The Park Outside checkbox indicates that the vehicle affected by the recall should be parked outside and away from structures until the remedy has been completed.	Checkbox
4	Description of remedy program	The Description of remedy program text box enables users to provide a narrative explanation. There is a 6,000-character limit for this field.	Text Field
5	How remedy component differs from recalled components	The How remedy component differs from recalled component text box enables users to provide a narrative explanation. There is a 6,000-character limit for this field.	Text Field
6	Identify how/when recall condition was corrected in production	The Identify how/when recall condition was corrected in production text box enables users to provide a narrative explanation. There is a 6,000-character limit for this field.	Text Field

6.2.10 Reimbursement Plan

The **Reimbursement Plan** pane enables users to enter a description of the plan for reimbursing an owner or purchaser who incurred costs to obtain a remedy for the problem addressed in the recall. As shown in Figure 47 and Table 44 below, the **Reimbursement Plan** pane has 13 fields: **Recall Specific Plan (1)**, **Use Reimbursement Plan on File (2)**, **Reimbursement Plan (3)**, **Units covered under warranty (4)**, **Description of reimbursement program (5)**, **Period of reimbursement (6)**, **Costs to be reimbursed (7)**, **Country (8)**, **Address 1 (9)**, **Address 2 (10)**, **City (11)**, **State (12)**, and **Zip/Postal Code (13)**.

Reimbursement Plan ⓘ

1 ☐ Recall Specific Plan 2 ☒ Use Reimbursement Plan on File 3 Units covered under warranty: [] %

4 Reimbursement Plan: [Select] ▼

5 Description of reimbursement program []
Remaining Characters: 6,000

6 Period of reimbursement []
Remaining Characters: 6,000

7 Costs to be reimbursed []
Remaining Characters: 6,000

Address for reimbursement claims

8 Country: [Select] ▼

9 Address 1: []
Remaining Characters: 40

10 Address 2: []
Remaining Characters: 40

11 City: []
Remaining Characters: 30

12 State: [FOREIGN STATES] ▼

13 Zip/Postal Code: []
Remaining Characters: 10

Figure 47: 573 Form - Reimbursement Plan Pane

Table 44: 573 Form - Reimbursement Plan Pane Fields

#	Fields	Description	Values
1	Recall Specific Plan	The Recall Specific Plan radio button field enables users to enter reimbursement plan information specific to the new recall being submitted. Only Recall Specific Plan or Use Reimbursement Plan on File can be selected; both radio buttons cannot be selected at the same time.	Radio Button
2	Use Reimbursement Plan on File	The Use Reimbursement Plan on File radio button field enables users to select an existing reimbursement plan on file for the new recall being submitted. Only Recall Specific Plan or Use Reimbursement Plan on File can be selected; both radio buttons cannot be selected at the same time. If Use Reimbursement Plan on File is selected, a Reimbursement Plan field will appear and Description of reimbursement program , Period or reimbursement , Costs to be reimbursed , and all Address for reimbursement claims fields will be grayed out and disabled.	Radio Button
3	Units Covered Under Warranty	The Units Covered Under Warranty numerical field enables users to enter the percentage of units covered under the warranty.	Numeric Field; Range from .1 to 100

#	Fields	Description	Values
4	Reimbursement Plan	The Reimbursement Plan drop-down field will only be visible if Use Reimbursement Plan on File . This field enables users to select a reimbursement plan on file. Click the drop-down and then click the applicable plan.	Drop-down
5	Description of reimbursement program	The Description of reimbursement program text box enables users to provide a narrative explanation. There is a 6,000-character limit for this field. If Use Reimbursement Plan on File is selected this field will be grayed out and disabled.	Text Field
6	Period of reimbursement	The Period of reimbursement text box enables users to provide a narrative explanation. There is a 6,000-character limit for this field. If Use Reimbursement Plan on File is selected this field will be grayed out and disabled.	Text Field
7	Costs to be reimbursed	The Costs to be reimbursed text box enables users to provide a narrative explanation. There is a 6,000-character limit for this field. If Use Reimbursement Plan on File is selected this field will be grayed out and disabled.	Text Field
8	Country	The Country drop-down field enables users to select the country for the address the reimbursement claims should be sent to. Click the drop-down and then click the country or start typing the country in the box. If Use Reimbursement Plan on File is selected this field will be grayed out and disabled.	Drop-down
9	Address 1	The Address 1 text box enables users to enter the street address the reimbursement claims should be sent to. There is a 40-character limit for this field. If Use Reimbursement Plan on File is selected this field will be grayed out and disabled.	Text Field
10	Address 2	The Address 2 text box enables users to enter additional address information (e.g., suite, apartment number, etc.) for the reimbursement claims should be sent to. There is a 40-character limit for this field. If Use Reimbursement Plan on File is selected this field will be grayed out and disabled.	Text Field
11	City	The City text box enables users to enter the city the reimbursement claims should be sent to. There is a 30-character limit for this field. If Use Reimbursement Plan on File is selected this field will be grayed out and disabled.	Text Field
12	State	The State drop-down field enables users to select the state for the address the reimbursement claims should be sent to. Click the drop-down and then click the state or start typing the state in the box. If the Country field is not United States , the State field will default to Foreign States and cannot be updated. If Use Reimbursement Plan on File is selected this field will be grayed out and disabled.	Drop-down values dependent on Country selection
13	Zip/Postal Code	The Zip/Postal Code text box enables users to enter the zip code the reimbursement claims should be sent to. There is a 10-character limit for this field. If Use Reimbursement Plan on File is selected this field will be grayed out and disabled.	Numeric Field

6.2.11 Recall Schedule

The **Recall Schedule** pane enables users to enter the information regarding the estimated date(s) on which they will

begin to send notifications to owners, dealers, and distributors that there is a safety-related defect or noncompliance. As shown in Figure 48 and Table 45 below, the **Recall Schedule** pane has eight fields: **Describe the recall schedule for notifications (1)**, **Planned Dealer Notification Date (2)**, **No Dealers (3)**, **Planned Interim Owner Notification Date (4)**, **No Owners (5)**, **Planned Remedy Owner Notification Date (6)**, **Phased Recall (7)**, and **Date when VIN will be searchable (8)**.

Figure 48: 573 Form - Recall Schedule Pane

Table 45: 573 Form - Recall Schedule Pane Fields

#	Fields	Description	Values
1	Describe the recall schedule for notifications	The Describe the recall schedule for notifications text box enables users to provide a narrative explanation. There is a 6,000-character limit for this field.	Text Field
2	Planned Dealer Notification Date	The Planned Dealer Notification Date date field enables users to enter a planned start and end date for the dealer notification. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value. The start date must be earlier than the finish date. If No Dealers is checked, these fields will be grayed out and disabled.	Date Field
3	No Dealers	The No Dealers checkbox field indicates that the manufacturer does not have a dealership network. If this is checked, the Planned Dealer Notification Date fields will be grayed out and disabled. If this is checked, please explain in the Describe the recall schedule for notifications text box where owners will obtain the remedy.	Checkbox

#	Fields	Description	Values
4	Planned Interim Owner Notification Date	The Planned Interim Owner Notification Date date field enables users to enter a planned start and end date for the interim owner notification. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value. The start date must be earlier than the finish date. If No Owners is checked, these fields will be grayed out and disabled.	Date Field
5	No Owners	The No Owners checkbox field indicates that the recall does not involve any vehicles or items of motor vehicle equipment that were sold to owners. If this is checked, the Planned Interim Owner Notification Date and Planned Remedy Owner Notification Date fields will be grayed out and disabled.	Checkbox
6	Planned Remedy Owner Notification Date	The Planned Remedy Owner Notification Date date field enables users to enter a planned start and end date for the remedy owner notification. If the final remedy will not be available to owners within 60 days of the 573 submission, you can provide the estimated date(s) on which it will begin sending notifications to owners. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value. The start date must be earlier than the finish date. If No Owners is checked, these fields will be grayed out and disabled.	Date Field
7	Phased Recall	The Phased Recall checkbox field indicates that the recall involves a remedy launch that is staggered or implemented in stages.	Checkbox
8	Date when VIN will be searchable	This field will only be visible if the Recall Type field is set to Vehicle . The Date when VIN will be searchable date field enables users to enter the date the VIN will be searchable on the NHTSA public website. Click the calendar icon to open the calendar and select the desired date or click on the box to type or copy/paste in a date value.	Date Field

6.2.12 Manufacturer Comments

The **Manufacturer Comments** pane enables users to add any comments not addressed by any other part of the Part 573 form. As shown in Figure 49 and Table 46 below, the **Manufacturer Comments** pane has 1 field: **Comments (1)**.

Manufacturer Comments **1**

Please provide any additional comments here

Comments

Remaining Characters: 6,000

Figure 49: 573 Form - Manufacturer Comments Pane

Table 46: 573 Form - Manufacturer Comments Pane Fields

#	Fields	Description	Values
1	Comments	The Comments text box enables users to provide any necessary comments to the NHTSA staff. This field is not a public field and will only be visible to NHTSA staff. There is a 6,000-character limit for this field.	Text Field

6.3 Manufacturer Management

The **Manufacturer Management** tab allows users to upload documents at the manufacturer level outside of a specific Part 573 Report. The most common use case for this section is to upload a Manufacturer Reimbursement Plan, which is a general template and not specific to any one Part 573 Report.

The **Manufacturer Management** tab has three sections: the **Manufacturer Name (1)**, the **Document Upload (2)** pane, and the **Document Table (3)**.

MC Acme, Inc. **1**

Document Upload **2**

Document Type *

Upload Document

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Drag & Drop or [browse files](#)

10 records per page **3**

Filename	Description	Status	Size	Submitted Date	
1 MRIBP-000502-2088.docx MC Acme Reimbursement Plan.docx	Manufacturer Reimbursement Plan	Submitted	1.030 MB	2025-Apr-10	

1 Showing 1 to 1 of 1 entries

Figure 50: Manufacturer Management Tab

6.3.1 Document Upload

As shown in Figure 51 and Table 47 below, the **Document Upload** section has three elements: the **Document Type (1)** drop-down, the **Document Upload (2)** function, and the **Submit (3)** button.

MC Acme, Inc.

Document Upload

Document Type * Select Document Type

Upload Document

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Drag & Drop or [browse files](#)

10 records per page

Submit

	Filename	Description	Status	Size	Submitted Date	
1	MRIBP-000502-2088.docx MC Acme Reimbursement Plan.docx	Manufacturer Reimbursement Plan	Submitted	1.030 MB	2025-Apr-10	

1

Showing 1 to 1 of 1 entries

Figure 51: Manufacturer Management Tab - Document Upload


Table 47: Manufacturer Management Tab - Document Upload Elements

#	Element	Description
1	Document Type	The Document Type drop-down enables users to select the type of file they are uploading.
2	Document Upload	The Document Upload section enables users to upload files using the Drag & Drop feature or by browsing to their local file explorer.
3	Submit	The Submit button enables users to submit their uploaded documents.

6.3.2 Document Table

As shown in Figure 52 and Table 48 below, the **Document Table** section has two elements: the **Page Size (1)** and the **Pagination (2)** button.

MC Acme, Inc.


Document Upload 

Document Type *

Select Document Type

Upload Document

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv



 Drag & Drop or [browse files](#)

10

 records per page

1

Submit

	Filename	Description	Status	Size	Submitted Date	
1	MRIBP-000502-2088.docx MC Acme Reimbursement Plan.docx 	Manufacturer Reimbursement Plan	Submitted	1.030 MB	2025-Apr-10	

2

1

 Showing 1 to 1 of 1 entries

Figure 52: Manufacturer Management - Document Table Elements

Table 48: Manufacturer Management - Document Table Elements

#	Element	Description
1	Page Size	The Page Size drop-down indicates how many records are displayed per page. Click the drop-down arrow to select 5 , 10 , or 20 records per page.
2	Pagination	The Pagination shows the number of records and pages, along with the ability to navigate between pages.

As shown in Figure 53 and Table 49 below, the **Document Upload** section has six fields: **Filename (1)**, **Description (2)**, **Status (3)**, **Size (4)**, **Submitted Date (5)**, and **Delete (6)**.

MC Acme, Inc.

Document Upload

Document Type * Select Document Type

Upload Document

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Drag & Drop or [browse files](#)

10 **1** records per page **2** **3** **4** **5** **6**

Filename	Description	Status	Size	Submitted Date	
1 MRIBP-000502-2088.docx MC Acme Reimbursement Plan.docx	Manufacturer Reimbursement Plan	Submitted	1.030 MB	2025-Apr-10	

1 Showing 1 to 1 of 1 entries

Figure 53: Manufacturer Management - Document Table Columns

Table 49: Manufacturer Management - Document Table Columns

#	Column	Description
1	Filename	The Filename column displays the original name of the uploaded file.
2	Description	The Description column displays the Document Type of the uploaded file.
3	Status	The Status column displays the status of the uploaded file. The Status types are Submitted (files that have been submitted to NHTSA), Accepted (files that NHTSA has received and accepted), and Rejected (files that NHTSA has received and rejected).
4	Size	The Size column displays the size of the uploaded file.
5	Submitted Date	The Submitted Date column displays the date the file was submitted to NHTSA in YYYY-MM-DD format.
6	Delete	The Delete icon allows users to delete documents that have a Status of Submitted or Rejected . If the user has submitted the file and the Status is Accepted , the file cannot be deleted.

7. Process Flow

This section will walk through the entire Recall process flow at a high level and will provide detailed instructions on the steps the manufacturer will be required to complete. The process flow is broken up into the following sections:

- Creating a New Recall
- Filing an Amendment
- Submitting a Manufacturer Reimbursement Plan

- ONL
- ONL Envelope
- Completion Reports
 - Validation Rules
 - Quarterly Reports
 - Annual Reports

7.1 Creating a New Recall

1. On the **Home** dashboard, click on the **Create New Recall** tab to open a new Part 573 Form.

The screenshot shows the NHTSA Recalls dashboard. At the top, there's a blue header with the NHTSA logo and the word 'Recalls'. Below the header, there's a navigation bar with three tabs: 'Home', 'Create New Recall' (highlighted with a red box), and 'Manufacturer Management'. The 'Home' tab is currently selected, showing a 'Manufacturer: MC Acme, Inc.' dropdown and an 'Audit' button.

2. Click the **Select Recall Type** drop-down and select **Vehicle, Equipment, Tire, or Child Restraint**.

The screenshot shows the 'Create New Recall' form. The 'Recall Type' drop-down menu is open, showing options: 'Select Recall Type', 'Vehicle', 'Equipment', 'Tire', and 'Child Restraint'. The 'Vehicle' option is selected. To the right of the drop-down, there's a section titled 'Are you reporting a *' with two radio buttons: 'Safety Defect' (selected) and 'Noncompliance'. Below this, there's a checkbox labeled 'Please select this box if you intend to file a petition pursuant to 49 CFR 556'.

NOTE: Once you save your Part 573 Form for the first time, this selection cannot be changed.

3. In the **Are you reporting a** radio button selection, click **Safety Defect** or **Noncompliance**.

The screenshot shows the 'Create New Recall' form. The 'Are you reporting a *' radio button selection is highlighted with a red box, showing 'Safety Defect' selected. The 'Recall Type' drop-down menu is still open, showing 'Vehicle' selected.

NOTE: This is a required field and must be answered before the Part 573 Form is submitted.

4. If you are filing a petition, select the **Please select this box if you intend to file a petition pursuant to 49 CFR Part 556**.

MC Acme, Inc.

Recall Type

Vehicle

Are you reporting a ☒ Safety Defect ☐ Noncompliance

☐ Please select this box if you intend to file a petition pursuant to 49 CFR 556

5. Fill out the **Manufacturer's identification code for this recall (if applicable)**.

Transaction ID: (Original Report)

Manage Documents

Required fields indicated with *

PDF Preview

Save Draft

Manufacturer's identification code for this recall (if applicable):

Collapse All | Expand All

6. Fill out the **Product Information** pane.

NOTE: This pane is named based on the **Recall Type** selection you made (e.g., if you selected **Vehicle**, the pane will be named **Vehicle Information**).

a. For a Vehicle Recall Type:

- i. In the **Vehicle Information** pane -> **Product** search field, start to type the product you are looking for. Once you have typed at least three characters, a list of products that match your search will open.

Vehicle Information ⓘ

Product

v-ick

2025 V-ICKLE V10

Add Product New Product

- ii. Select your product and click the **Add Product** button.

Vehicle Information ⓘ

Product

v-ick

2025 V-ICKLE V10

Add Product New Product

- iii. The product will be added as a sub-pane below the **Vehicle Information** pane.

Vehicle Information ⓘ

Product

Type at least 3 characters to search

2025 V-ICKLE V10

Add Product New Product

- iv. Fill out the required **Production Date Begin**, **Production Date End**, and **Descriptive information**

to include fields.

2025 V-ICKLE V10





Make *	Model *	Product Category	Product Type	Model Year Begin *	Model Year End *	Fuel / Propulsion Type ⓘ
V-ICKLE	V10	Light Vehicles ▾	Select Sub Type ▾	2025 ▾	2025 ▾	Select Fuel/Propul... ▾

Production Date Begin * Production Date End *

Descriptive information to include *

- The basis for how the recall population was determined and
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format ▾ **B**    

Remaining Characters: 6,000

Enter VIN (Vehicle Identification Number) range

Begin: End: ☐ Not Sequential VINs +

Save Product

- v. Update the **Product Category**, **Product Type**, **Model Year Begin**, **Model Year End**, and **Fuel / Propulsion Type** fields as necessary.

2025 V-ICKLE V10

Make *	Model *	Product Category	Product Type	Model Year Begin *	Model Year End *	Fuel / Propulsion Type ⓘ
V-ICKLE	V10	Light Vehicles ▾	Select Sub Type ▾	2025 ▾	2025 ▾	Select Fuel/Propul... ▾

- vi. Enter the VIN information if available.

1. Enter the VIN range or number. If the VIN entered is not sequential, click the **Not Sequential VINs** checkbox.

Enter VIN (Vehicle Identification Number) range

Begin: End: ☐ Not Sequential VINs +

Save Product

2. Click the + icon to add additional numbers and ranges.

Enter VIN (Vehicle Identification Number) range

Begin: End: ☐ Not Sequential VINs +

Save Product

vii. Click the **Save Product** button.

2025 V-ICKLE V10

Make *	Model *	Product Category	Product Type	Model Year Begin *	Model Year End *	Fuel / Propulsion Type i
V-ICKLE	V10	Light Vehicles v	Select Sub Type v	2025 v	2025 v	Select Fuel/Propul... v

Production Date Begin * Production Date End *

Descriptive information to include *

- The basis for how the recall population was determined and
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format v

B v v v v v

Remaining Characters: 6,000

Enter VIN (Vehicle Identification Number) range

Begin: End: ☐ Not Sequential VINs +

Save Product

NOTE: The **Save Product** button works as a global save and will save a draft of the entire Part 573 Form.

viii. Repeat steps i – vii as many times as necessary to add additional products.

NOTE: **Production Date Begin**, **Production Date End**, and **Descriptive Information to Include** are required fields needed to submit the Part 573 Form. The rest of the fields in this section will be required within five working days of your company learning the information.

b. For an Equipment Recall Type:

- i. In the **Equipment Information** pane -> **Product** search field, start to type the product you are looking for. Once you have typed at least three characters, a list of products that match your search will open.

Equipment Information ⓘ

Product

v-ick ×

V-ICKLE

Add Product New Product

ii. Select your product and click the **Add Product** button.

Equipment Information ⓘ

Product

v-ick ×

V-ICKLE

Add Product New Product

iii. The product will be added as a sub-pane below the **Equipment Information** pane.

Equipment Information ⓘ

Product

Type at least 3 characters to search

Add Product New Product

V-ICKLE / V10 >

iv. Fill out the required **Part Number**, **Production Date Begin**, **Production Date End**, and **Descriptive information to include** fields.

V-ICKLE / V10 ⓘ

Brand / Trade *	Model *	Part Number *	Type	Function	Size
V-ICKLE	V10		Select Type ▾		

Production Date Begin *

Production Date End *

Descriptive information to include *

- The basis for how the recall population was determined and
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format ▾ B [List Icons]

Remaining Characters: 6,000

Save Product

- v. Update the **Part Number**, **Type**, **Function**, and **Size** fields as necessary.

V-ICKLE / V10

Brand / Trade *	Model *	Part Number *	Type	Function	Size
V-ICKLE	V10	<input type="text"/>	Select Type ▼	<input type="text"/>	<input type="text"/>

- vi. Click the **Save Product** button.

V-ICKLE / V10

Brand / Trade *	Model *	Part Number *	Type	Function	Size
V-ICKLE	V10	<input type="text"/>	Select Type ▼	<input type="text"/>	<input type="text"/>

Production Date Begin * Production Date End *

Descriptive information to include *

- The basis for how the recall population was determined and
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format ▼ B [List Icon] [Table Icon] [Image Icon]

Remaining Characters: 6,000

Save Product

NOTE: The **Save Product** button works as a global save and will save a draft of the entire Part 573 Form.

- vii. Repeat steps i – vi as many times as necessary to add additional products.

NOTE: **Part Number**, **Production Date Begin**, **Production Date End**, and **Descriptive Information to Include** are required fields needed to submit the Part 573 Form. The rest of the fields in this section will be required within five working days of your company learning the information.

- c. For a Tire Recall Type:

- i. In the **Tire Information** pane -> **Product** search field, start to type the product you are looking for. Once you have typed at least three characters, a list of products that match your search will open.

Tire Information ⓘ

Product

v-ick

V-ICKLE / V10

Add Product New Product

ii. Select your product and click the **Add Product** button.

Tire Information ⓘ

Product

v-ick

V-ICKLE / V10

Add Product New Product

iii. The product will be added as a sub-pane below the **Tire Information** pane.

Tire Information ⓘ

Product

Type at least 3 characters to search

Add Product New Product

V-ICKLE / V10

iv. Fill out the required **Production Date Begin**, **Production Date End**, and **Descriptive information to include** fields.

V-ICKLE / V10

Tire Brand *	Tire Line *	Tire Size *
V-ICKLE	V10	

Production Date Begin *

Production Date End *

Descriptive information to include *

- The basis for how the recall population was determined and
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format

B
[List Icons]

Remaining Characters: 6,000

Enter Tire Identification Number (TIN)

Plant ID Code *	Size Code *	Optional Code	Begin M Code *	End M Code *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div style="display: flex; align-items: center;"> + [Trash Icon] </div>

Save Product

- v. Enter the required Tire Identification Number (TIN) using the **Plant ID Code**, **Size Code**, **Optional Code**, **Begin M Code**, and **End M Code** fields.

Enter Tire Identification Number (TIN)

Plant ID Code *	Size Code *	Optional Code	Begin M Code *	End M Code *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div style="display: flex; align-items: center;"> + [Trash Icon] </div>

- vi. Click the **+** icon to add additional TINs.

Enter Tire Identification Number (TIN)

Plant ID Code *	Size Code *	Optional Code	Begin M Code *	End M Code *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div style="display: flex; align-items: center;"> + [Trash Icon] </div>

Save Product

- vii. Click the **Save Product** button.

V-ICKLE / V10

Tire Brand *	Tire Line *	Tire Size *
V-ICKLE	V10	

Production Date Begin * Production Date End *

Descriptive information to include *

- The basis for how the recall population was determined and
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format

B

- -
 -
- -
 -
- -
 -
- -
 -

Remaining Characters: 6,000

Enter Tire Identification Number (TIN)

Plant ID Code *	Size Code *	Optional Code	Begin M Code *	End M Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+

Save Product

NOTE: The **Save Product** button works as a global save and will save a draft of the entire Part 573 Form.

viii. Repeat steps i – vii as many times as necessary to add additional products.

NOTE: **Production Date Begin**, **Production Date End**, **Descriptive Information to Include**, and **TIN** fields are required fields needed to submit the Part 573 Form. The rest of the fields in this section will be required within five working days of your company learning the information.

d. For a Child Restraint Recall Type:

i. In the **Child Restraint Information** pane -> **Product** search field, start to type the product you are looking for. Once you have typed at least three characters, a list of products that match your search will open.

Child Restraint Information

Product

×

Add Product New Product

V-ICKLE / V10

ii. Select your product and click the **Add Product** button.

Child Restraint Information

Product

V-ICK

Add Product

New Product

V-ICKLE / V10

- iii. The product will be added as a sub-pane below the **Child Restraint Information** pane.

Child Restraint Information

Product

Type at least 3 characters to search

Add Product

New Product

V-ICKLE / V10

- iv. Fill out the required **Manufacturer / Make**, **Model Name**, **Model Number**, **Manufacturer Date Begin**, **Manufacturer Date End**, and **Descriptive information to include** fields.

V-ICKLE / V10

Manufacturer / Make *

Model Name *

Model Number *

Seat Type

Brand Name

V-ICKLE

V10

Select Type

Manufacturer Date Begin *

Manufacturer Date End *

Descriptive information to include *

- The basis for how the recall population was determined
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format

B

Remaining Characters: 6,000

Save Product

- v. Update the **Seat Type** and **Brand Name** fields as necessary.

V-ICKLE / V10

Manufacturer / Make *

Model Name *

Model Number *

Seat Type

Brand Name

V-ICKLE

V10

Select Type

vi. Click the **Save Product** button.

V-ICKLE / V10

Manufacturer / Make *	Model Name *	Model Number *	Seat Type <i>i</i>	Brand Name
V-ICKLE	V10		Select Type ▼	

Manufacturer Date Begin *

Manufacturer Date End *

Descriptive information to include *

- The basis for how the recall population was determined
- How the recalled products differ from products that were not included in the recall

Enter descriptive information:

Format ▼ **B**

Remaining Characters: 6,000

Save Product

NOTE: The **Save Product** button works as a global save and will save a draft of the entire Part 573 Form.

vii. Repeat steps i – vi as many times as necessary to add additional products.

NOTE: **Manufacturer / Make, Model Name, Model Number, Manufacturer Date Begin, Manufacturer Date End, and Descriptive information to include** are required fields needed to submit the Part 573 Form. The rest of the fields in this section will be required within five working days of your company learning the information.

7. Fill out the **Population** pane.

i Number potentially involved total:

i Estimated percentage of involved with defect total:
 %

Population

Make	Model	Model Year	Number Potentially Involved <i>i</i>
V-ICKLE	V10	2024	<input type="text"/>
V-ICKLE	V10	2025	<input type="text"/>
Total			<input type="text"/>

- a. Enter the **Estimated percentage of involved** with defect total field.

i Number potentially involved total:

i Estimated percentage of involved with defect total:
 %

NOTE: This field applies to the **Number of potentially involved total**.

NOTE: If left blank, the **Estimated percentage of involved** will default to 100%.

- b. Fill out the **Number Potentially Involved** for each product. The **Total** and **Number potentially involved total** fields will calculate the sum of the fields.

i Number potentially involved total:

i Estimated percentage of involved with defect total:
 %

Population

Make	Model	Model Year	Number Potentially Involved <i>i</i>
V-ICKLE	V10	2024	<input type="text"/>
V-ICKLE	V10	2025	<input type="text"/>
Total			<input type="text"/>

NOTE: The **Total** and **Number potentially involved total** fields will calculate the sum of each **Number Potentially Involved** field.

Number potentially involved total: 99,211		Estimated percentage of involved with defect total: <input type="text"/> %	
---	--	--	--

Population

Make	Model	Model Year	Number Potentially Involved
V-ICKLE	V10	2024	53,487
V-ICKLE	V10	2025	45,724
Total			99,211

NOTE: None of the fields in this section are required to submit the initial Part 573 Form, but they will be required within five working days of your company learning the information.

8. Fill out the **Defect/Noncompliance Description** pane.

Defect/Noncompliance Description

For this defect/noncompliance

Describe the defect or noncompliance *

Remaining Characters: 6,000

Describe the safety risk, including crash, fire, death, injury *

Remaining Characters: 6,000

Describe the cause:

Remaining Characters: 6,000

Identify any warning which can precede or occur:

Remaining Characters: 6,000

If a noncompliance, provide the applicable FMVSS (select up to 2):

- a. Fill out the required **Describe the defect or noncompliance** and **Describe the safety risk, including crash, fire, death, injury** fields.

<p>Describe the defect or noncompliance *</p> <div style="border: 1px solid black; height: 60px; margin: 5px;"></div> <p style="font-size: small;">Remaining Characters: 6,000</p>	<p>Describe the safety risk, including crash, fire, death, injury *</p> <div style="border: 1px solid black; height: 60px; margin: 5px;"></div> <p style="font-size: small;">Remaining Characters: 6,000</p>
---	---

b. If applicable, fill out the **Describe the cause** and **Identify any warning which can precede or occur** fields.

<p>Describe the cause:</p> <div style="border: 1px solid black; height: 60px; margin: 5px;"></div> <p style="font-size: small;">Remaining Characters: 6,000</p>	<p>Identify any warning which can precede or occur:</p> <div style="border: 1px solid black; height: 60px; margin: 5px;"></div> <p style="font-size: small;">Remaining Characters: 6,000</p>
--	---

c. If applicable, select up to two FMVSS.

If a noncompliance, provide the applicable FMVSS (select up to 2):

- 101 - Control and displays
- 102 - Trans shift lever seq/starter interlock/trans braking effect
- 103 - Windshield defrosting and defogging systems
- 104 - Windshield wiping and washing systems
- 105 - Hydraulic and electric brake systems
- 106 - Brake hoses
- 108 - Lamps, reflective devices, and assoc. Equipment

NOTE: This field is only enabled if the Recall is a noncompliance.

NOTE: The fields other than **Describe the defect or noncompliance** and **Describe the safety risk, including crash, fire, death, injury** in this section can be filled out within five working days of your company learning the information.

9. Fill out the **Component Manufacturer** pane.

Component Manufacturer ⓘ

○

▼

If applicable, identify the manufacturer of the defective or noncompliant component.
If the manufacturer of the component is unknown, provide the information for the company that supplied the subject component.

☒ Component manufacturer
 ☐ Component manufacturer is unknown, information is for our supplier

Supplier Information

Company Name:

Remaining Characters: 40

Country:

Select ▼

Tier of Supplier: ⓘ

Select ▼

Supplier Type:

Select ▼

Address 1:

Remaining Characters: 40

Address 2:

Remaining Characters: 40

City:

Remaining Characters: 30

State:

Select ▼

Zip / Postal Code:

Remaining Characters: 10

Company Contact Information

First Name:

Remaining Characters: 40

Last Name:

Remaining Characters: 40

Position:

Remaining Characters: 128

Email:

Remaining Characters: 75

Phone:

Country Code

Phone Number

Ext

+1

5555555555

555

Save Supplier

- a. Select **Component manufacturer** or **Component manufacturer is unknown, information is for our supplier**.

Component Manufacturer ⓘ

○

▼

If applicable, identify the manufacturer of the defective or noncompliant component.
If the manufacturer of the component is unknown, provide the information for the company that supplied the subject component.

☒ Component manufacturer
 ☐ Component manufacturer is unknown, information is for our supplier

- b. Fill out the applicable **Supplier Information** fields.

☒ Component manufacturer ☐ Component manufacturer is unknown, information is for our supplier

Supplier Information

Company Name:

Remaining Characters: 40

Country:

Tier of Supplier:

Supplier Type:

Address 1:

Remaining Characters: 40

Address 2:

Remaining Characters: 40

City:

Remaining Characters: 30

State:

Zip / Postal Code:

Remaining Characters: 10

Company Contact Information

First Name:

Remaining Characters: 40

Last Name:

Remaining Characters: 40

Position:

Remaining Characters: 128

Email:

Remaining Characters: 75

Phone:

Country Code	Phone Number	Ext
+1	5555555555	555

Save Supplier

- c. Fill out the applicable **Company Contact Information** fields.

☒ Component manufacturer ☐ Component manufacturer is unknown, information is for our supplier

Supplier Information

Company Name:

Remaining Characters: 40

Country:

Select

Tier of Supplier:

?

Select

Supplier Type:

Select

Address 1:

Remaining Characters: 40

Address 2:

Remaining Characters: 40

City:

Remaining Characters: 30

State:

Select

Zip / Postal Code:

Remaining Characters: 10

Company Contact Information

First Name:

Remaining Characters: 40

Last Name:

Remaining Characters: 40

Position:

Remaining Characters: 128

Email:

Remaining Characters: 75

Phone:

Country Code

Phone Number

Ext

+1

5555555555

555

Save Supplier

d. Click the **Save Supplier** button.

☒ Component manufacturer ☐ Component manufacturer is unknown, information is for our supplier

Supplier Information	Company Contact Information						
Company Name: <input type="text"/> <small>Remaining Characters: 40</small>	First Name: <input type="text"/> <small>Remaining Characters: 40</small>						
Country: <input type="text" value="Select"/>	Last Name: <input type="text"/> <small>Remaining Characters: 40</small>						
Tier of Supplier: <input type="text" value="Select"/>	Position: <input type="text"/> <small>Remaining Characters: 128</small>						
Supplier Type: <input type="text" value="Select"/>	Email: <input type="text"/> <small>Remaining Characters: 75</small>						
Address 1: <input type="text"/> <small>Remaining Characters: 40</small>	Phone: <table border="1"> <tr> <td>Country Code</td> <td>Phone Number</td> <td>Ext</td> </tr> <tr> <td>+1</td> <td>5555555555</td> <td>555</td> </tr> </table>	Country Code	Phone Number	Ext	+1	5555555555	555
Country Code	Phone Number	Ext					
+1	5555555555	555					
Address 2: <input type="text"/> <small>Remaining Characters: 40</small>							
City: <input type="text"/> <small>Remaining Characters: 30</small>							
State: <input type="text" value="Select"/>							
Zip / Postal Code: <input type="text"/> <small>Remaining Characters: 10</small>							

Save Supplier

NOTE: The **Save Supplier** button works as a global save and will save a draft of the entire Part 573 Form.

NOTE: The **Save Supplier** button will be grayed out and disabled until you enter a value in at least one field in either the **Supplier Information** or **Company Contact Information** sections.

10. Fill out the **Involved Components** pane.

Involved Components ⓘ

Identify the involved component(s) below

Component Name	Component Description	Component Part Number
<input type="text"/> <small>Remaining Characters: 50</small>	<input type="text"/> <small>Remaining Characters: 200</small>	<input type="text"/> <small>Remaining Characters: 100</small>

+

- Fill out the **Component Name**, **Component Description**, and **Component Parent Number** fields.
- If applicable, click the **+** icon to add another component.

Component Name	Component Description	Component Part Number
Brake <small>Remaining Characters: 45</small>	<input type="text"/> <small>Remaining Characters: 200</small>	9478 <small>Remaining Characters: 96</small>

+

NOTE: The + icon will be grayed out and disabled until the previous component has either the **Component Name**, **Component Description**, or **Component Parent Number** field filled out.

- c. Repeat steps **a.** and **b.** as many times as is applicable.

NOTE: The **Trash** icon allows manufacturers to delete a component if it was added unnecessarily. When selected, a **Confirm Component Deletion** modal window will open. Click the **Confirm & Proceed** button to proceed with deleting the component.

×

Confirm Component Deletion

Are you sure you want to delete the following component from this 573 report?

Component Name: Brake
Component Description:
Component Part Number: 9478

Confirm & Proceed

[Go back](#)

11. Fill out the **Chronology of Defect/Noncompliance Determination** pane.

Chronology of Defect/Noncompliance Determination ⓘ

○ ▼

Provide the chronology of events leading up to the defect decision or test data for the noncompliance decision

Chronology

Format ▼

B | | | | |

Remaining Characters: 6,000

Please upload a chronology document only if your text exceeds the 6,000-character limit provided

Related NHTSA Recall Number: ⓘ

Remaining Characters: 200

- a. Fill out the **Chronology** field.

Chronology of Defect/Noncompliance Determination ⓘ

Provide the chronology of events leading up to the defect decision or test data for the noncompliance decision

Chronology

Format ▼

B [List Icons]

Remaining Characters: 6,000

Please upload a chronology document only if your text exceeds the 6,000-character limit provided

Related NHTSA Recall Number: ⓘ

Remaining Characters: 200

- b. If the chronology text exceeds the 6,000-character limit provided in the **Chronology** field, upload a chronology document:

NOTE: ONLY upload a chronology document if the chronology text exceeds the 6,000-character limits provided.

- i. At the top of the Part 573 Form, click the **Manage Document** button to navigate to the **Documents Management** page.

[Home](#) > 25-00540-69959-10 Audit

MC Acme, Inc.

Recall Type
Vehicle ▼

Are you reporting a* ☒ Safety Defect ☐ Noncompliance
☐ Please select this box if you intend to file a petition pursuant to 49 CFR 556

Transaction ID: 25-00540-69959-10 (Original Report) **Manage Documents**

Required fields indicated with *

Manufacturer's identification code for this recall (if applicable):

[PDF Preview](#) [Save Draft](#)
[Collapse All](#) | [Expand All](#)

[Home](#) > [25-00540-69959-10](#) > Document Management

[Audit](#)
MC Acme, Inc.
Transaction ID: 25-00540-69959-10


Required fields indicated with *

Document Type * Select Document Type ⓘ

Issue Date Begin: Issue Date End:

Upload Document

- Maximum size allowed per file is 5 GB
- The entire filename, including the source file path, can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

 Drag & Drop or [browse files](#)

Concise Summary:

If this document is a communication to a manufacturer's dealers or to owners or purchasers, you must provide a concise summary of the subject matter of the communication here per [49 USC 30166\(f\)](#). If the above does not apply to this document, **leave this Concise Summary field blank**.

NOTE: The **Manage Documents** button will be grayed out and disabled until the Part 573 Form has been saved as an initial draft.

- ii. In the **Document Upload** section, click the **Select Document Type** drop-down and select **Other Recall Documents** -> **Chronology** document type.

Transaction ID: 25-00502-60987-10 Required fields indicated with *

Document Type * Chronology ⓘ

Issue Date Begin: Issue Date End:

Upload Document

- Maximum size allowed per file is 5 GB
- The entire filename, including the source file path, can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

☐ Contains PII ⓘ


Other Recall Documents

- Other Recall Related Documents
- Manufacturer Reply
- Miscellaneous Document
- Late 577 Explanation
- Chronology**
- Purchaser List

- iii. In the **Upload Document** section drag and drop a file into the document upload section or click the **Browse Files** hyperlink to open your file explorer to navigate to your file.



Upload Document

- Maximum size allowed per file is 5 GB
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

 Drag & Drop or [browse files](#)

- iv. Once your file has been added, click the **Submit** button.

Upload Document

[Chronology.docx](#)  ☐ Contains PII 

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv


Concise Summary:

If this document is a communication to a manufacturer's dealers or to owners or purchasers, you must provide a concise summary of the subject matter of the communication here per [49 USC 30166\(f\)](#). If the above does not apply to this document, **leave this Concise Summary field blank**.

Remaining Characters: 6,000




Comments to NHTSA Staff:

Remaining Characters: 1,000

Note on Confidential Business Information (CBI) 

Submit

- v. The file you uploaded will appear in the **Documents** table with a status of **Submitted**.

Documents Uploaded to NHTSA (1)		Documents Uploaded from NHTSA (0)					
Filename	Details	Category	Description	PII	Status	Submitted Date	
1 RCHRN-250050261002-8166.docx Chronology.docx	 	Other Recall Docume...	Chronology	N	Submitted	2025-Apr-10	

- c. In the case of a defect that relates to a prior safety recall, enter a list of any related NHTSA Recall IDs and a description of how they connect, including failed remedies, supersessions, and/or expansions in the **Related NHTSA Recall Number** field.

Chronology of Defect/Noncompliance Determination ⓘ

Provide the chronology of events leading up to the defect decision or test data for the noncompliance decision

Chronology

Format ▼ B [List Icons]

Remaining Characters: 6,000

Please upload a chronology document only if your text exceeds the 6,000-character limit provided

Related NHTSA Recall Number: ⓘ

Remaining Characters: 200

NOTE: None of the fields in this section are required to submit the initial Part 573 Form, but they will be required within five working days of your company learning the information.

12. Fill out the **Description of Remedy** pane.

Description of Remedy ⓘ

Remedy Type:

Consumer Advisories: ☐ Do Not Drive ⓘ ☐ Park Outside ⓘ

Description of remedy program

Remaining Characters: 6,000

How remedy component differs from recalled components

Remaining Characters: 6,000

Identify how/when recall condition was corrected in production

Remaining Characters: 6,000

a. Fill out the **Remedy Type** field by selecting all remedy types that apply.

The screenshot shows a 'Remedy Type' multiselect field. The top bar contains 'Inspect X' and 'Repair X'. The dropdown menu is open, showing a scrollable list of options: 'Select all that apply', 'Disconnect/Disable', 'Inspect', 'Mail Information/Labels', 'Reimburse', 'Repair' (which is highlighted in blue), and 'Replace'.

NOTE: The **Remedy Type** field is a multiselect field and the manufacturer can select as many remedy types as is applicable. To remove a remedy type from the list, click the **X** icon on the specific remedy type tile.

- b. Select applicable **Consumer Advisories**.

The screenshot shows the 'Description of Remedy' section. It includes a 'Remedy Type' text input field. Below it, the 'Consumer Advisories' section is highlighted with a red box. It contains two checkboxes: 'Do Not Drive' (with an information icon) and 'Park Outside' (with an information icon).

NOTE: Checking the **Do Not Drive** checkbox indicates that the manufacturer plans to issue a “Do Not Drive” consumer advisory to the public, indicating that the public should not drive the vehicle until the remedy has been completed. Checking the **Park Outside** checkbox indicates that the manufacturer plans to issue a “Park Outside” consumer advisory to the public, indicating that the public should park the vehicle outside and away from structures until the remedy has been completed.

- c. Fill out the **Description of remedy program, How remedy component differs from recalled components, and Identify how/when recall condition was corrected in production** fields.

13. Fill out the **Reimbursement Plan** pane.

NOTE: The **Reimbursement Plan** should detail the manufacturer’s plan for reimbursing an owner or purchaser who incurred costs to obtain a remedy for the problem addressed by the recall within a reasonable time in advance of the manufacturer’s notification of owners, purchasers, and dealers.

Reimbursement Plan ⓘ

☒ **Recall Specific Plan**
☐ Use Reimbursement Plan on File
 Units covered under warranty: %

Description of reimbursement program

Remaining Characters: 6,000

Period of reimbursement

Remaining Characters: 6,000

Costs to be reimbursed

Remaining Characters: 6,000

Address for reimbursement claims

Country:

Address 1:

Remaining Characters: 40

Address 2:

Remaining Characters: 40

City:

Remaining Characters: 30

State:

Zip/Postal Code:

Remaining Characters: 10

a. If the Part 573 Form has a specific reimbursement plan:

i. Select the **Recall Specific Plan** radio button.

Reimbursement Plan ⓘ

☒ **Recall Specific Plan**
☐ Use Reimbursement Plan on File
 Units covered under warranty: %

Description of reimbursement program

Period of reimbursement

ii. Fill out the **Units covered under warranty**, **Description of reimbursement program**, **Period of reimbursement**, and **Costs to be reimbursed** fields with relevant information.

iii. Fill out the **Address for reimbursement claims** fields.

b. If you have uploaded a general reimbursement plan to the MRP that you would like to use:

i. Select the **Use Reimbursement Plan on File** radio button.

Reimbursement Plan ⓘ

☐ Recall Specific Plan
 ☒ **Use Reimbursement Plan on File**
 Units covered under warranty: %

Reimbursement Plan:

- i. A **Warning: Data Will Be Cleared** and modal window will open warning that any fields that have already been filled out will be cleared. Click the **Confirm & Proceed** button.

✕

Warning: Data Will Be Cleared

Selecting a valid reimbursement plan on file will clear all current entries in the text fields.

Are you sure you want to proceed?

[Go back](#)

- ii. Click the **Reimbursement Plan** -> **Select** drop-down. If your company has a general reimbursement plan on file through the MRP portal, the plan will display in the drop-down.
- iii. Select the appropriate file.

Reimbursement Plan ⓘ

☐ Recall Specific Plan
 ☒ Use Reimbursement Plan on File
 Units covered under warranty: %

Reimbursement Plan:

Description of reimbursement program: Period of reimbursement:

- iv. Fill out the **Units covered under warranty** field.

NOTE: When the **Use Reimbursement Plan on File** radio button is selected, the **Description of reimbursement program**, **Period of reimbursement**, **Costs to be reimbursed**, and **Address for reimbursement claims** fields become grayed out and disabled.

14. Fill out the **Recall Schedule** pane.

NOTE: Fill out the estimated date(s) on which the manufacturer will begin sending notifications to owners, dealers, and distributors that there is a safety-related defect or noncompliance.

NOTE: The Owner Notification Letter must be mailed no more than 60 days from the submission of this report.

Recall Schedule

Please be reminded that owner notification letters must be mailed no more than 60 days from submission of this report

Describe the recall schedule for notifications

Remaining Characters: 6,000

Planned Dealer Notification Date:
to

☐ No Dealers

Planned Interim Owner Notification Date:
to

☐ No Owners

Planned Remedy Owner Notification Date:
to

☐ Phased Recall

Date when VIN will be searchable:

- a. Fill out the **Describe the Recall schedule for notifications** field.
- b. As applicable, select the **No Dealers**, **No Owners**, and **Phased Recall** checkboxes.

NOTE: If the manufacturer does not have a dealership network, check the **No Dealers** checkbox. If the **No Dealers** checkbox is selected, the **Planned Dealer Notification Date** (begin and end) fields will be grayed out and disabled. If the **No Dealers** checkbox is selected, explain in the **Describe the recall schedule for notifications** field where owners will obtain the remedy.

NOTE: If the recall does not involve any vehicles or items of motor vehicle equipment that were sold to owners, check the **No Owners** checkbox. If the **No Owners** checkbox is selected, the **Planned Interim Owner Notification Date** (begin and end) fields will be grayed out and disabled.

NOTE: If the recall involves a remedy launch that is staggered or implemented in stages, check the **Phased Recall** checkbox.

- c. As applicable, enter the **Planned Dealer Notification Date** (begin and end), the **Planned Interim Owner Notification Date** (begin and end), **Planned Remedy Owner Notification Date** (begin and end), and **Date when VIN will be searchable**.

NOTE: For manufacturers that support the NHTSA VIN lookup tool, the **Date when VIN will be searchable** is the date on which the manufacturer plans to have the VINs searchable to the public in the NHTSA VIN lookup tool. Manufacturers that do not support the NHTSA VIN lookup tool should leave this date blank.

NOTE: To fill out date fields, you can either type the date in **YYYY-Month-DD** format or click the **Calendar** icon within the date field and select the date.

to

Aug

Sep

Oct

Nov

Dec

2025

Feb

Mar

Apr

May

Jun

January 2025

Today

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

15. Fill out the **Manufacturer Comments** pane. This pane is used to provide any necessary comments to the NHTSA staff not addressed in the Part 573 Form.

Manufacturer Comments

Please provide any additional comments here

Comments

Remaining Characters: 6,000

NOTE: The **Comments** field is not a public field and will only be visible to NHTSA staff.

16. Click the **Submit** button.

Recall Type
Vehicle

Are you reporting a ☒ Safety Defect ☐ Noncompliance
☐ Please select this box if you intend to file a petition pursuant to 49 CFR 556

Transaction ID: 25-00502-60987-10 (Original Report)

Manage Documents

Required fields indicated with *

PDF Preview

Save Draft

Manufacturer's identification code for this recall (if applicable):

Collapse All | Expand All

Vehicle Information

Number potentially involved total: 100,087
Estimated percentage of involved with defect total: %

Population

Defect/Noncompliance Description

Component Manufacturer

Involved Components

Chronology of Defect/Noncompliance Determination

Description of Remedy

Reimbursement Plan

Recall Schedule

Manufacturer Comments

Save Draft

Delete

Submit

7.2 Filing an Amendment

- On the **Home** dashboard, navigate to the **Report History** pane.

Report History

Search: NHTSA ID / Trans. ID / MFR Recall #

☒ Last 10 Recall Reports or Past 30 Days
☐ Past 60 Days
☐ Past 6 Months
☐ Alerts
☐ All

NHTSA Recall Number: 24EXXX
Recall Subject: ODI-SUPPLIED

Manage Documents

Create Amendment

Original 573 Date: 2025-Mar-20
Recall Status: Under Review

Amendment 1
Manufacturer Recall Number: 634
Number Potentially Involved: 129,312
Submitted 573 Date: 2025-Mar-28

> Previous Report(s)

- Using the **Search**, find the Recall you need to file an amendment for.

Report History

Search: NHTSA ID / Trans. ID / MFR Recall #

☒ Last 10 Recall Reports or Past 30 Days
☐ Past 60 Days
☐ Past 6 Months
☐ Alerts
☐ All

3. Click the **Create Amendment** button.

NHTSA Recall Number: 24EXXX

Recall Subject: ODI-SUPPLIED

Manage Documents

Create Amendment

Original 573 Date: 2025-Mar-20

Recall Status: Under Review

Amendment 1

Manufacturer Recall Number: 634

Number Potentially Involved: 129,312

Submitted 573 Date: 2025-Mar-28

> Previous Report(s)

NOTE: You can only create one amendment per Recall at a time. The **Create Amendment** button will be grayed out and disabled if there are any pending amendments.

4. The system will bring you to the editable Part 573 Form with a **Create Amendment** modal open. Click **Confirm & Create** button.

NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Recalls

Jane Doe | Return to Portal

Help

Home > 24EXXX

MC Acme, Inc.

Recall Type

Equipment

Are you reporting a

☒ Safety Defect

☐ Noncompliance

Please select this box if you intend to file a petition pursuant to 49 CFR 556

NHTSA ID: 24EXXX (Amendment 1)

Manage Documents

Required fields indicated with *

PDF Preview

Save Draft

Manufacturer's Identification code for this recall

Collapse All | Expand All

Equipment Information

Number potentially involved total:

Population

Defect/Noncompliance Description

Create Amendment

You are about to create an Amended 573 Report for 24EXXX.

Confirm & Create

Go back

5. The system will create the amendment and an **Amendment Created** toaster message will appear in the bottom right corner of the screen.

i

Amendment Created

Your Amendment has been successfully created.

X

6. Make applicable updates to the Part 573 Form.

7. Click the **Submit** button.

NHTSA Recalls Jane Doe | Return to Portal Help

Home > 24EXXX

MC Acme, Inc.

Recall Type: Equipment

Are you reporting a: ☒ Safety Defect ☐ Noncompliance

☐ Please select this box if you intend to file a petition pursuant to 49 CFR 556

NHTSA ID: 24EXXX (Amendment 1) Manage Documents

Required fields indicated with *

PDF Preview Save Draft

Manufacturer's Identification code for this recall (if applicable): 634 Collapse All Expand All

Equipment Information ⓘ ⓘ >

Number potentially involved total: 125,312 ⓘ Estimated percentage of involved with defect total: % ⓘ ⓘ

Population ⓘ >

Defect/Noncompliance Description ⓘ ⓘ >

Component Manufacturer ⓘ ⓘ >

Involved Components ⓘ ⓘ >

Purchaser Information ⓘ ⓘ >

Chronology of Defect/Noncompliance Determination ⓘ ⓘ >

Description of Remedy ⓘ ⓘ >

Reimbursement Plan ⓘ ⓘ >

Recall Schedule ⓘ ⓘ >

Manufacturer Comments ⓘ ⓘ >

Save Draft Delete **Submit**

8. A **Confirm Submission** modal will open. Click the **Confirm & Submit** button.

×

Confirm Submission

You are about to submit an Amended 573 Report for **24EXXX**.

Confirm & Submit [Go back](#)

9. The system will bring you back to the **Home** dashboard -> **Report History** pane.

Report History

Search:

NHTSA ID / Trans. ID / MFR Recall #

Last 10 Recall Reports or Past 30 Days

Past 60 Days

Past 6 Months

Alerts

All

NHTSA Recall Number: 24EXXX

Recall Subject: ODI-SUPPLIED

Manage Documents

Create Amendment

Original 573 Date: 2025-Mar-20

Recall Status: Under Review

Amendment 1

Manufacturer Recall Number: 634

Number Potentially Involved: 129,312

Submitted 573 Date: 2025-Mar-28

> Previous Report(s)

7.3 Submitting a Manufacturer Reimbursement Plan

- On the **Home** dashboard, click on the **Manufacturer Management** tab to open the **Manufacturer Management** page.

NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Recalls

Jane Doe | Return to Portal

Help

Home > Manufacturer Management

Audit

Home

Create New Recall

Manufacturer Management

- In the **Document Upload** section, click the **Select Document Type** drop-down and select the **Manufacturer Reimbursement Plan**.

MC Acme, Inc.

Document Upload

Document Type *

Select Document Type

Select Document Type

Manufacturer Reimbursement Plan

Owner Notification Envelope Template

Manufacturer Organizational Chart

Manufacturer Takata Outreach Document

Manufacturer - Miscellaneous Document

Upload Document

Maximum size allowed per file is 5 GB

Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Drag & Drop or browse files

- In the **Upload Document** section drag and drop a file into the document upload section or click the **Browse Files** hyperlink to open your file explorer to navigate to your file.

Upload Document

Maximum size allowed per file is 5 GB

Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Drag & Drop or browse files

- Once your file has been added, click the **Submit** button.

MC Acme, Inc.

Document Upload ⓘ

Document Type * Manufacturer Reimbursement Plan ▼

Upload Document [2025 MC Acme Reimbursment Plan.docx](#) 🗑️

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

📁 Drag & Drop or [browse files](#)

10 records per page **Submit**

Filename	Description	Status	Size	Submitted Date	
1 MRIBP-000502-2088.docx 2020 MC Acme Reimbursment Plan...	Manufacturer Reimbursement Plan	Submitted	1.030 MB	2020-Apr-10	🗑️

1 Showing 1 to 1 of 1 entries

5. The file you uploaded will appear in the **Documents** table with a status of **Submitted** once it has been received.

10 records per page Submit

Filename	Description	Status	Size	Submitted Date	
1 MRIBP-000502-2088.docx MC Acme Reimbursment Plan.docx	Manufacturer Reimbursement Plan	Submitted	1.030 MB	2025-Apr-10	🗑️

1 Showing 1 to 1 of 1 entries

7.4 Owner Notification Letter (ONL)





1. Create a draft interim or remedy ONL.
2. Submit the draft interim or remedy ONL to NHTSA:
 - a. Depending on the status of the 573 Report, you will access the document management section for that 573 Report in one of two places:
 - i. If the 573 Report is a draft:
 1. Navigate to the **Recall Management** -> **573 Reports** -> **Draft 573 Reports** tab and select the pencil icon for the applicable Recall.

MC Acme, Inc.

Recall Management

573 Reports Documents Missing Information Completion Reports

Draft 573 Reports (19) Rejected 573 Reports (4)

NHTSA Recall #	Manufacturer Recall #	Transaction ID	Recall Subject	Number Potentially Involved	Saved Date	
25VXXX	25S25	25-00502-32722-11	Engine Oil Leak	9	2025-Mar-14	 
25VXXX	25S22	25-00502-32733-11	Rearview Camera Might Break	4,247	2025-Mar-14	 

2. In the Part 573 Form, click the **Manage Documents** button.

MC Acme, Inc.

Recall Type
Vehicle

Are you reporting a ☒ Safety Defect ☐ Noncompliance
☐ Please select this box if you intend to file a petition pursuant to 49 CFR 556

NHTSA ID: 25VXXX (Amendment 1)

Manage Documents

Required fields indicated with *

PDF Preview

ii. If the original 573 Report is accepted:

1. Navigate to the **Report History** pane.

Report History

Search: NHTSA ID / Trans. ID / MFR Recall # ☒ Last 10 Recall Reports or Past 30 Days ☐ Past 60 Days ☐ Past 6 Months ☐ Alerts ☐ All

NHTSA Recall Number: [25VXXX](#) Recall Subject: Engine Oil Leak **Manage Documents** Create Amendment

Original 573 Date: 2025-Apr-01 Recall Status: Under Review

Amendment 1 Manufacturer Recall Number: 12345 Number Potentially Involved: 12,345,678 Submitted 573 Date: 2025-Apr-01

> Previous Report(s)

2. Click the **Manage Document** button for the 573 Report record.


NHTSA Recall Number: [25VXXX](#) Recall Subject: Engine Oil Leak **Manage Documents** Create Amendment

Original 573 Date: 2025-Apr-01 Recall Status: Under Review

Amendment 1 Manufacturer Recall Number: 12345 Number Potentially Involved: 12,345,678 Submitted 573 Date: 2025-Apr-01

> Previous Report(s)

b. You will be redirected to the **Document Management** page.



Recalls

Jane Doe | Return to Portal

Help

Home > 25VXXX > Document Management

MC Acme, Inc.

NHTSA Recall Number: 25VXXX

Required fields indicated with *

Document Type *

Select Document Type

Issue Date Begin:

Issue Date End:

Upload Document

Contains PII

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Drag & Drop or browse files

Concise Summary:

If this document is a communication to a manufacturer's dealers or to owners or purchasers, you must provide a concise summary of the subject matter of the communication here per [49 USC 30166\(f\)](#). If the above does not apply to this document, leave this Concise Summary field blank.

- c. From the **Document Type** drop-down, select **Owner Communications -> Interim Owner Notification Letter – Draft** or **Owner Communications -> Owner Notification Letter – Draft**.

NHTSA Recall Number: 25VXXX

Required fields indicated with *

Document Type *

Interim Owner Notification Letter - Draft

Owner Communications

Interim Owner Notification Letter - Draft

Interim Owner Notification Letter - Mailed

Remedy Owner Notification Letter - Draft

Remedy Owner Notification Letter - Mailed

Renotification - Draft

Renotification - Mailed

Issue Date Begin:

Issue Date End:

Upload Document

Contains PII

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Drag & Drop or browse files

- d. Fill out the **Issue Date Begin** and **Issue Date End** fields if applicable.

MC Acme, Inc.

NHTSA Recall Number: 25VXXX

Required fields indicated with *

Document Type *

Interim Owner Notification Letter - Draft


Issue Date Begin:

Issue Date End:

- e. In the **Upload Document** section drag and drop a file into the document upload section or click the **Browse Files** hyperlink to open your file explorer to navigate to your file.

Upload Document

- Maximum size allowed per file is 5 GB
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

 Drag & Drop or [browse files](#)



- f. If the document contains PII, select the **Contains PII** checkbox.

MC Acme, Inc.

NHTSA Recall Number: 25VXXX

Required fields indicated with *

Document Type *


Interim Owner Notification Letter - Draft  

Issue Date Begin:

Issue Date End:

Upload Document

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

☐ Contains PII 

- g. Fill out the **Concise Summary** and **Comments to NHTSA Staff** if applicable.


Concise Summary:

If this document is a communication to a manufacturer's dealers or to owners or purchasers, you must provide a concise summary of the subject matter of the communication here per [49 USC 30166\(f\)](#). If the above does not apply to this document, **leave this Concise Summary field blank**.

Remaining Characters: 6,000

Comments to NHTSA Staff:

Remaining Characters: 1,000

Note on Confidential Business Information (CBI) 

Submit

- h. Once your file has been added, click the **Submit** button.

Upload Document

[ONL.docx](#)

☐ Contains PII

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Concise Summary:

If this document is a communication to a manufacturer's dealers or to owners or purchasers, you must provide a concise summary of the subject matter of the communication here per [49 USC 30166\(f\)](#). If the above does not apply to this document, **leave this Concise Summary field blank**.

Remaining Characters: 6,000




Comments to NHTSA Staff:

Remaining Characters: 1,000

Note on Confidential Business Information (CBI)

Submit

- i. The file you uploaded will appear in the **Documents** table with a status of **Submitted**.

Documents Uploaded to NHTSA (1)		Documents Uploaded from NHTSA (0)					
Filename	Details	Category	Description	PII	Status	Submitted Date	
1 RDIONL-250050232722-0794.docx ONL	 	Owner Communications	Interim Owner Notification Letter - Draft	N	Submitted	2025-Apr-03	





3. NHTSA will send back any edits to the ONL or approve the document.
4. Mail out interim or remedy ONL.
5. Submit mailed interim or remedy ONL to NHTSA “no fewer than five (5) Federal Government business days before it intends to begin mailing it to owners” 49 C.F.R. 577.5.
 - a. Depending on the status of the 573 Report, you will access the document management section for that 573 Report in one of two places:
 - i. If the 573 Report is a draft:
 1. Navigate to the **Recall Management** -> **573 Reports** -> **Draft 573 Reports** tab and select the pencil icon for the applicable Recall.

MC Acme, Inc.

Recall Management

573 Reports Documents Missing Information Completion Reports

Draft 573 Reports (19) Rejected 573 Reports (4)

NHTSA Recall #	Manufacturer Recall #	Transaction ID	Recall Subject	Number Potentially Involved	Saved Date	
25VXXX	25S25	25-00502-32722-11	Engine Oil Leak	9	2025-Mar-14	 
25VXXX	25S22	25-00502-32733-11	Rearview Camera Might Break	4,247	2025-Mar-14	 

2. In the Part 573 Form, click the **Manage Documents** button.

MC Acme, Inc.

Recall Type
Vehicle

Are you reporting a ☒ Safety Defect ☐ Noncompliance
☐ Please select this box if you intend to file a petition pursuant to 49 CFR 556

NHTSA ID: 25VXXX (Amendment 1)

Required fields indicated with *

Manage Documents

PDF Preview

ii. If the original 573 Report is accepted:

1. Navigate to the **Report History** pane.

Report History

Search: NHTSA ID / Trans. ID / MFR Recall # ☒ Last 10 Recall Reports or Past 30 Days ☐ Past 60 Days ☐ Past 6 Months ☐ Alerts ☐ All

NHTSA Recall Number: [25VXXX](#) Recall Subject: Engine Oil Leak **Manage Documents** Create Amendment

Original 573 Date: 2025-Apr-01 Recall Status: Under Review

Amendment 1 Manufacturer Recall Number: 12345 Number Potentially Involved: 12,345,678 Submitted 573 Date: 2025-Apr-01

> Previous Report(s)

2. Click the **Manage Document** button for the 573 Report record.


NHTSA Recall Number: [25VXXX](#) Recall Subject: Engine Oil Leak **Manage Documents** Create Amendment

Original 573 Date: 2025-Apr-01 Recall Status: Under Review

Amendment 1 Manufacturer Recall Number: 12345 Number Potentially Involved: 12,345,678 Submitted 573 Date: 2025-Apr-01

> Previous Report(s)

b. You will be redirected to the **Document Management** page.



Recalls

Jane Doe | Return to Portal

Help

Home > 25VXXX > Document Management

MC Acme, Inc.

NHTSA Recall Number: 25VXXX

Required fields indicated with *

Document Type *

Select Document Type

Issue Date Begin:

Issue Date End:

Upload Document

Contains PII

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Drag & Drop or browse files

Concise Summary:

If this document is a communication to a manufacturer's dealers or to owners or purchasers, you must provide a concise summary of the subject matter of the communication here per [49 USC 30166\(f\)](#). If the above does not apply to this document, leave this Concise Summary field blank.

- c. From the **Document Type** drop-down, select **Owner Communications -> Interim Owner Notification Letter – Mailed** or **Owner Communications -> Owner Notification Letter – Mailed**.

NHTSA Recall Number: 25VXXX

Required fields indicated with *

Document Type *

Interim Owner Notification Letter - Mailed

- Owner Communications
 - Interim Owner Notification Letter - Draft
 - Interim Owner Notification Letter - Mailed
 - Remedy Owner Notification Letter - Draft
 - Remedy Owner Notification Letter - Mailed
 - Renotification - Draft
 - Renotification - Mailed

Issue Date Begin:

Upload Document

Contains PII

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

- d. Fill out the **Issue Date Begin** and **Issue Date End** fields.

MC Acme, Inc.

NHTSA Recall Number: 25VXXX

Required fields indicated with *

Document Type *

Interim Owner Notification Letter - Draft


Issue Date Begin:

Issue Date End:

- e. In the **Upload Document** section drag and drop a file into the document upload section or click the **Browse Files** hyperlink to open your file explorer to navigate to your file.

Upload Document

- Maximum size allowed per file is 5 GB
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

 Drag & Drop or [browse files](#)



- f. If the document contains PII, select the **Contains PII** checkbox.

MC Acme, Inc.

NHTSA Recall Number: 25VXXX

Required fields indicated with *

Document Type *

Interim Owner Notification Letter - Draft  

Issue Date Begin:

Issue Date End:

Upload Document

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

☐ Contains PII 

- g. Fill out the **Concise Summary** and **Comments to NHTSA Staff** if applicable.


Concise Summary:

If this document is a communication to a manufacturer's dealers or to owners or purchasers, you must provide a concise summary of the subject matter of the communication here per [49 USC 30166\(f\)](#). If the above does not apply to this document, **leave this Concise Summary field blank**.

Remaining Characters: 6,000

Comments to NHTSA Staff:

Remaining Characters: 1,000

Note on Confidential Business Information (CBI) 

Submit

- h. Once your file has been added, click the **Submit** button.

Upload Document

[ONL.docx](#)
☐ Contains PII

- Maximum size allowed per file is 5 GB
- The entire filename can not exceed 256 characters
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Concise Summary:

If this document is a communication to a manufacturer's dealers or to owners or purchasers, you must provide a concise summary of the subject matter of the communication here per [49 USC 30166\(f\)](#). If the above does not apply to this document, **leave this Concise Summary field blank**.

Remaining Characters: 6,000




Comments to NHTSA Staff:

Remaining Characters: 1,000

Note on Confidential Business Information (CBI)


Submit

- i. The file you uploaded will appear in the **Documents** table with a status of **Submitted**.

Documents Uploaded to NHTSA (1)		Documents Uploaded from NHTSA (0)					
Filename	Details	Category	Description	PII	Status	Submitted Date	
1 RDIONL-250050232722-0794.docx ONL	 	Owner Communications	Interim Owner Notification Letter - Mailed	N	Submitted	2025-Apr-03	

7.5 Owner Notification Envelope Template

1. On the **Home** dashboard, click on the **Manufacturer Management** tab.



Recalls

Jane Doe | Return to Portal

Help

[Home](#) > Manufacturer Management

Audit

Home

Create New Recall

Manufacturer Management

2. In the **Document Upload** section, click the **Document Type** drop-down menu and select **Owner Notification Envelope Template**.

MC Acme, Inc.

Document Upload ⓘ

Document Type * Owner Notification Envelope Template ▼

Upload Document

- Maximum size allowed per file is 5 GB
- The entire filename cannot contain the following characters: \ / : * ? " < > |
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Select Document Type

- Manufacturer Reimbursement Plan
- Owner Notification Envelope Template**
- Manufacturer Organizational Chart
- Manufacturer Takata Outreach Document
- Manufacturer - Miscellaneous Document

3. In the **Upload Document** section drag and drop a file into the **Document Upload** section or click the **Browse Files** hyperlink to open your file explorer to navigate to your file.



Upload Document

- Maximum size allowed per file is 5 GB
- Following file types are allowed: .doc, .docx, .pdf, .xls, .xlsx, .csv

Drag & Drop or [browse files](#)

4. Once your file has been added, click the **Submit** button.
5. The file you uploaded will appear in the **Documents** table with a status of **Submitted**.
6. NHTSA will send back any necessary edits to the envelope template.

10 records per page Submit

Filename	Description	Status	Size	Submitted Date	
1 ONL_Envelope_Template.docx ONL template for MC Acme.docx	 Owner Notification Envelope Template	Submitted	1.030 MB	2025-Apr-10	

1 Showing 1 to 1 of 1 entries

7.6 Completion Reports

The Code of Federal Regulation 49 Part 573.7 requires that manufacturers file Quarterly Completion Rate Reports to NHTSA. Submission of a Quarterly Completion Rate Report in the MRP requires that manufacturers have submitted to NHTSA the final mailed remedy Owner Notification Letter. Accessing Completion Reports

1. You can access the completion reports one of two ways:
 - a. On the **Home** dashboard, click on the **Completion Reports** sub-tab. Click the Report # hyperlink from any of the sub-tabs (i.e., **Draft Completion Reports**, **Rejected Completion Reports**, or **Completion Reports Overdue**).

Recall Management ?							
573 Reports	Documents	Missing Information	Completion Reports				
Draft Completion Reports (3)		Rejected Completion Reports (1)		Completion Reports Overdue (0)			
NHTSA Recall #	Manufacturer Recall #	Report #	Completion Report Type	Reporting Period	Number Potentially Involved	Saved Date	
18VXXX	1234	7	Quarterly Report	2021-1	1,282,596	2021-Apr-21	

- b. For any Recalls that are eligible to submit completion reports, navigate to the **Home** dashboard -> **Report History** pane. Click the **Completion Report** button.


NHTSA Recall Number: 24VXXX	Recall Subject: Drive Gear Bolt on Crankshaft May Break	Manage Documents	Create Amendment	Completion Reports
Original 573 Date: 2024-Oct-31 Recall Status: Published				
Original Report Manufacturer Recall Number: KQ9 Number Potentially Involved: 18,196 Submitted 573 Date: 2024-Oct-31				

7.6.1 Quarterly Reports

- You will be navigated to the **Completion Report** page.

		Recalls		Jane Doe Return to Portal		Help				
Home > 15VXXX > Completion Report										
MC Acme, Inc.										
Completion Report Overview ?										
NHTSA ID: 15VXXX Number of Potentially Involved: 303,904 Subject: Air Bags may Deploy Unexpectedly 573 Date: 2015-Oct-15 Owner Notification Beginning Date: 2016-Mar-15										
Quarterly Report History ?										
Create Quarterly Report ?										
Report #	Reporting Quarter	Completion Rate (%)	Date Originally Submitted	Last Updated Date	Total Unreachable	Total Completed	Total Removed			
4.(Accepted)	2016-4	28.51	2025-Feb-06	2025-Feb-06	14,867	86,468	599			
4.(Draft)	2016-4	99.49		2017-Jan-17	0	93,609	209,817			
3.(Accepted)	2016-3	28.51	2016-Oct-24	2016-Nov-07	14,867	86,468	599			

- Click the **Create Quarterly Report** button.


Recalls
Jane Doe | Return to Portal
Help

[Home](#) > [15VXXX](#) > Completion Report

MC Acme, Inc.

Completion Report Overview ⓘ

NHTSA ID: [15VXXX](#)
 Number of Potentially Involved: 303,904
 Subject: Air Bags may Deploy Unexpectedly
 573 Date: 2015-Oct-15
 Owner Notification Beginning Date: 2016-Mar-15

Quarterly Report History ▾

Create Quarterly Report ⓘ

- In the **Quarterly Report # (Editing)** pane, fill out all required and applicable fields.

Quarterly Report #7 (Editing) - Reporting Quarter 2019-3

Completion Rate: 0.00%

Unreachable

Returned Mail:
 Unable to Notify:
 Total Unreachable: 0

Completed

Corrected: *
 Inspected Only:
 Total Inspected & Corrected: 0
 Returned from Inventory:
 Total Completed: 0

Quarterly Report Date:

Removed

Scrapped:
 Stolen:
 Exported:
 Other:
 Total Removed: 0

Comments to NHTSA:

Remaining Characters: 2,000

Save Draft

Cancel

Submit

NOTE: Corrected is a required field needed to submit the Quarterly Report.

- Click the **Submit** button.

Quarterly Report #7 (Editing) - Reporting Quarter 2019-3

Completion Rate: 24.84%

Unreachable

Returned Mail:
Unable to Notify:
Total Unreachable: 60

Completed

Corrected: *
Inspected Only:
Total Inspected & Corrected: 470,085
Returned from Inventory:
Total Completed: 470,085

Quarterly Report Date:

Removed

Scrapped:
Stolen:
Exported:
Other:
Total Removed: 84

Comments to NHTSA:

Remaining Characters: 2,000

Save Draft

Cancel

Submit

5. A **Completion Report Submission – Quarterly Report** modal will open. Click the **Confirm & Submit** button.

×

Completion Report Submission - Quarterly Report

You are about to submit a Quarterly Report for:


- NHTSA Recall ID: 18VXXX
- Report #: Quarterly Report # 7
- Covering all repairs conducted up to and including: 2021-1

By clicking 'Confirm & Submit', you acknowledge that this action is irreversible.

Confirm & Submit

[Go back](#)

7.6.2 Annual Reports



Recalls

Jane Doe | Return to Portal[Help](#)

[Home](#) > [18VXXX](#) > Completion Report

MC Acme, Inc.




Completion Report Overview

NHTSA ID: [18VXXX](#) Number of Potentially Involved: 1,282,596 Subject: Engine Oil Leak 573 Date: 2018-Oct-22 Owner Notification Beginning Date: 2019-Aug-19


Quarterly Report History

Annual Report History

Create Annual Report

Report #	Reporting Period	Completion Rate (%)	Date Originally Submitted	Last Updated D...	Total Unreachable	Total Completed	Total Removed	
2.(Draft)	2023-2 to 2024-1	67.64		2021-Apr-21	52,253	867,424	200	 
1.(Accepted)	2022-2 to 2023-1	65.44	2021-Jan-27	2021-Jan-28	55,731	839,209	209	

1. Click the **Create Annual Report** button.



Recalls

Jane Doe | Return to Portal[Help](#)

[Home](#) > [18VXXX](#) > Completion Report

MC Acme, Inc.




Completion Report Overview

NHTSA ID: [18VXXX](#) Number of Potentially Involved: 1,282,596 Subject: Engine Oil Leak 573 Date: 2018-Oct-22 Owner Notification Beginning Date: 2019-Aug-19

Quarterly Report History

Annual Report History

Create Annual Report

Report #	Reporting Period	Completion Rate (%)	Date Originally Submitted	Last Updated D...	Total Unreachable	Total Completed	Total Removed	
2.(Draft)	2023-2 to 2024-1	67.64		2021-Apr-21	52,253	867,424	200	 
1.(Accepted)	2022-2 to 2023-1	65.44	2021-Jan-27	2021-Jan-28	55,731	839,209	209	

2. In the **Annual Report # (Editing)** pane, fill out all required and applicable fields.

Annual Report #2 (Editing) - Reporting Period 2023-2 to 2024-1

Completion Rate: 67.64%

Annual Report Date: 2024-Apr-22

Unreachable
Returned Mail: 52,253
Unable to Notify:
Total Unreachable: 52,253

Completed
Corrected: * 867,424
Inspected Only: 0
Total Inspected & Corrected: 867,424
Returned from Inventory:
Total Completed: 867,424

Removed
Scrapped: 1
Stolen: 0
Exported: 199
Other: 0
Total Removed: 200

Comments to NHTSA:

Remaining Characters: 2,000

Save Draft Cancel Submit

NOTE: Corrected is a required field needed to submit the Annual Report.

- Click the **Submit** button.

Annual Report #2 (Editing) - Reporting Period 2023-2 to 2024-1

Completion Rate: 67.64%

Annual Report Date: 2024-Apr-22

Unreachable
Returned Mail: 52,253
Unable to Notify:
Total Unreachable: 52,253

Completed
Corrected: * 867,424
Inspected Only: 0
Total Inspected & Corrected: 867,424
Returned from Inventory:
Total Completed: 867,424

Removed
Scrapped: 1
Stolen: 0
Exported: 199
Other: 0
Total Removed: 200

Comments to NHTSA:

Remaining Characters: 2,000

Save Draft Cancel **Submit**

- A **Completion Report Submission – Annual Report** modal will open. Click the **Confirm & Submit** button.

×

Completion Report Submission - Annual Report

You are about to submit an Annual Report for:

- NHTSA Recall ID: 18VXXX
- Report #: Annual Report # 2
- Covering all repairs conducted up to and including: 2023-2 to 2024-1

By clicking 'Confirm & Submit', you acknowledge that this action is irreversible.

Confirm & Submit

[Go back](#)

7.6.3 Validation Rules

The MRP has some validation rules in place to make it easier to file the completion reports correctly:

1. If the user tries to create a new draft completion report when a draft completion report already exists, a **Draft Quarterly Reports Exists / Draft Annual Reports Exists** modal will open, and you will not be able to create a new completion report.

×

Draft Quarterly Report Exists

Only one draft completion report is allowed. Please submit or delete your existing draft Quarterly Report before creating a new one.

Close

2. If you try to create a new completion report for a future reporting period, an **Invalid reporting period** modal will open.

Invalid reporting period



A completion report cannot be submitted at this time. You are attempting to create a report for future reporting period.

Close

3. Figures reported on completion reports must be cumulative. If the **Total Inspected & Corrected**, **Total Unreachable**, or **Total Removed** fields are lower than previously submitted completion report, a **Quarterly Report values must be cumulative / Annual Report values must be cumulative modal** will open and prevent you from saving the record.
4. If the **Total Completed** field exceeds the **Number Potentially Involved** field, then an inline error will display. If you try to submit the report without resolving the issue, a **Value Exceeds Number Potentially Involved Value modal** will open.

Value Exceeds Number Potentially Involved Value



The values you have for the field(s) below exceed the Number Potentially Involved. Please edit the figures and re-submit:

Corrected

Total Inspected & Corrected

Total Completed

Close

Completed

Corrected: *

Inspected Only:

Total Inspected & Corrected: 2,000,000

Returned from Inventory:

Total Completed: 2,000,000

Error: Total exceeds Number Potentially Involved

5. If the **Total Inspected & Corrected** value, **Total Unreachable** value, or **Total Removed** value have increased more than a certain value (10,000 for **Total Inspected & Corrected** and 500 for **Total Unreachable** and **Total Removed**) or 10%, then the applicable a **Quarter Report / Annual Report** toaster message will display requesting you to provide details on the change in the **Comments to NHTSA** field.



Quarterly Report - Total Inspected & Corrected



Warning: Total Inspected & Corrected value has increased by more than 10,000 units or 10%.
Please provide information for the change in the Comments to NHTSA field.



Quarterly Report - Total Unreachable



Warning: Total Unreachable value has changed by more than 500 units or 10%.
Please provide information for the change in the Comments to NHTSA field.



Quarterly Report - Total Removed



Warning: Total Removed value has changed by more than 500 units or 10%.
Please provide information for the change in the Comments to NHTSA field.

8. Logging Out

Users can 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 end the session in the MRP. 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.

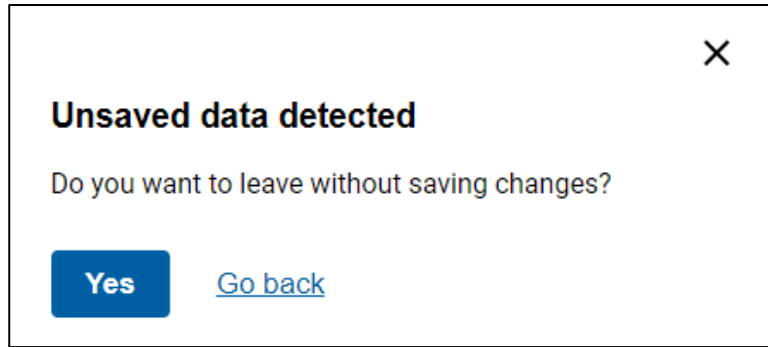


Figure 54. Unsaved Data Detected Message

9. Conclusion

If you have any questions regarding MRP, please contact the Manufacturer Inquiry and Support Team (MIST) at odi.mist@dot.gov or the Recalls helpdesk at recalls.helpdesk@dot.gov.