

New Manufacturer Foreign Recalls/Campaigns Portal Submission Process

Office of Defects Investigation

September 23, 2025: 1 to 2 pm EDT

September 24, 2025: 1 to 2 pm EDT



Agenda

 Addition of Foreign Campaigns/Recalls to the Manufacturer Communication (MCFRC) Portal



Addition of Foreign Campaigns/Recalls to the Manufacturer Communication (MCFRC) Portal

Office of Defects Investigation September 23, 2025: 1 to 2 pm EDT September 24, 2025: 1 to 2 pm EDT



Addition of Foreign Campaigns/Recalls to the MC Portal

Current Status:

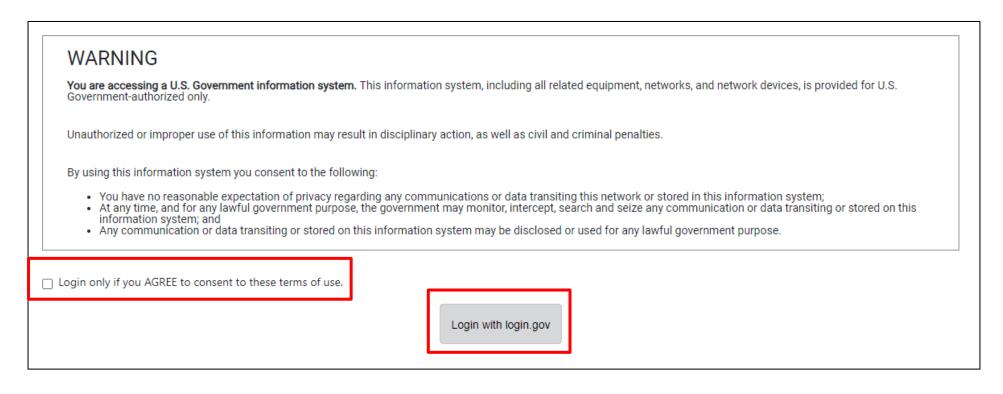
- The Manufacturer Communications Portal has been upgraded to include the submission of Foreign Recalls/Campaigns.
- The MC Portal name has been changed to the Manufacturer Communications and Foreign Recalls/Campaigns (MCFRC) Portal.
- Beginning after manufacturer training (September 23 and 24), manufacturers will submit their Foreign Recalls/Campaigns to NHTSA via the MCFRC Portal.



Submission of a Foreign Recall/Campaign in the MCFRC (1 of 28)

Procedure:

- 1. Navigate to https://portal.nhtsa.gov/manufacturer/login.
- 2. Select the textbox next to Login only if you AGREE to consent to these terms of use and then click the Login with login.gov button.

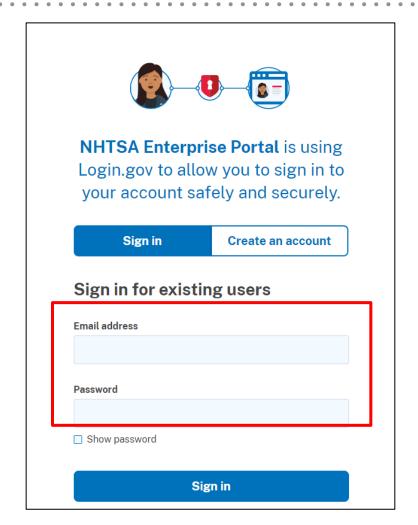




Submission of a Foreign Recall/Campaign in the MCFRC (2 of 28)

- 3. Sign in with the email address you set up for your MCFRC account with NHTSA:
 - a. Enter your email address and password associated with your MCFRC account.
 - b. Click the **Sign In** button.
 - c. Complete the additional security factors you created when you set up your Login.gov account.

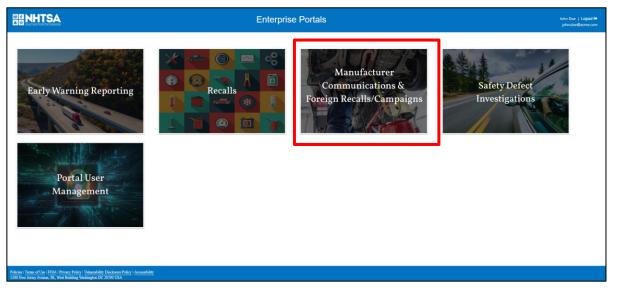
NOTE: Login.gov is managed by a government entity, GSA, outside NHTSA. If you have questions or problems creating a Login.gov account, please visit the <u>Login.gov support page</u> to get help.





Submission of a Foreign Recall/Campaign in the MCFRC (3 of 28)

4. Select the Manufacturer Communications & Foreign Recalls/Campaigns Portal application tile



5. Select the Foreign Recalls / Campaigns button to access the respective portal.





Submission of a Foreign Recall/Campaign in the MCFRC (4 of 28)

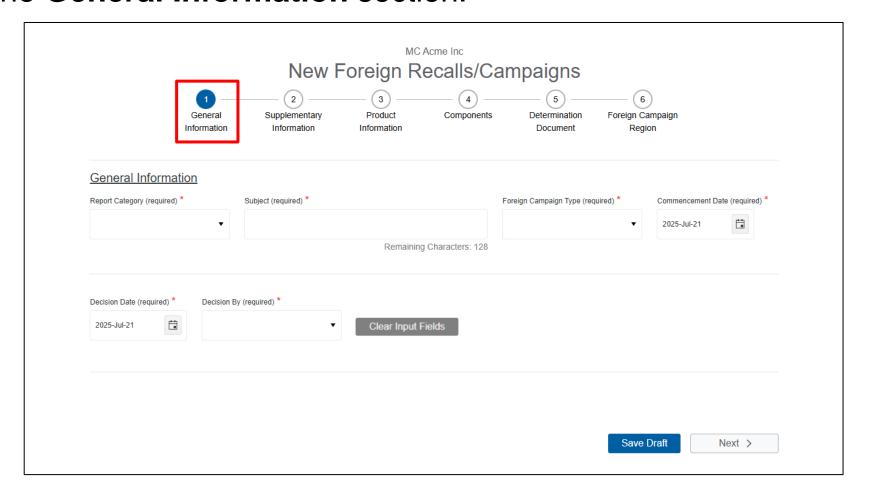
6. In the Foreign Recalls/Campaigns screen, click the Create New Submission tab and then click on the "+" sign to the left of New Foreign Recalls/Campaigns to view the New Foreign Recalls/Campaigns





Submission of a Foreign Recall/Campaign in the MCFRC (5 of 28)

7. In the **New Foreign Recalls/Campaigns** screen, click the **General Information** tab to view the **General Information** section.

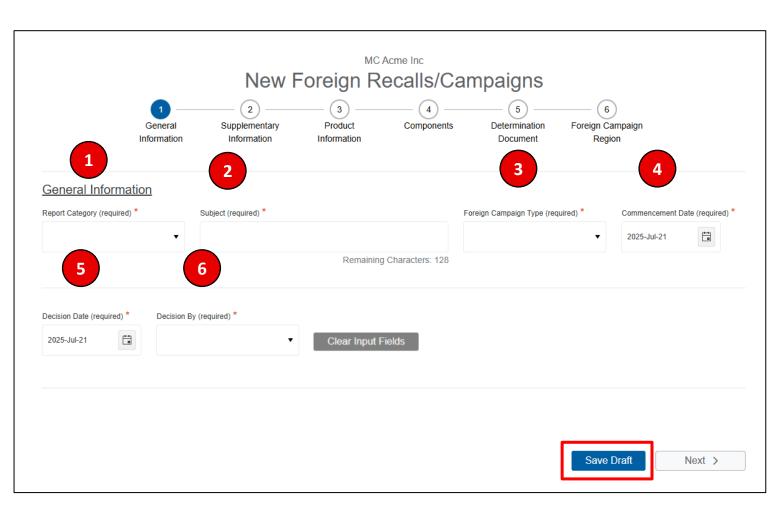




Submission of a Foreign Recall/Campaign in the MCFRC (6 of 28)

8. Using the table below, enter the General Information fields and then click Save Draft.

#	Field	Description
1	Report Category *	Enables users to select the appropriate TREAD reporting category.
2	Subject *	Enables users to enter the summary (128-character limit) of the Recall decision in the foreign market.
3	Foreign Campaign Type *	Enables users to select the type of Recall from the drop-down list, as required by 579.11.
4	Commencement Date *	Enables users to enter the date that the Foreign Recall or Campaign started. Date defaults to the date the Foreign Campaign was created on and can be updated by using the calendar icon to the right of the field or by typing the date (MM/DD/YYY).
5	Decision Date *	Enables users to enter the date that the manufacturer or foreign state decided to initiate the Recall. The field will default to a blank field and can be updated by selecting the calendar icon to the right of the field or by typing the date in using MM/DD/YYYY format.
6	Decision By *	Enables users to select who made the decision to file the Recall from the drop-down list, as required by 579.11.

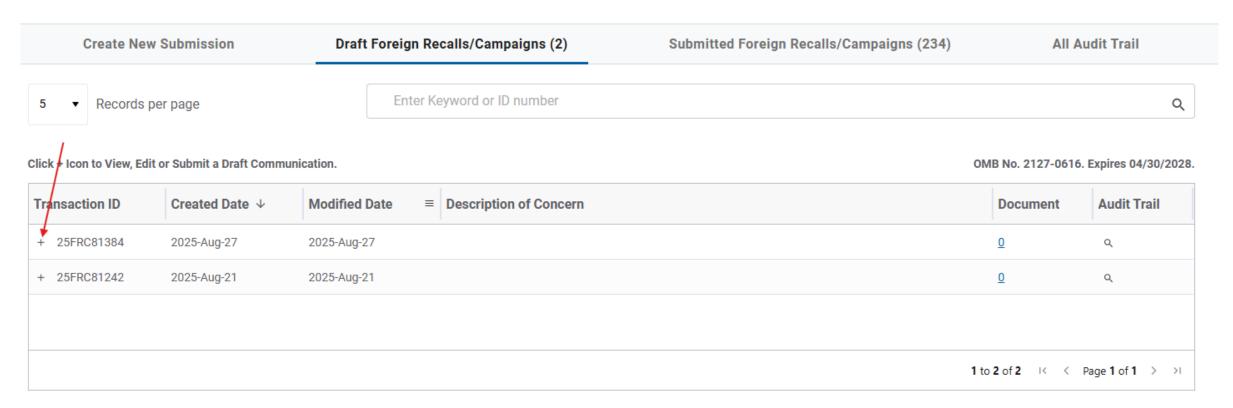


^{*} Indicates required fields



Submission of a Foreign Recall/Campaign in the MCFRC (7 of 28)

9. Using **Save Draft** will add the draft record to the **Draft Foreign Recalls/Campaigns Table**. Saving your Draft will preserve your work should you leave the portal for any reason. Use the + on the **Transaction ID** to continue working on the draft.

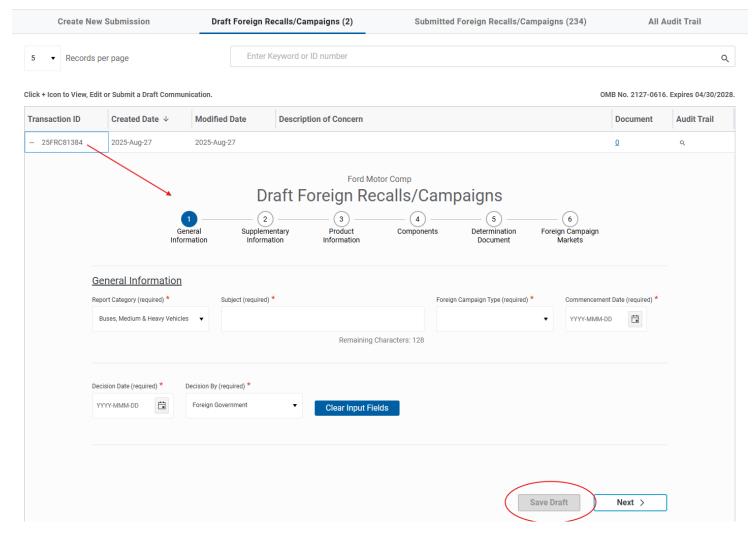




Submission of a Foreign Recall/Campaign in the MCFRC (8 of 28)

10. Selecting the draft by clicking the **Transaction ID** from this table opens the form directly, allowing you to continue working. You will still want to use the Save Draft button as you proceed from step to step, as drafts

are not automatically saved.

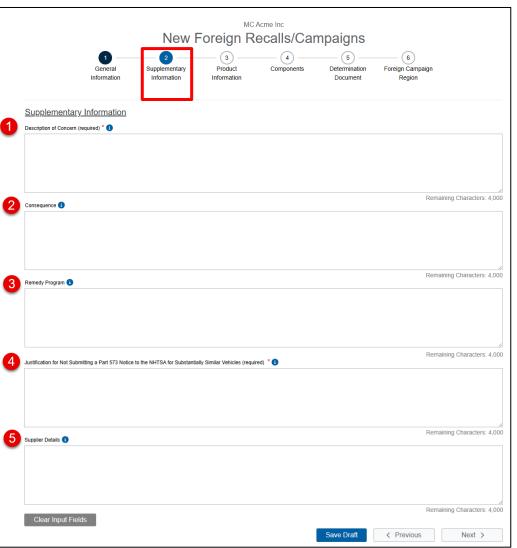




Submission of a Foreign Recall/Campaign in the MCFRC (9 of 28)

11. Click the Supplementary Information tab to view the Supplementary Information

section.



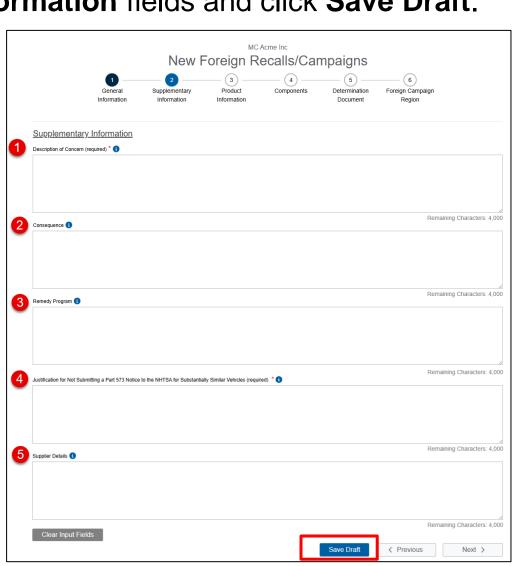


Submission of a Foreign Recall/Campaign in the MCFRC (10 of 28)

12. Using the table below, enter the Supplementary Information fields and click Save Draft.

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

^{*} Indicates required fields

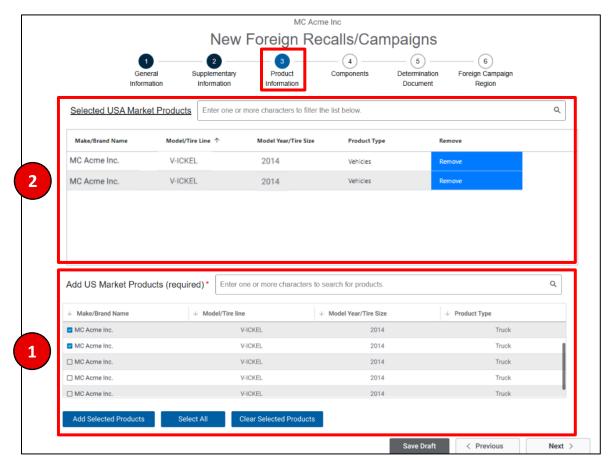




Submission of a Foreign Recall/Campaign in the MCFRC (11 of 28)

13. Click the **Product Information** tab to view the **Product Information** section, which contains 2 sections to enable manufacturers to search for and add products associated with the Foreign Recall/Campaign (FR/C) to the submission.

#	Section	Description
1	Add Products	 Displays all products associated with the manufacturer Contains a search field to enable users to limit the products displayed for ease of selection Enables users to select the subject vehicles (products) associated with the FR/C and add them to the submission.
2	Selected Products	 Shows products that are the subjects of the Foreign Recall/Campaign Section does not display until products have been added to the Foreign Recall/Campaign



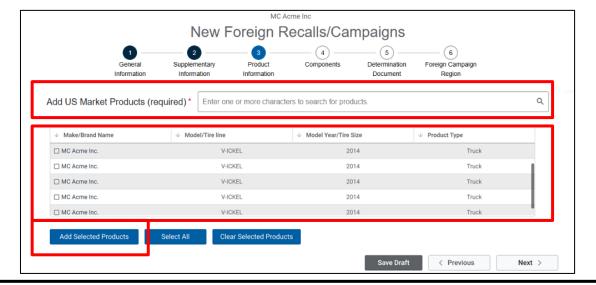


Submission of a Foreign Recall/Campaign in the MCFRC (12 of 28)

- 14. To search for, select, and add a selected product to the Foreign Recall/Campaign:
 - a. Using the Add US Market Products (required) field, enter one or more characters to search for and limit the product list.

b. To add individual products, click the checkbox next to applicable products and click the Add Selected

Products button.



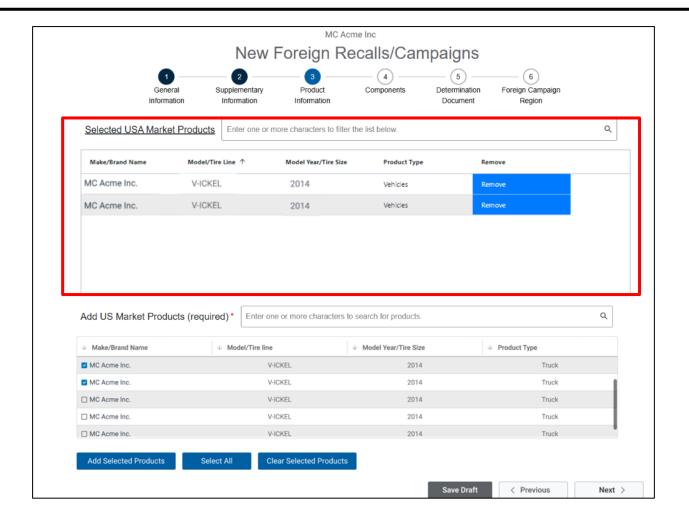
Note: Prior to clicking **Add Selected Products**, users can clear their selections by clicking the **Clear Selected Products** button.

Note: To select multiple products at a time, use the **Search** field to filter your results, click the **Select All** button, and then click the **Add Selected** button. If you have applied a filter, the products in that filter will be checked. If you have not applied a filter, all products will be checked.



Submission of a Foreign Recall/Campaign in the MCFRC (13 of 28)

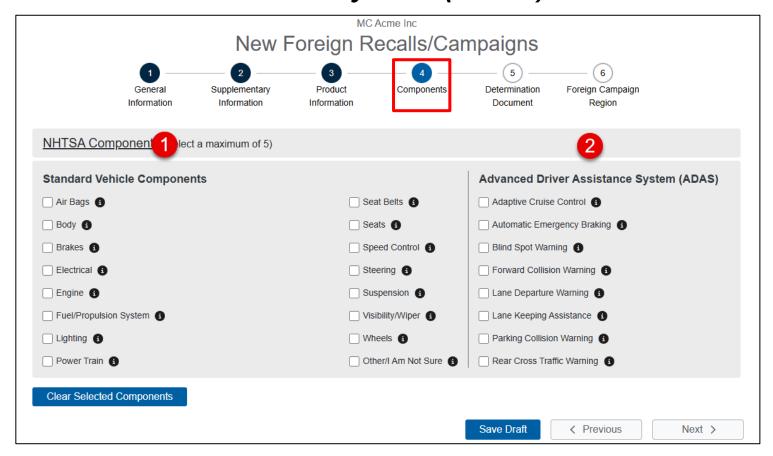
Note: Once the Selected Products have been added to the Foreign Recall/Campaign, they will appear in the **Selected Products** section.





Submission of a Foreign Recall/Campaign in the MCFRC (14 of 28)

- 15. In the **New Foreign Recalls/Campaigns** screen, click the **Components** tab to view the two **Components** sections:
 - 1 Standard Vehicle Components
 - 2 Advanced Driver Assistance System (ADAS)



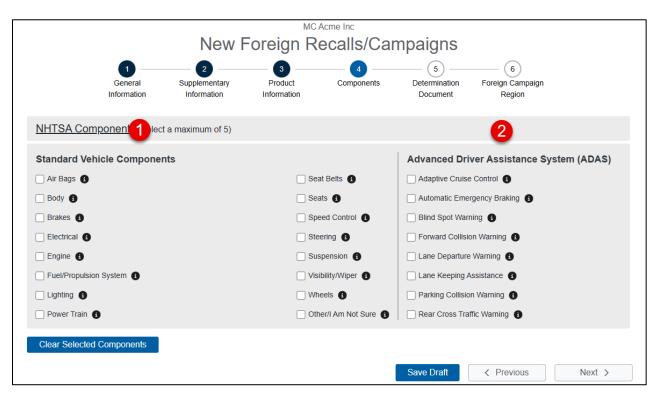


Submission of a Foreign Recall/Campaign in the MCFRC (15 of 28)

16. Using the table below, enter at least 1 and up to a max of 5 components and click **Save**

Draft.

#	Field	Description
1	Standard Vehicle Components	Enables users to select applicable standard components. Note: If the component is not listed or is not clearly defined, select Other/I am Not Sure.
2	Advanced Driver Assistance System (ADAS)	Enables users to select applicable ADAS components.



NOTE: Users can hover over the "i" icon to see information regarding each component.

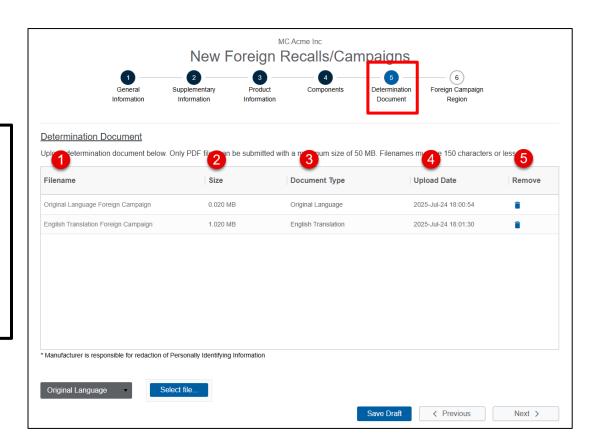
NOTE: A component does not need to be selected to save a draft.



Submission of a Foreign Recall/Campaign in the MCFRC (16 of 28)

17. In the **New Foreign Recalls/Campaigns** screen, click the **Determination Document** tab to view the **Determination Document** section.

NOTE: The Determination Document tab allows users to upload the actual Foreign Campaign document during the submission. The file must be a non-empty PDF file no larger than 50 MB. The filename should be no longer than 150 characters. If a submission contains PII, the user is responsible for redaction.

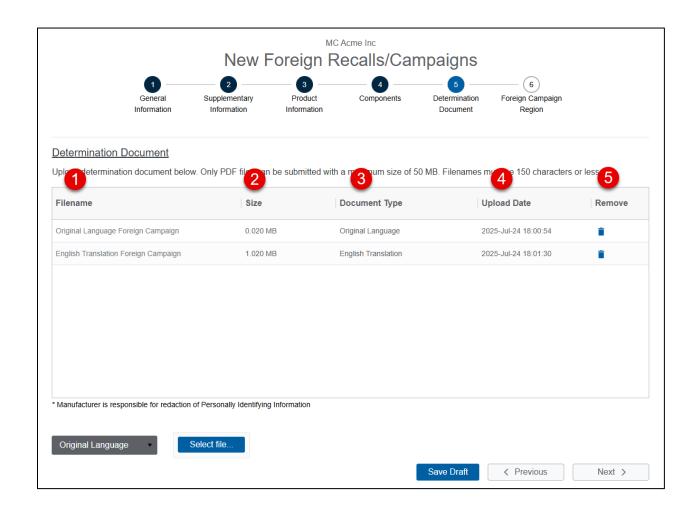




Submission of a Foreign Recall/Campaign in the MCFRC (17 of 28)

NOTE: Each Determination Document has the following 5 fields associated with it.

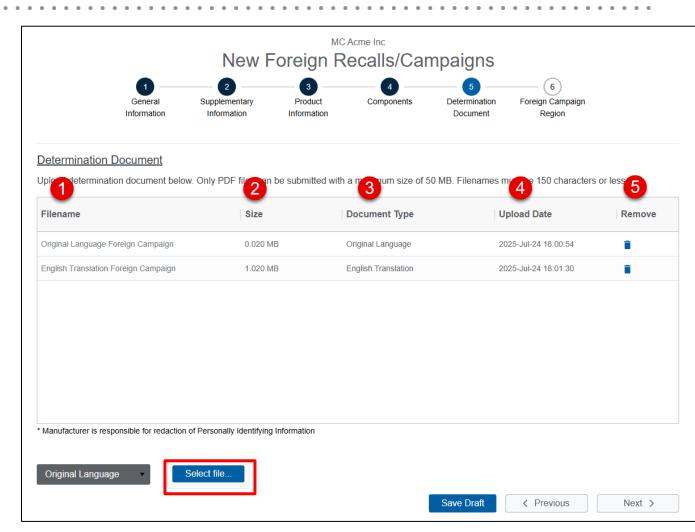
#	Column	Description
1	Filename	Displays the original name of the file the user has uploaded.
2	Size	Displays the size of the uploaded document in MB.
3	Document Type	Displays the selected type of document.
4	Upload Date	Displays the date the file was uploaded in YYYY-Mon-DD HH:MM:SS format.
5	Remove	Enables users to delete a document before submission.





Submission of a Foreign Recall/Campaign in the MCFRC (18 of 28)

- 18. To upload a Determination Document:
 - a. Click the **Select files...** button to open a navigation window so that you can locate the appropriate file.
 - b. Click the **Document Type** drop-down button to select the type of document.
 - c. Click the **Open** button.

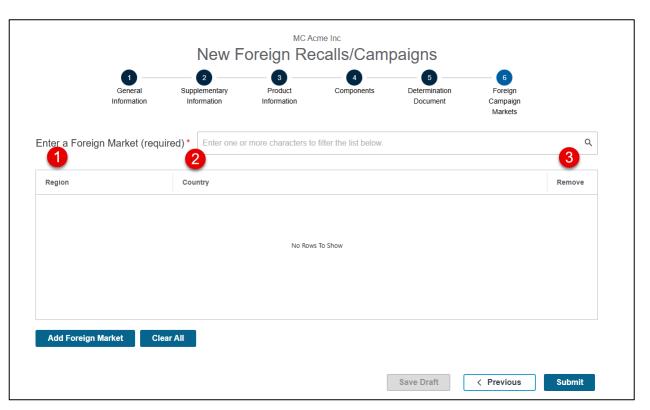




Submission of a Foreign Recall/Campaign in the MCFRC (19 of 28)

19. In the New Foreign Recalls/Campaigns screen, click the Foreign Campaign Markets tab to view the Foreign Campaign Markets section.

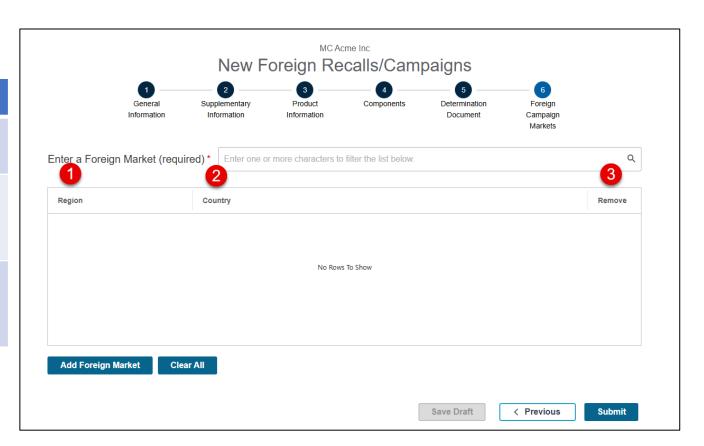
NOTE: The Determination Document tab allows users to upload the actual Foreign Campaign document during the submission. The file must be a non-empty PDF file no larger than 50 MB. The filename should be no longer than 150 characters. If a submission contains PII, the user is responsible for redaction.





Submission of a Foreign Recall/Campaign in the MCFRC (20 of 28)

#	Column	Description
1	Region	The Region drop-down enables users to select the applicable region.
2	Country	The Country type-ahead enables users to enter the applicable country for each added region.
3	Remove	The Remove trash icon enables users to delete a region from the table before submission.



NOTE: Users can use the **Search** field to limit the regions shown to those that contain the characters entered in the text box. The listing will immediately filter the records as characters are entered.

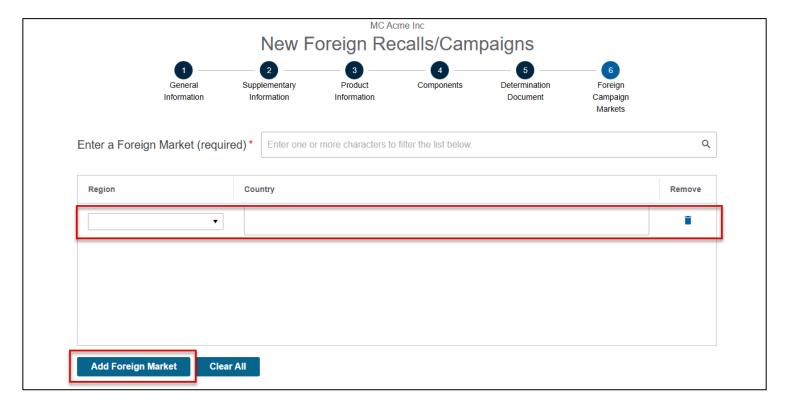


Submission of a Foreign Recall/Campaign in the MCFRC (21 of 28)

20. To upload a Foreign Campaign Market:

a. Click the Add Foreign Market button to add a row to the Foreign Market

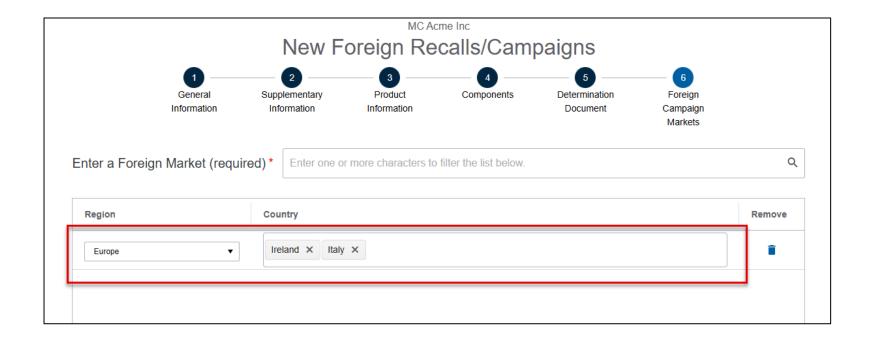
table.





Submission of a Foreign Recall/Campaign in the MCFRC (22 of 28)

b. Enter the **Region** and **Country** fields for the new row.

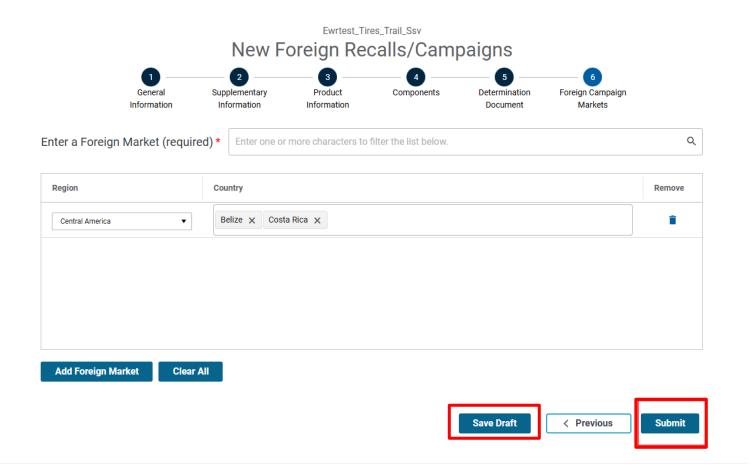


NOTE: To submit a Foreign Campaign, at least one region needs to be added to the Foreign Campaign. A region does not need to be added to save a draft.



Submission of a Foreign Recall/Campaign in the MCFRC (23 of 28)

21. Once the Foreign Recall/ Campaign form has been completed, you may click Save Draft or click Submit to send the Foreign Recall/ Campaign to NHTSA.

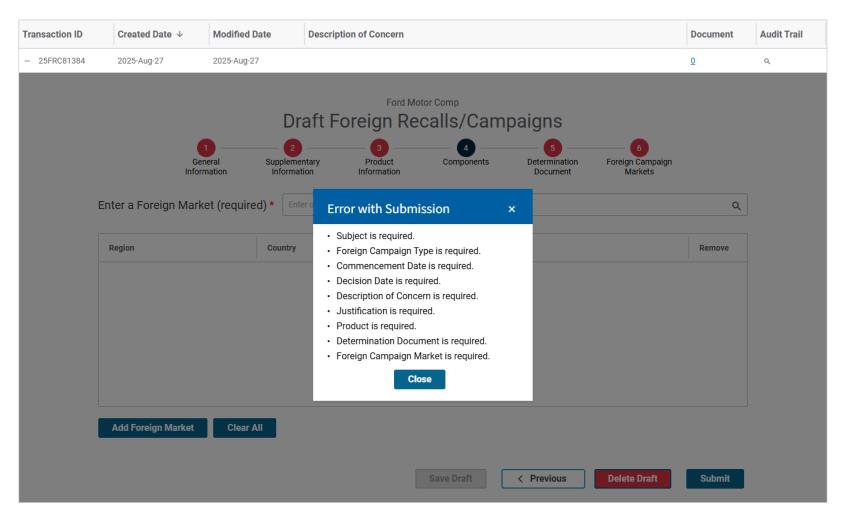




Submission of a Foreign Recall/Campaign in the MCFRC (24 of 28)

22. Upon clicking **Submit** any errors in the **Foreign Recall/ Campaign** record will be displayed in an error pop-up and the steps where those errors reside will highlight in

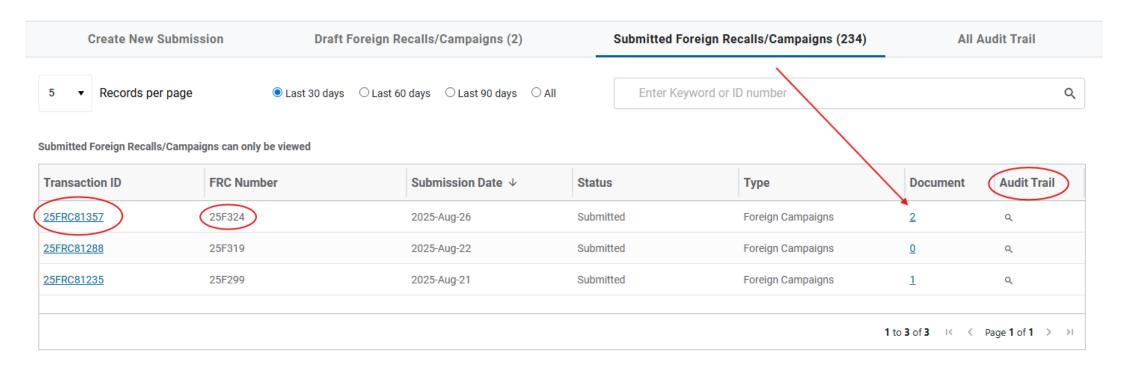
RED





Submission of a Foreign Recall/Campaign in the MCFRC (25 of 28)

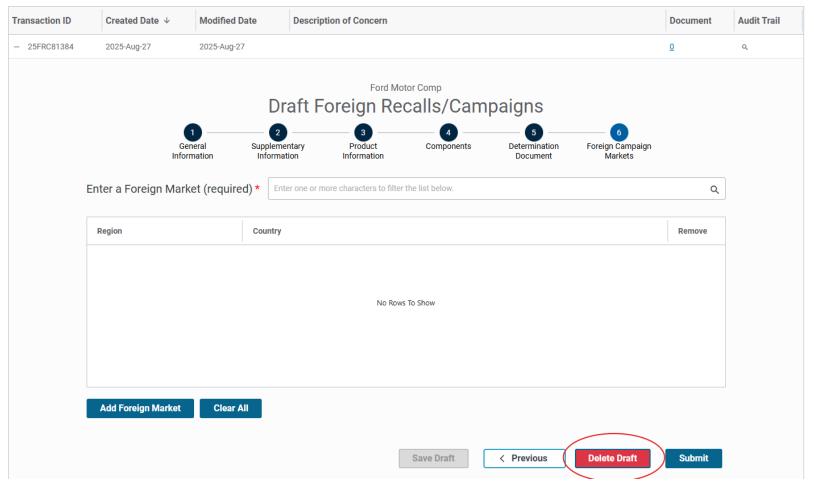
23. Successful submissions will be listed in the **Submitted Foreign Recalls/Campaigns** table, displaying the final **Transaction ID** (your receipt for the submission) and the assigned **NHTSA Foreign Recall (FRC) number**, as well as allow users to view the **Audit trail** for that submission. Any attached Documents will also be viewable by clicking the link in the **Documents** column.





Submission of a Foreign Recall/Campaign in the MCFRC (26 of 28)

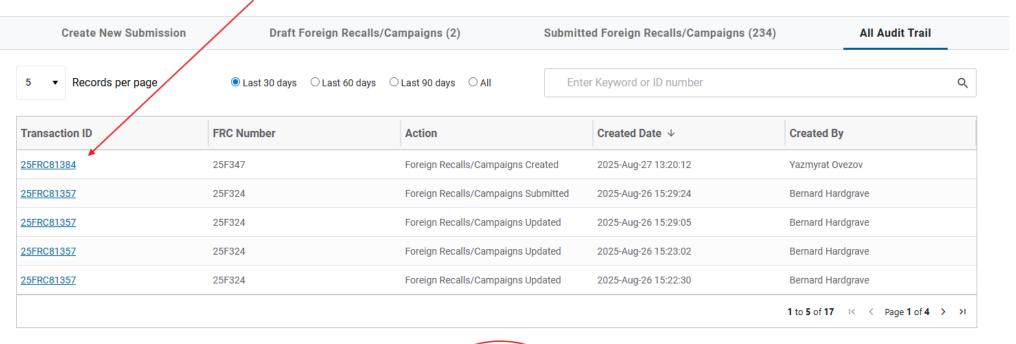
24. To delete a *draft* Foreign Recall/ Campaign, use the Delete button found in step 6. Note that you may delete a non-draft submission by simply exiting the portal.





Submission of a Foreign Recall/Campaign in the MCFRC (27 of 28)

25. The **All Audit Trail** tab shows a table with FRC Portal level record information. You may print individual submission record data by clicking the Transaction ID link or Print the entire Audit Trail by clicking the Print Audit Trail button.

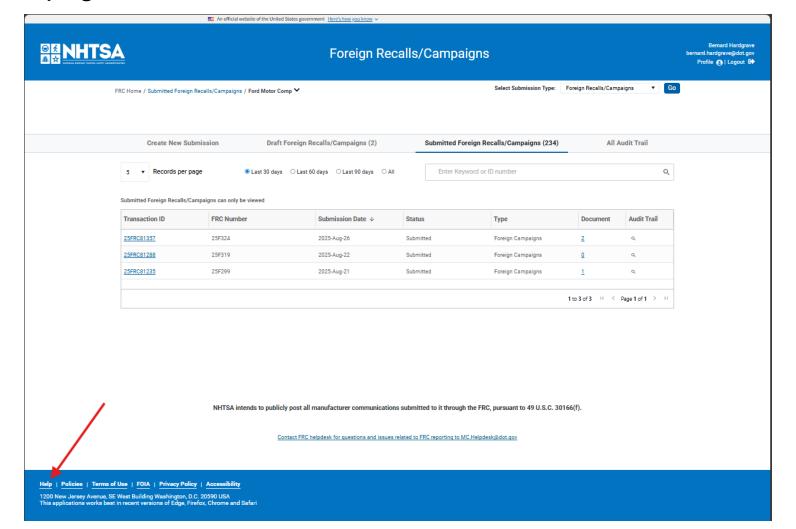






Submission of a Foreign Recall/Campaign in the MCFRC (28 of 28)

26. You may access the updated MCFRC User Guide by clicking the Help link in the lower Left corner of the page





Addition of Foreign Campaigns/Recalls to the Manufacturer Communication (MCFRC) Portal Demo

Office of Defects Investigation

September 23, 2025: 1 to 2 pm EDT

September 24, 2025: 1 to 2 pm EDT



Next Steps

- ODI will conduct 2nd Manufacturer MCFRC Portal Training Session (only need to attend 1 session): Wednesday, September 24 from 1 to 2 p m.
- Manufacturers may begin use of the MCFRC Portal once training is complete.
- ODI will post New Manufacturer Foreign Recalls/Campaigns (MCFRC)
 Portal Submission Process on www.nhtsa.gov website (in manufacturer's section) by early October.
- For assistance regarding MCFRC Portal access, send an email to <u>Mfrewr.Helpdesk@dot.gov</u>
- For assistance regarding any other MCFRC Portal questions, send an email to odi.mist@dot.gov



General Q & A (via Zoom Q&A)

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