



# NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

## MANUFACTURER PORTAL TRAINING CHILD RESTRAINTS/SEATS

May 2020



# Agenda

- 1 Introduction
- 2 Who, What, When and How to Report
- 3 Reporting Obligations & Response to NHTSA
- 4 Supporting Resources & Help
- 5 Appendix



# Introduction

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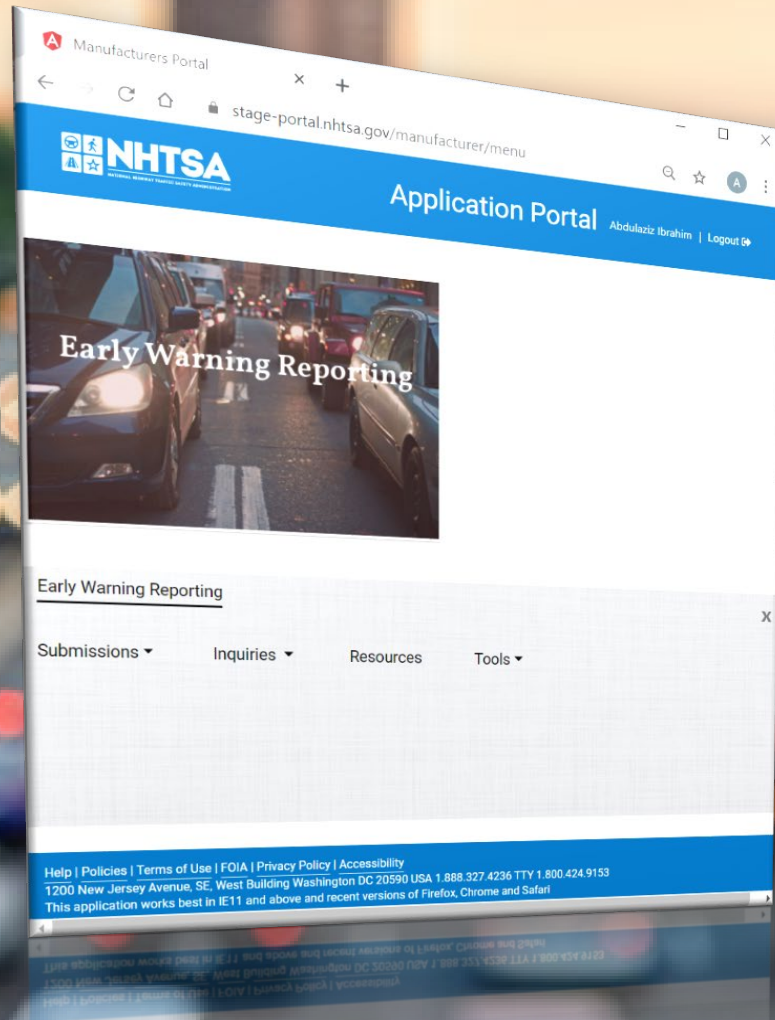


## The TREAD Act

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- Transportation Recall Enhancement, Accountability, and Documentation (TREAD) Act.
- NHTSA published Early Warning Reporting (EWR) regulation [49 CFR Part 579](#) on July 10, 2002.
- Reporting requirements vary depending on product and the manufacturer's annual production volume.
- Categories are: light vehicles, medium/heavy duty vehicles, motorcycles, equipment, trailers, child restraints/seats, tires, and low volume.

# NHTSA's New Manufacturer Portal



- Secure, centralized and modern web-based tool for transacting with NHTSA on EWR submissions and inquiries
- Facilitates manufacturer compliance with Transportation Recall Enhancement, Accountability and Documentation (TREAD) Act of 2000, [49 CFR Part 579](#)
- Part of larger effort to simplify and streamline systems and tools in alignment with NHTSA's continuous improvement process

# Reporting Requirements for All Manufacturers by Reporting Category

Data Type	Reporting Categories							
	Light Vehicles - 5,000 or More Annually	Med/Heavy Vehicles 5,000 Emergency Vehicles 500 Bus 100 or More Annually	Motorcycle - 5,000 or More Annually	Trailer - 5,000 or More Annually	Child Restraint System	Tires	Other Original or Replacement Motor Vehicle Equipment	Low Volume Manufacturers
Manufacturer communications	X	X	X	X	X	X	X	X
Foreign Recalls/ Campaigns/SSVL	X	X	X	X	X	X	X	X
Fatality Claims And Notices (D&I)	X	X	X	X	X	X	X	X
Production Counts (Cumulative)	X	X	X	X	X	X		
Warranty Claims	X	X	X	X	X	X		
Consumer Complaints	X	X	X	X	X			
Field Reports	X	X	X	X	X			
Property Damage Claims	X	X	X	X		X		
Injury Claims and Notices (D&I)	X	X	X	X	X	X		
Copies of Non-Dealer Field Reports	X	X	X	X	X			

# Reporting Timeframes



## Daily

- Within 5 Business Days:
- Foreign Recall Campaigns involving SSVL products
- (579.11-12)



## Monthly

- Manufacturer Communications, including Technical Service Bulletins
- (579.5)



## Quarterly

- Production Data (579.21-24)
- Consumer Complaints (579.21-24)
- Property Damage (579.21-24)
- Warranty Claims (579.21-24)
- Death or Injury Submission (579.21-24)
- Copies of Non-Dealer Field Reports (579.21-24)



## Annually

- Substantially Similar Vehicles Listing (SSVL) operating in foreign markets
- (579.11-12)



# What is changing?

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- Manufacturers will upload all submissions and inquiry responses to the Manufacturer Portal, except foreign recalls and manufacturer communications (*no longer through SFTP*).
- Manufacturers will get Death & Injury Inquiry (DI) and Comprehensive Inquiry (CI) requests and submission acceptance or rejection messages via the portal (*no longer via email*).
- Manufacturers can access submission information and history in the portal.
- To submit Aggregate and Death and Injury data, manufacturers will need to convert any Excel files to XML files before upload (*no longer Excel*).
- Account password management is via Login.gov (*no longer via EWR Manufacturer Account Login*).



## What is changing? (continued)

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- To submit a revision of your Aggregate submission or Field Report submission, you will need to contact NHTSA at [mfrewrhelpdesk@dot.gov](mailto:mfrewrhelpdesk@dot.gov).
- If you are unable to submit a revision of your Death and Injury submission, it means there is an inquiry with this data created and you will need to contact NHTSA at [mfrewrhelpdesk@dot.gov](mailto:mfrewrhelpdesk@dot.gov).
- There is no restriction on revising a Substantially Similar Vehicle Listing submission.
- You will need to use your numerical EWR ID for the “manufacturer name” field for all submissions.
- You no longer need to flag submissions for confidentiality (the only exception is the Field Report file naming convention).

# What is not changing?

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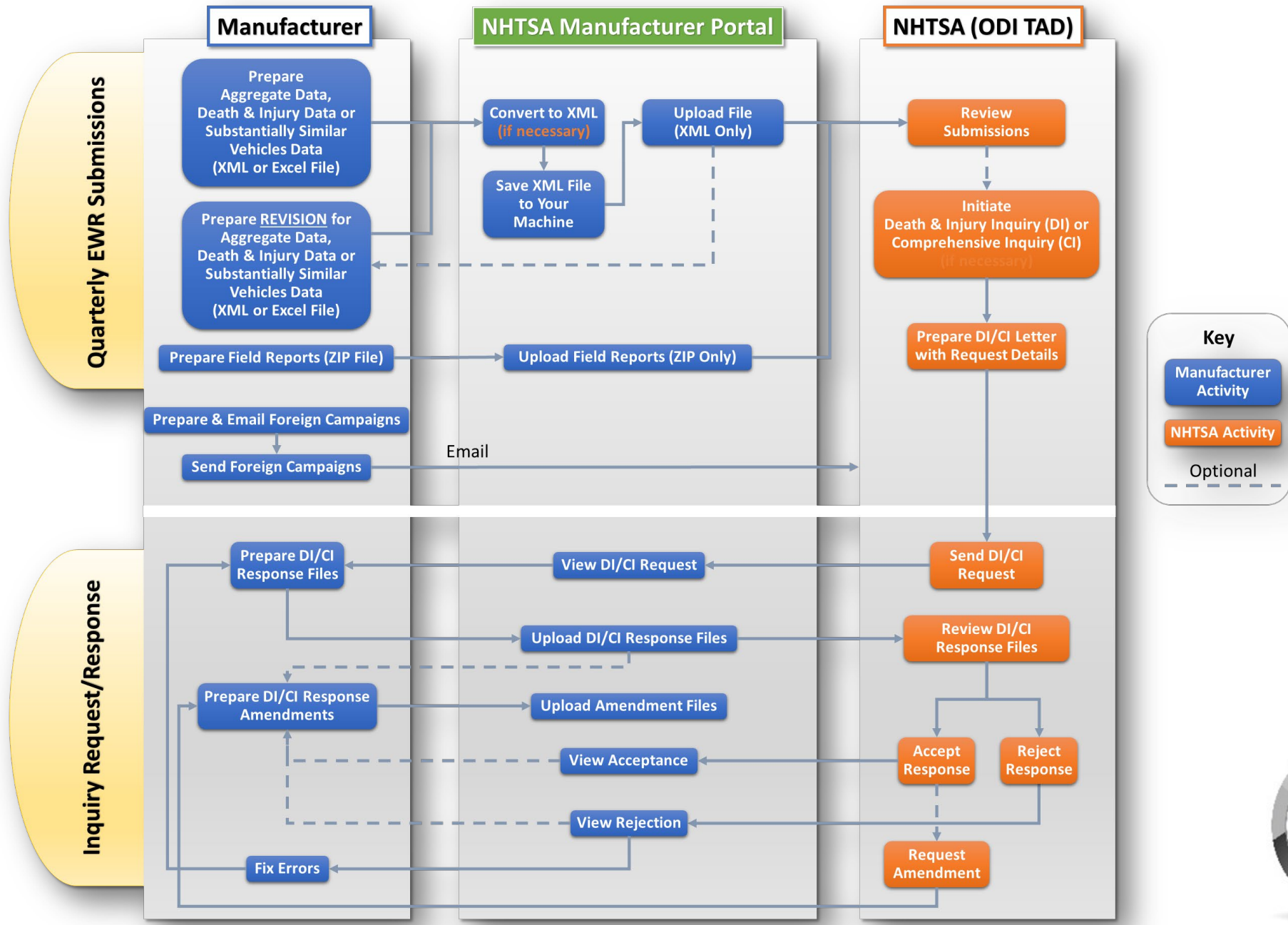
- All reporting requirements for [49 CFR Part 579](#)
- Deadlines and timeframes for reporting
- Technical Service Bulletins (TSBs) and other manufacturer communications will continue to use the [Manufacturer Communications Portal](#).
- Foreign recalls will continue to be reported via email at [frecalls@dot.gov](mailto:frecalls@dot.gov).
- Manufacturers can still work in Excel; however, Excel files will need to be converted to XML before submitting reports through the portal (*NHTSA provides Excel-to-XML converter tool*).
- Manufacturers will continue to contact the EWR Help Desk to update their contact information (*point of contact, email, address and phone*).

# Existing NHTSA Sites for Manufacturers

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Manufacturer Portal should not be confused with:

- ❑ **Safety Recall Portal / Manufacturer Recalls Portal (MAP).** *A secure site that allows manufacturers to view and report recalls, and upload recall-related documents. [<https://map.safercar.gov/mportal>]*
- ❑ **Manufacturer Communications Portal (MCP).** *A secure site that allows manufacturers to submit to NHTSA copies of their communications to dealers, owners, or purchasers about a defect or noncompliance [<https://mcp.nhtsa.gov>]. Continue to use for Technical Service Bulletins (TSB) and other manufacturer communications to NHTSA.*
- ❑ **EWR Account Login.** *Allows maintenance of your account for existing SFTP servers [<https://www-odi.nhtsa.dot.gov/ewr/login.cfm>]. Will be superseded by Manufacturer Portal.*





# Who, What, When and How to Report

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# EWR Reports

## Who

Reporting is required from a child restraint/seat manufacturer who manufactured for sale, imported, or sold at least one unit in the United States during the calendar year of the reporting period or during either of the prior 2 years.

## What

The table below shows the vehicle reporting categories, their reporting thresholds and the section in the Code of Federal Regulations (CFR) where their reporting requirements are listed.

Reporting Category	Reporting Threshold	Code of Federal Regulations Section
Light Vehicles	5,000	579.21
Buses	100	579.22
Emergency Vehicles	500	579.22
Medium-Heavy Vehicles (other than buses and emergency vehicles)	5,000	579.22
Motorcycles	5,000	579.23
Trailers	5,000	579.24
Child Restraints	1	579.25
Tires	15,000	579.26
Low Volume and Equipment		579.27

# EWR Reports (continued)

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## What (cont'd)

Manufacturers of child restraints/seats must report information about each notice or claim involving a death or injury, production counts for all models, copies of non-dealer field reports, counts of all field reports, and the number of warranty claims and consumer complaints received during each calendar quarter. Reporting must include information for products manufactured during the current production year and the four (4) previous production years. The information also must cover models no longer in production.

## When

All quarterly Production, Aggregate, and Death and Injury EWR Reports are to be submitted to NHTSA not later than 60 days after the end of the quarter. Non-Dealer Field Reports are to be submitted to NHTSA no later than 75 days after the end of the quarter.

## Help

EWR Help Desk  
Phone: 202-366-3348  
Email: [mfrewrhelpdesk@dot.gov](mailto:mfrewrhelpdesk@dot.gov)

# Aggregate Data Reports

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## Who

Aggregate submissions are record counts provided quarterly of a given manufacturer product, an assigned component category or categories, and a tabular count of the frequency of occurrence.

## What

### Consumer Complaints and Warranty Claims Combined

- Communications made by a consumer to a manufacturer, including the manufacturer's social media platforms.
- Express product dissatisfaction or relate to the alleged unsatisfactory performance of a product, or any actual or potential defect in a product, or any event that allegedly was caused by any potential defect in a product, but not including a claim of any kind or a notice involving a fatality or injury.
- Any claim paid by the manufacturer.

### Field Reports

- A communication from employee or representative of a manufacturer or a dealer. Reports of a failure, malfunction, lack of durability, or other performance problem of a product.



# Aggregate Data Reports (continued)

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What  
(cont'd)

## Production Counts

- Production counts are provided each quarter broken down by Make, Model, and Production Year with minimum specificity.
- Manufacturers must keep the same naming convention for models throughout the reporting life span (5 years).
- Avoid breaking down by colors, trims, or identifiers that are not the model name of the product.

When

Quarterly

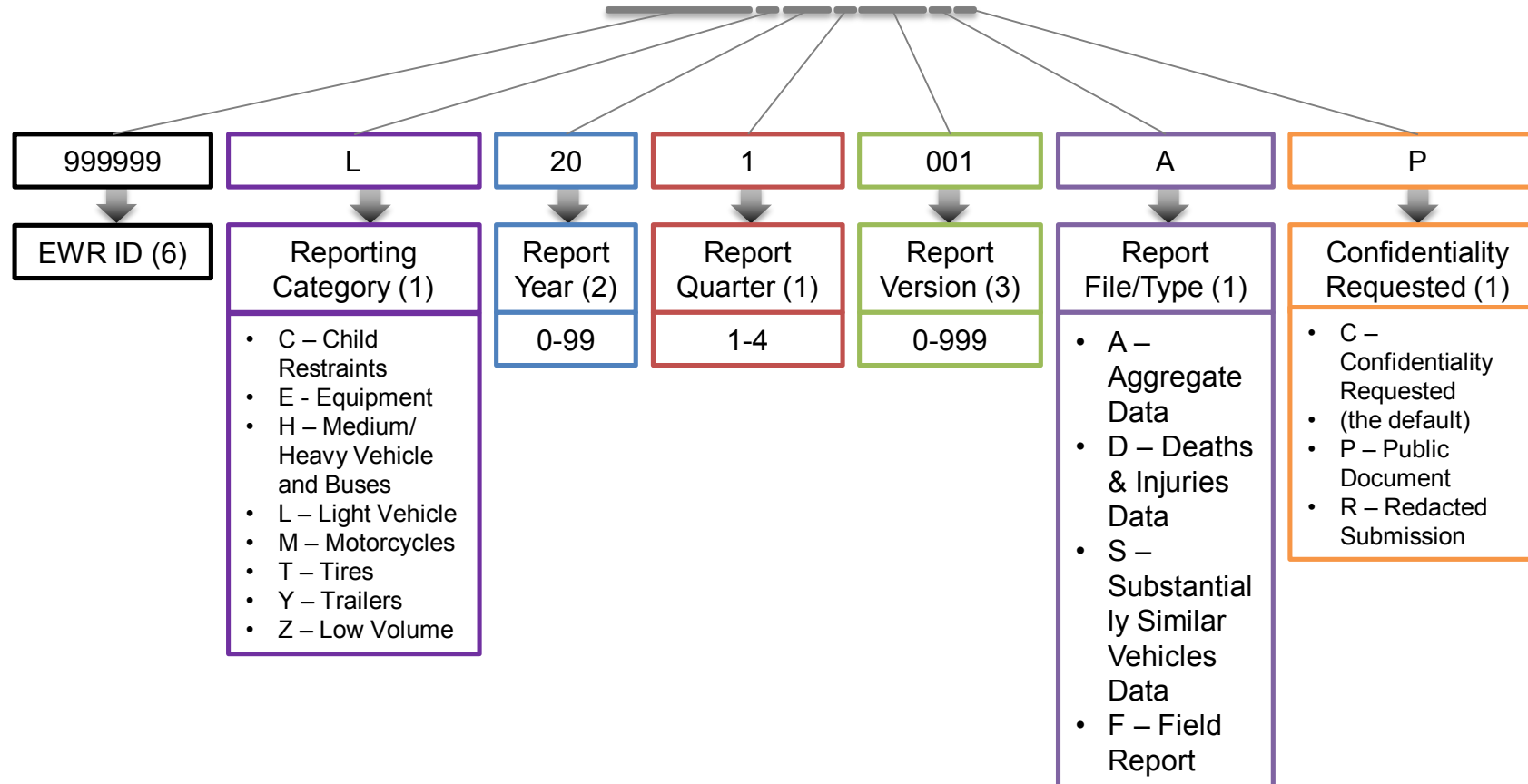
Help

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Phone: 202-366-3348  
Email: [mfrewrhelpdesk@dot.gov](mailto:mfrewrhelpdesk@dot.gov)



# Aggregate/Death & Injury/Substantially Similar Vehicles File Naming Convention

Aggregate Data File Name Example: 999999L201001AP.XML



*This file name specification is a recommended best practice, but not required for the Manufacturer Portal.*

# Death & Injury Reports

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## Who

Death & Injury reports are record counts provided quarterly of a given manufacturer product, an assigned component category (up to five components), and incident-level counts of deaths or injuries.

## What

A manufacturer must report claims or notices involving alleged deaths or injuries involving a product produced by the manufacturer for 5 calendar years from production. If the death occurred in a foreign country and the product involved is identical or substantially similar to a product offered for sale in the United States, it must be reported. A claim is deemed to have been received by a manufacturer if a registered agent of the manufacturer received it. Incidents are to be reported whether or not the claim or notice has been substantiated.

Reports of deaths and injuries are to be organized such that the incidents are reported alphabetically by make, and within each make alphabetically by model, and within each model chronologically by production year (if known). Reports must include:

- Incident date
- Number of deaths (in U.S. and foreign countries)
- Number of injuries (in U.S.)
- State or foreign country where incident occurred
- Identification of each component that allegedly contributed to the incident (Other-98 and Unknown-99 are options)

# Death & Injury Reports (continued)

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## What (cont'd.)

If one of the following or both occur, then a manufacturer does not need to file a claim or notice of death or injury:

- The claim or notice fails to identify the product with minimal specificity, which is defined as the make, model, model year of a vehicle (for motor vehicle equipment including child restraints minimal specificity is make and model); or
- The claim alleges one or more deaths in a foreign country involving a motor vehicle or motor vehicle equipment that is not identical or substantially similar to one offered for sale in the United States; or that the claim specifically alleges that the death was caused by a possible defect in a component other than one that is common to the vehicle offered for sale in the United States.

For purposes of this section the following definitions apply:

Claim means a written request or written demand for relief, including money or other compensation, assumption of expenditures, or equitable relief, related to a motor vehicle crash, accident, the failure of a component or system of a vehicle or an item of motor vehicle equipment, or a fire originating in or from a motor vehicle or a substance that leaked from a motor vehicle. Claim includes, but is not limited to, a demand in the absence of a lawsuit, a complaint initiating a lawsuit, an assertion or notice of litigation, a settlement, covenant not to sue or release of liability in the absence of a written demand, and a subrogation request. A claim exists regardless of any denial or refusal to pay it, and regardless of whether it has been settled in the manufacturer's favor. The existence of a claim may not be conditioned on the receipt of anything beyond the document(s) stating a claim. Claim does not include demands related to asbestos exposure, to emissions of volatile organic compounds from vehicle interiors, or to end-of-life disposal of vehicles, parts, or components of vehicles, equipment, or parts or components of equipment.

Notice means a document, other than a media article, that does not include a demand for relief, and that a manufacturer receives from a person other than NHTSA.

# Death & Injury Reports (continued)

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When

Quarterly

Help

EWR Help Desk  
Phone: 202-366-3348  
Email: [mfrewrhelpdesk@dot.gov](mailto:mfrewrhelpdesk@dot.gov)



# Non-Dealer Field Reports

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## Who

Manufacturers of Child Restraints selling, importing or manufacturing at least one unit in the United States each calendar year.

## What

A manufacturer must forward to NHTSA copies of all non-dealer field reports that meet criteria and are received during the reporting period for any product of the current production year and the previous four (4) production years. A non-dealer field report must be submitted when it:

- Contains any assessment of alleged failure or malfunction, lack of durability or other performance problem involving a motor vehicle, trailer or child restraint;
- Is not a document covered by the attorney-client privilege or work product exclusion; and
- Is prepared by a representative of the manufacturer or by an employee of the manufacturer.
- Must list one or more component code applicable to the product reporting category
  - Buckle (51), Seat Shell (52), Handle (53), Base (54).

# Non-Dealer Field Reports continued...

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## When

All copies of non-dealer field reports issued during the reporting period must be submitted to NHTSA within 75 days from the end of the reporting quarter.

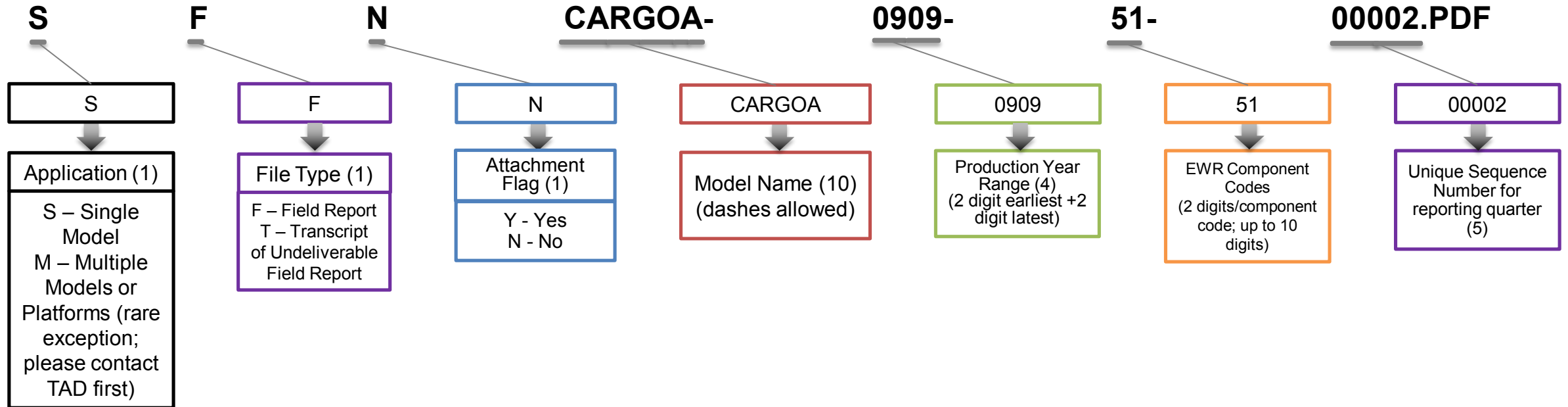
## Help

EWR Help Desk  
Phone: 202-366-3348  
Email: [mfrewrhelpdesk@dot.gov](mailto:mfrewrhelpdesk@dot.gov)



# Field Report File Naming Convention

File Name Example: SFNCARGOA-0909-51-00002.PDF



Field Report File Naming Convention is still required.

File Extensions: PDF, DOC/DOCX, RTF, HTM/HTML, TIF, JPG, TXT



# Substantially Similar Vehicles Listing (SSVL)

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## Who

All manufacturers of motor vehicles having identical or substantially similar products in foreign countries.

## What

Annual submission by manufacturers listing all models sold in a foreign country or planned to be sold in a foreign country the following year that are identical or substantially similar to models to be sold in the United States or planned to be sold in the United States the following year.

## When

Due no later than November 1st of each year.

## How & Help

EWR Help Desk  
Phone: 202-366-3348  
Email: [mfewrhelpdesk@dot.gov](mailto:mfewrhelpdesk@dot.gov)



# Death & Injury Inquiry (DI)

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## Who

Manufacturer receiving a Death & Injury Inquiry from NHTSA through the Manufacturer Portal.

## What

DIs are requested by TAD based on analysis of D&I data to obtain information specific to a death and/or injury record.

- Provide a complete copy of the initial claim or notice document for the incident.
- Provide a copy of any related Police Accident Reports.
- Provide Event Data Recorder Reports related to the incident.
- Provide manufacturer's understanding of the circumstances of the incident, including the manufacturer's assessment or analysis of any claim and/or notice regarding allegations of a defect.

# Death & Injury Inquiry (DI) (continued)

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## When

Due date is within 30 days of request date by the Trends Analysis Division (TAD).

## Help

Chief, Trends Analysis Division  
Phone: 202-366-9590  
Email: [mfrewrhelpdesk@dot.gov](mailto:mfrewrhelpdesk@dot.gov)

# Comprehensive Inquiry (CI)

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## Who

Manufacturer receiving a Comprehensive Inquiry from NHTSA through the Manufacturer Portal.

## What

CIs are requested by TAD to obtain information for specific products (make, model, and production year) in the production submission, for specific EWR component codes, and for a specified span of reporting quarters:

- Production data (DOM, Serial Numbers)
- All records behind the aggregate counts
- Copies of dealer field reports
- Death or Injury incidents (not previously subject of DI)
  - Initial Notice
  - Police Report
  - EDR Report
  - Manufacturer's Assessment

# Comprehensive Inquiry (CI) (continued)

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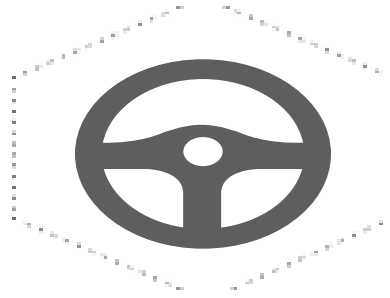
## When

Due date is within 30 days of request date by the Trends Analysis Division (TAD).

## Help

Chief, Trends Analysis Division  
Phone: 202-366-9590  
Email: [mfrewrhelpdesk@dot.gov](mailto:mfrewrhelpdesk@dot.gov)





# Special Considerations & Reminders

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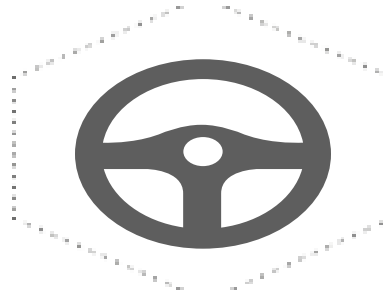
# EWR Special Considerations & Reminders

## Attachments

- Excel files are no longer accepted for Aggregate, Death & Injury, and Substantially Similar Vehicles report submissions. Attachments must be XML files.
- There is no longer a specific file naming format requirement for Aggregate, Death & Injury, and Substantially Similar Vehicles report files. Internal filenames are generated from selections made in the Submit a Report section.

## Reports

- The file type for Field Reports (Non-Dealer Field Reports) must be a ZIP file containing individual Field Report files.
- Allowed file types for individual Field Reports inside the ZIP file are: PDF, DOC/DOCX, RTF, HTM/HTML, TIF, JPG, TXT. The previous file naming convention for Field Reports within a ZIP file is still required and validated by NHTSA.
- The Aggregate report, where applicable, must be submitted and accepted before a Death & Injury report for a given reporting quarter. Information in the Aggregate report is needed to process the Death & Injury report. If Aggregate information is not available, then the Death & Injury report will be rejected.



# Reporting Obligations & Response to NHTSA

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# Manufacturer Portal Notifications From NHTSA

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**Who receives Artemis Notifications from NHTSA?**

- Primary and Secondary EWR Contacts

**What are the notifications?**

- Received
- Rejected
- Accepted
- Hold
- Amendment Received/Requested

**What action is required?**

- The portal will identify actions to be taken. If rejected, revise data submission as appropriate and resubmit.

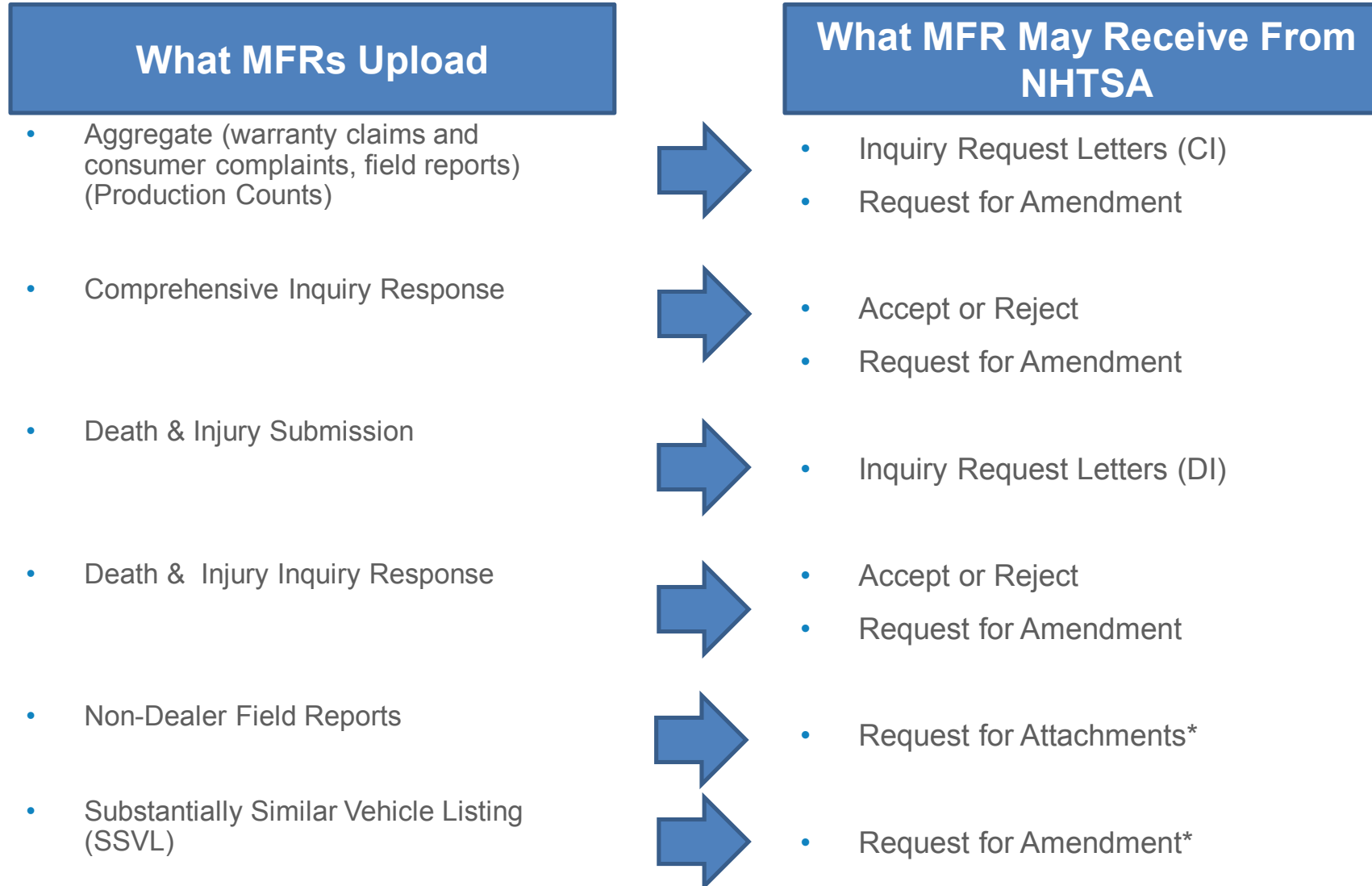
**When to respond?**

- Within two weeks of notification

**What if the received data is not accepted?**

- When the submission is not accepted, the cycle begins again.

# Manufacturer Input vs NHTSA Output



\* *Future Enhancement*



## Supporting Resources & Help

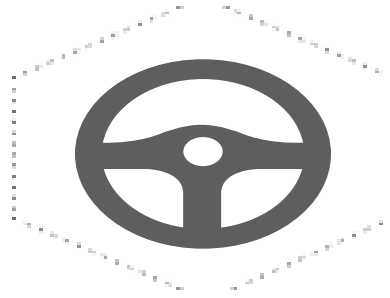
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# Supporting Resources & Help

Need Help with...	Contact
<b>EWR Submissions</b>	EWR Help Desk Phone: 202-366-3348 Email: <a href="mailto:mfrewrhelpdesk@dot.gov">mfrewrhelpdesk@dot.gov</a>
<b>Manufacturer Portal Training Questions</b>	Phone: 888-327-4236 (TTY 800-424.9153) Email: <a href="mailto:mfrewrhelpdesk@dot.gov">mfrewrhelpdesk@dot.gov</a>
<b>Login.gov</b>	<a href="http://www.login.gov/help/">www.login.gov/help/</a>
<b>EWR Regulation and Legal Interpretations</b>	Office of Chief Counsel 1200 New Jersey Avenue SE Washington, DC 20590 <a href="http://www.nhtsa.gov/vehicle-manufacturers/early-warning-reporting#legal-interpretations-43071">www.nhtsa.gov/vehicle-manufacturers/early-warning-reporting#legal-interpretations-43071</a>
<b>Manufacturer Communications (TSBs)</b>	Manufacturer Communications Portal Help Desk <a href="mailto:mc.helpdesk@dot.gov">mc.helpdesk@dot.gov</a>
<b>General Information &amp; Assistance</b>	Chief, Trends Analysis Division 1200 New Jersey Avenue SE Washington, DC 20590 Phone: 202-366-9590 Email: <a href="mailto:mfrewrhelpdesk@dot.gov">mfrewrhelpdesk@dot.gov</a>

## Questions & Answers





# Appendix

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Foreign Recalls

Manufacturer Communications (TSBs)

Confidentiality

Letters & Cover Letters

Templates and Tables

Data Entry to the Public Website

Terminology

Demonstration Screenshots



# Foreign Recalls

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# Foreign Recalls

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## Who

All manufacturers of motor vehicles and motor vehicle equipment, including child restraints, having identical or substantially similar products to foreign countries.

## What

- Manufacturers submit foreign recall campaigns with substantially similar products to those sold in the United States.
- Must provide the foreign model, similar model sold in the United States and rationale as to why the recall was not conducted in the United States.

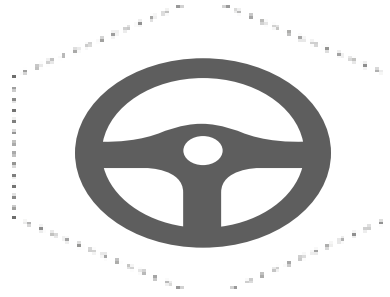
## When

Submitted within 5 days of the manufacturer's determination to conduct a recall with a foreign nation.

## How & Help

Communications may be submitted by email to [frecalls@dot.gov](mailto:frecalls@dot.gov)  
Foreign Recalls Help Desk  
Email: [frecalls@dot.gov](mailto:frecalls@dot.gov)





# Manufacturer Communications (TSBs)

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# Manufacturer Communications (TSBs)

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## Who

All manufacturers of motor vehicles or motor vehicle equipment, including child restraints.

## What

Manufacturers should submit all notices, bulletins and other communications including warranty and policy extensions, and product improvement communications sent to distributors, dealers/retailers, lessors, lessees, owners, or purchasers regarding any defect, failure or malfunction beyond normal deterioration in use, failure of performance, flaw or other unintended deviation from design specifications **whether or not it is safety-related**.

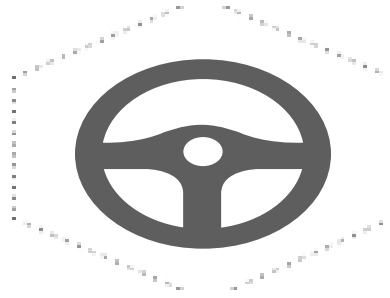
## When

No more than 5 business days after the end of the month during which they are issued.

## How & Help

Manufacturer Communications Portal: <https://mcp.nhtsa.gov>

Email: [mc.helpdesk@dot.gov](mailto:mc.helpdesk@dot.gov)



# Confidentiality

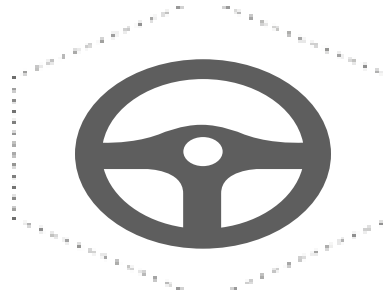
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# Confidentiality

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- Confidentiality is covered by 49 CFR Part 512 and 579.
- You no longer need to flag submissions for confidentiality (the only exception is the Field Report file naming convention).
- If a manufacturer would like to request confidentiality or request confidentiality beyond what is outlined in the CFR, please contact the NHTSA's Chief Counsel's Office.
- Manufacturers will also need to upload their submission to the Manufacturer Portal regardless of their confidentiality request sent to the NHTSA Chief Counsel's Office.
  - “Confidential Business Information” should be noted at the top of each relevant page of the submission.

See more information in this FAQ at  
[How to Request Confidential Treatment of EWR Data](#)



# Letters & Cover Letters

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# Letters & Cover Letters

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## Who

All manufacturers submitting reports or documents to NHTSA. Under certain circumstances, it may be necessary to provide a cover letter with a submission, including confidential treatment.

## What

- Voluntary Letters: Service bulletins, product improvement campaign, or safety recall with an explanatory letter.
- Recommended Use of Letters: Replacing or updating an original report, identifying all portions of the report to be replaced, the basis for re-submission, and any explanatory information that would assist NHTSA in understanding the need to make a replacement.

## When

As needed.

## Help

With the exception of Foreign Recalls, all confidential letters should be submitted to the Manufacturer Portal and to NHTSA's Chief Counsel Office with accompanying cover letter marked "Confidential Business Information" at top.



## Additional Guidance

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## Other Naming Conventions

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### **Manufacturer Communications**

**(or TSBs) should use the TSB number or communication number listed on the document to ensure easier searching.**

**Foreign campaigns run in sequential order and start with year, F, and the sequential number in which it was received. 19F-089 (number assigned by NHTSA).**



## Intentionally Left Blank (Nothing to Report)

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### Death & Injury

Cannot submit blank document. Email TAD staff at [mfrewrhelpdesk@dot.gov](mailto:mfrewrhelpdesk@dot.gov)

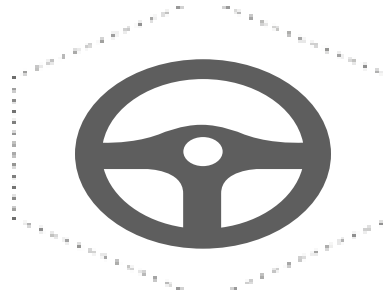
### Aggregate

Cannot submit blank document, add "0"s on page.

### Manufacturer Communications (TSBs) and Foreign Recalls

Can explain absence of attachment(s) in email.

*Future enhancement will allow "Nothing to Report" submission for all categories except Aggregate and Death and Injury.*



## Templates & Tables

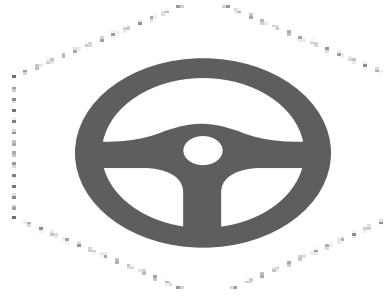
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Templates for EWR Aggregate, Death & Injury, and SSVL can be found on NHTSA's website under [Submitting Data](#).

# EWR Component Codes

Comp. Code	Component Description	Light Vehicles	Med/Heavy Vehicles	Motorcycles	Trailers	Child Restraints	Tires
01	Steering	X	X	X			
02	Suspension	X	X	X	X		
03	ServiceBrake		X	X	X		
04	ServiceBrakeAir		X		X		
03	FoundationBrake	X					
04	AutomaticBrake	X					
05	ParkingBrake	X	X		X		
06	EngAndEngCooling	X	X	X			
07	FuelSys	X	X	X			
08	FuelSysDiesel		X				
09	FuelSysOther		X		X		
10	PowerTrain	X	X	X	X		
11	Electrical	X	X	X			
12	ExtLighting	X	X	X			
13	Visibility	X	X				
14	AirBags	X	X				
15	SeatBelts	X	X				
16	Structure	X	X	X	X		
17	Latch	X	X		X		
18	SpeedControl	X	X	X			
19	TiresRelated	X	X	X	X		
20	Wheels	X	X	X	X		
21	TrailerHitch		X		X		
22	Seats	X	X				
23	FireRelated	X	X	X	X		
24	Rollover	X	X				
25	StabilityControl	X	X				
26	ForwardCollision	X					
27	LaneDeparture	X					
28	Backover	X					
51	Buckle					X	
52	SeatShell					X	
53	Handle					X	
54	Base					X	
71	Tread						X
72	SideWall						X
73	Bead						X
98	Other	X	X	X	X	X	X
99	None	X	X	X	X	X	X

Key: X Component Codes as of 2015



## Data Search on the Public Website

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Publicly available data on [NHTSA's website](#) includes manufacturer, report type (death & injury, production, and property damage counts, all of which are reported in the aggregate), and reporting period.



# Terminology

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# Screenshots

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# MANUFACTURER PORTAL



# Manufacturer Portal Login



## Enterprise Portal

### 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



An official website of the United States government

LOGIN.GOV | NHTSA

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

Email address

Password  Show password

**Sign in**

Create an account

[Sign in with your government employee ID](#)

[Back to NHTSA Enterprise Portal](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)



# Enterprise Portal View

The screenshot shows the NHTSA Enterprise Portal interface. At the top left is the NHTSA logo with the text "NHTSA NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION". To the right of the logo is the text "Enterprise Portal". In the top right corner, the user name "Virginia Bostic" and a "Logout" link with a dropdown arrow are circled in red. Below the header, there is a large image of a traffic jam with the text "Early Warning Reporting" overlaid. A red arrow points from the text "Portal Application Page" to this image. To the right of the image, the text "User Name and Logout link" is displayed in red. At the bottom of the page, there is a blue footer containing several links: "Help", "Policies", "Terms of Use", "FOIA", "Privacy Policy", and "Accessibility". These links are circled in red. Below the links, the address "1200 New Jersey Avenue, SE, West Building Washington DC 20590 USA" and phone numbers "1.888.327.4236 TTY 1.800.424.9153" are listed. A note at the bottom states "This application works best in IE11 and above and recent versions of Firefox, Chrome and Safari".

**Enterprise Portal**

Virginia Bostic | Logout ↕

**User Name and Logout link**

Early Warning Reporting

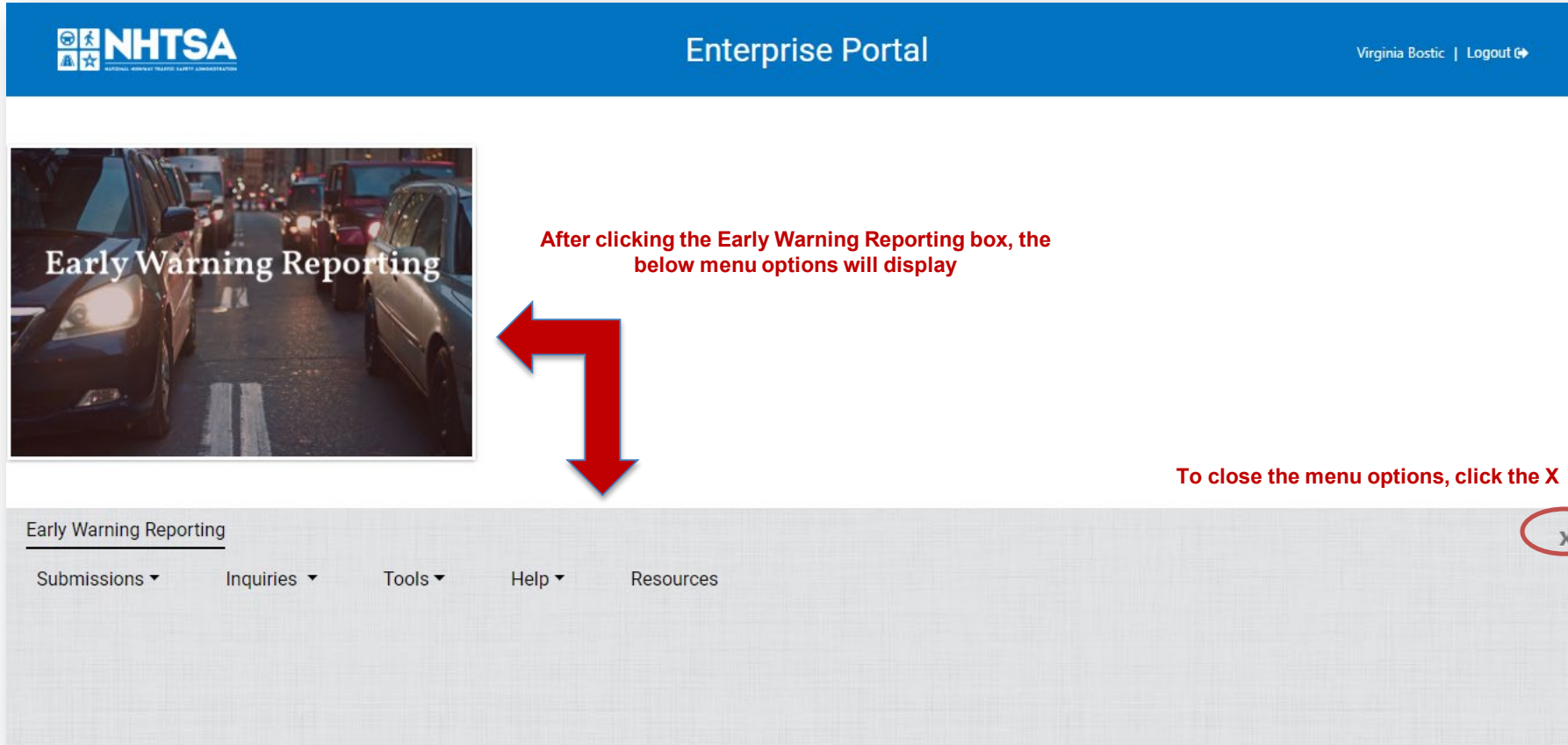
← Portal Application Page

**Several links to other NHTSA pages**

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

To access the Portal, use standard web browsers Chrome 60 or above, Firefox 53 or above, Safari 10 or above.

# EWR Reporting menu options



The screenshot shows the NHTSA Enterprise Portal interface. At the top left is the NHTSA logo with the text "NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION". To the right of the logo is the text "Enterprise Portal". Further right is the user name "Virginia Bostic" and a "Logout" link with an external link icon. Below the header is a large image of a traffic jam with the text "Early Warning Reporting" overlaid. To the right of this image is a red arrow pointing down and left towards the menu options. Below the image and arrow is a menu bar with the following options: "Early Warning Reporting" (underlined), "Submissions" with a dropdown arrow, "Inquiries" with a dropdown arrow, "Tools" with a dropdown arrow, "Help" with a dropdown arrow, and "Resources". In the bottom right corner of the menu bar, there is a small "X" icon circled in red.

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NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Enterprise Portal

Virginia Bostic | Logout ↗

Early Warning Reporting

After clicking the Early Warning Reporting box, the below menu options will display

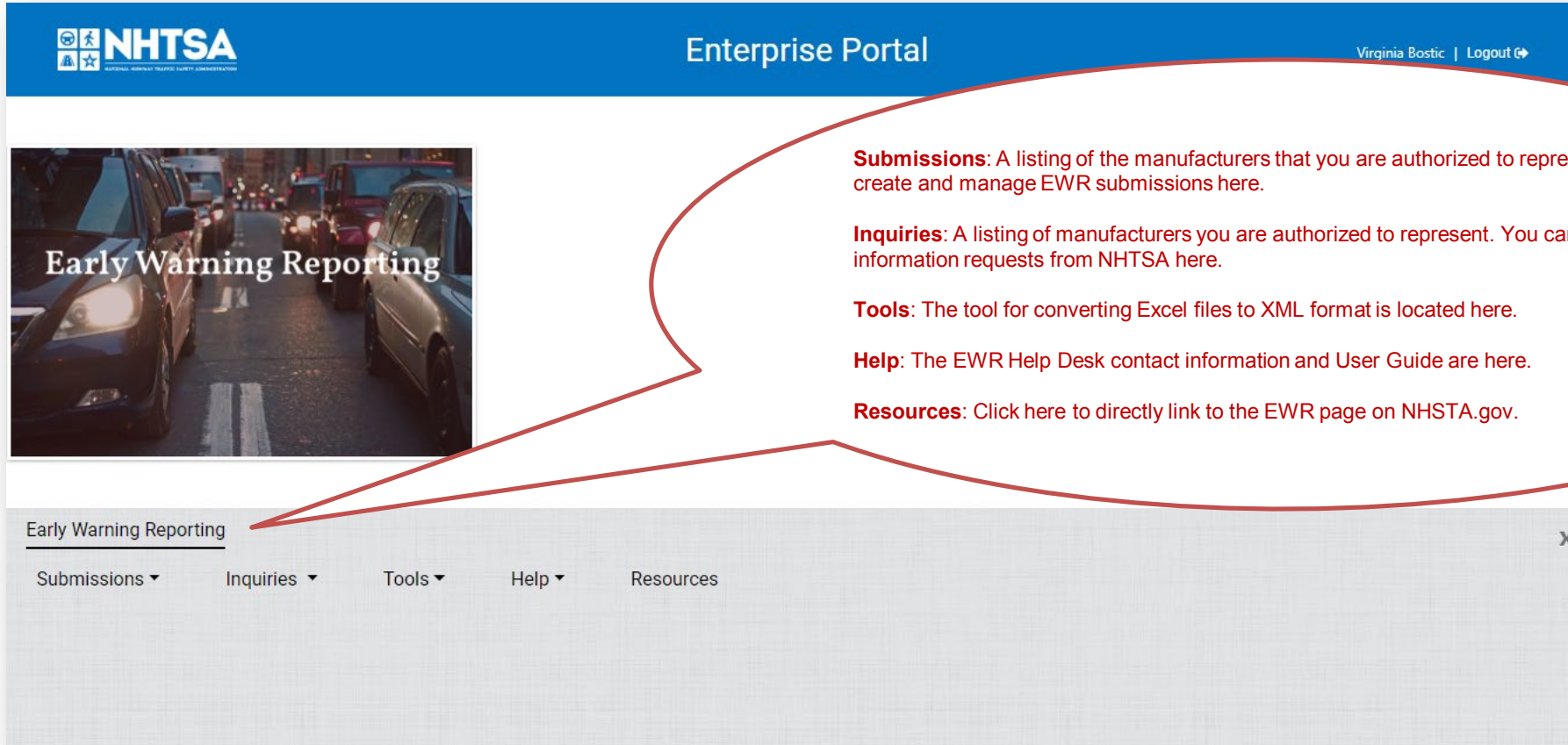
To close the menu options, click the X

Early Warning Reporting

Submissions ▾ Inquiries ▾ Tools ▾ Help ▾ Resources

X

# EWR Reporting menu options defined



The screenshot displays the NHTSA Enterprise Portal interface. At the top left is the NHTSA logo (National Highway Traffic Safety Administration). The page title is "Enterprise Portal" and the user is logged in as "Virginia Bostic | Logout". A large red speech bubble highlights the "Early Warning Reporting" menu options, which are: Submissions, Inquiries, Tools, Help, and Resources. The "Early Warning Reporting" menu is currently open, showing these options.

**Submissions:** A listing of the manufacturers that you are authorized to represent. You can create and manage EWR submissions here.

**Inquiries:** A listing of manufacturers you are authorized to represent. You can respond to information requests from NHTSA here.

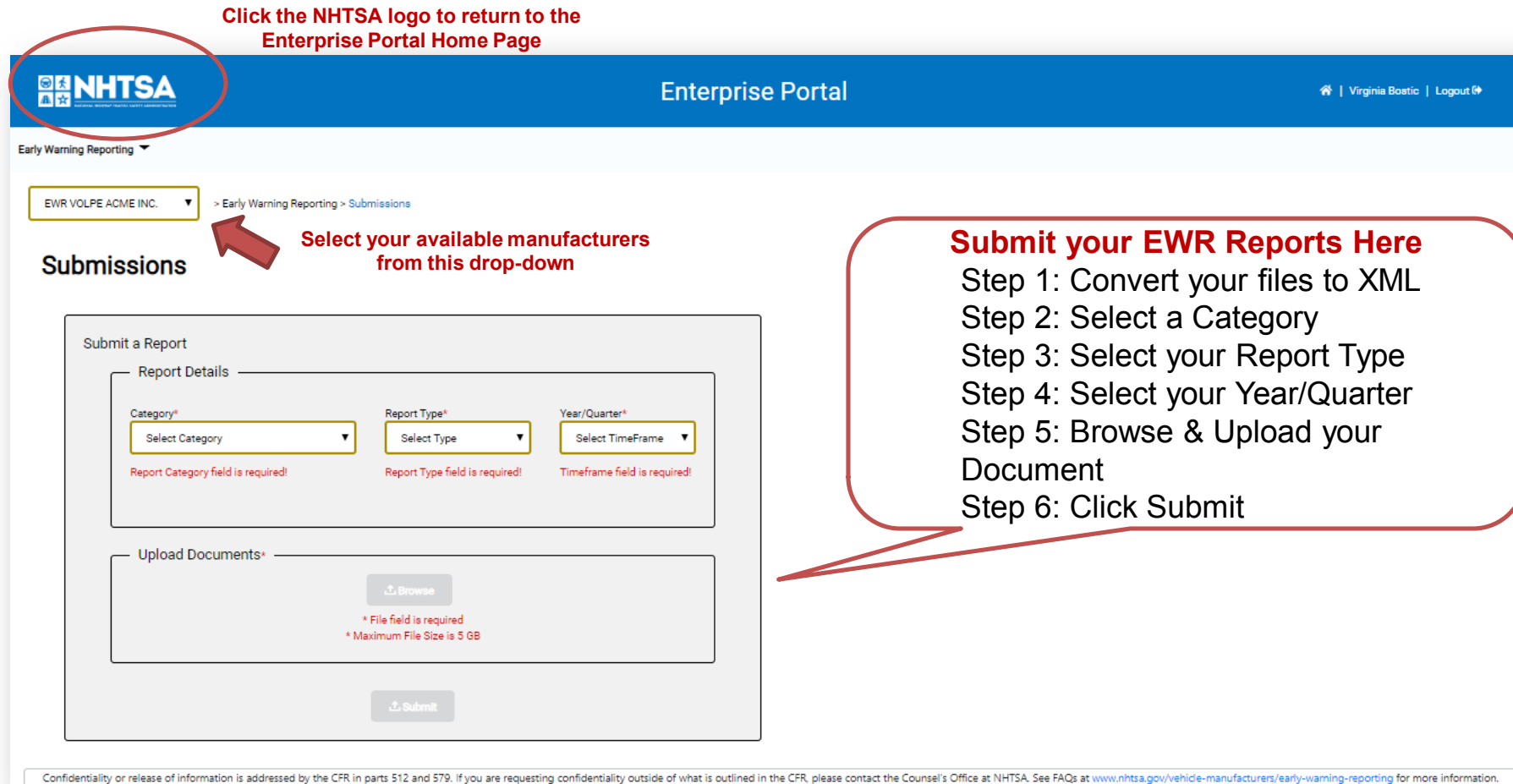
**Tools:** The tool for converting Excel files to XML format is located here.

**Help:** The EWR Help Desk contact information and User Guide are here.

**Resources:** Click here to directly link to the EWR page on NHTSA.gov.

# Submissions | How do I submit?

Click the NHTSA logo to return to the Enterprise Portal Home Page



Enterprise Portal

Virginia Boetic | Logout

Early Warning Reporting

EWR VOLPE ACME INC. > Early Warning Reporting > Submissions

## Submissions

Select your available manufacturers from this drop-down

Submit a Report

Report Details

Category\*  
Select Category  
Report Category field is required!

Report Type\*  
Select Type  
Report Type field is required!

Year/Quarter\*  
Select TimeFrame  
Timeframe field is required!

Upload Documents\*

Browse

\* File field is required  
\* Maximum File Size is 5 GB

Submit

Submit your EWR Reports Here

- Step 1: Convert your files to XML
- Step 2: Select a Category
- Step 3: Select your Report Type
- Step 4: Select your Year/Quarter
- Step 5: Browse & Upload your Document
- Step 6: Click Submit

Confidentiality or release of information is addressed by the CFR in parts 512 and 579. If you are requesting confidentiality outside of what is outlined in the CFR, please contact the Counsel's Office at NHTSA. See FAQs at [www.nhtsa.gov/vehicle-manufacturers/early-warning-reporting](http://www.nhtsa.gov/vehicle-manufacturers/early-warning-reporting) for more information.

# Submissions | How do I know the status of my submission?

Upload Documents

[Browse](#)

\* File field is required  
\* Maximum File Size is 5 GB

[Submit](#)

Confidentiality or release of information is addressed by the CFR in parts 512 and 579. If you are requesting confidentiality outside of what is outlined in the CFR, please contact the Counsel's Office at NHTSA. See FAQs at [www.nhtsa.gov/vehicle-manufacturers/early-warning-reporting](http://www.nhtsa.gov/vehicle-manufacturers/early-warning-reporting) for more information.

**Submitted Reports (165)** [Refresh](#)

View the Submitted Reports pane to search or view your submissions.

Click the refresh icon to refresh the status.

Search:

Review the status of your submission here.

Filename	Type	Category	Year/Quarter	Status	Version	Submitted
<a href="#">SFYSILVERADOM-1918-19-00001.zip</a>	Field Report	Low Volume Vehicles	2020 Q1	The file is rejected for data errors	1	2020-May-05, 3:57:24 pm
<a href="#">SFYSILVERADOM-1918-19-00001.zip</a>	Field Report	Low Volume Vehicles	2020 Q1	Received	1	2020-May-05, 3:57:16 pm
<a href="#">SFYSILVERADOM-1918-19-00001.zip</a>	Field Report	Low Volume Vehicles	2020 Q1	Uploading	1	2020-May-05, 3:57:13 pm
<a href="#">zipfile-reject.zip</a>	Field Report	Light Vehicles	2020 Q1	The file is rejected for data errors	1	2020-May-05, 3:29:47 pm
<a href="#">zipfile-reject.zip</a>	Field Report	Light Vehicles	2020 Q1	Received	1	2020-May-05, 3:14:02 pm
<a href="#">zipfile-reject.zip</a>	Field Report	Light Vehicles	2020 Q1	Uploading	1	2020-May-05, 3:13:59 pm
<a href="#">D&amp;L_LightVehicles-valid-v3.xml</a>	Death & Injury	Light Vehicles	2019 Q4	The file is rejected for data errors	2	2020-Mar-27, 9:55:28 am
<a href="#">D&amp;L_LightVehicles-valid-v3.xml</a>	Death & Injury	Light Vehicles	2019 Q4	xml schema validation Passed	2	2020-Mar-27, 9:55:19 am
<a href="#">D&amp;L_LightVehicles-valid-v3.xml</a>	Death & Injury	Light Vehicles	2019 Q4	Received	2	2020-Mar-27, 9:55:16 am

Right-click the row to export the history information.

Click the file name to download the file.

# Submissions | What are the submission report statuses?

Status	Description
<b>Uploading</b>	The report was submitted successfully and is uploading.
<b>Uploading Late</b>	The report was submitted successfully after the submission period and is uploading.
<b>Received</b>	The NHTSA system has received the submission and virus scanning has started.
<b>Received Late</b>	The NHTSA system has received the submission after the specified due date and virus scanning has started.
<b>Submission has been quarantined due to potential match as malicious file</b>	The report has been quarantined because a virus has been detected.
<b>xml schema validation Passed</b>	Aggregate or Death & Injury submission: The report schema passed the validation check.
<b>The file is rejected for schema errors</b>	Aggregate or Death & Injury submission: The report schema failed the validation check.
<b>The file is rejected for data errors</b>	Aggregate or Death & Injury submission: The report data failed the validation check.
<b>Submission had an internal error</b>	Field Report submission: The report failed the validation check due to an internal error. This error status can occur for reasons such as processing an invalid zip file or if anything is wrong with the back-end processing of the file. In the event of an internal error, the manufacturer should contact the NHTSA Help desk to investigate the reason for failure.
<b>Submission on Hold</b>	The report version has been submitted and has failed validation three times. NHTSA must be contacted to resolve the issue. The report cannot be re-submitted while in a HOLD status.
<b>Submission is on Hold Status for invalid version</b>	The report is at HOLD status due to an invalid version number.
<b>Submission has been released from Hold</b>	ODI has released the submission from Hold status.
<b>Accepted</b>	NHTSA has accepted the report submission.

# MFR Portal filtering

**Submitted Reports (212)**

Search:

Filename	Type	
D&I_LightVehicles-valid-202	Death & Injury	☰ ☹ ☰
D&I_LightVehicles-valid-202	Death & Injury	📌 Pin Column
D&I_LightVehicles-valid-202	Death & Injury	Autosize This Column
D&I_LightVehicles-valid-202	Death & Injury	Autosize All Columns
D&I_LightVehicles-valid-202	Death & Injury	Reset Columns

**Pinning, Autosizing, Resetting Columns**

**Submitted Reports (212)**

Search:

Filename	Type	
D&I_LightVehicles-valid-202	Death & Injury	☰ ☹ ☰
D&I_LightVehicles-valid-202	Death & Injury	☑ Filter...
D&I_LightVehicles-valid-202	Death & Injury	☑ Filename
D&I_LightVehicles-valid-202	Death & Injury	☑ Type
D&I_LightVehicles-valid-202	Death & Injury	☑ Category
D&I_LightVehicles-valid-202	Death & Injury	☑ Year/Quarter
D&I_LightVehicles-valid-202	Death & Injury	☑ Status
D&I_LightVehicles-valid-202	Death & Injury	☑ Version
D&I_LightVehicles-valid-202	Death & Injury	☑ Submitted
D&I_LightVehicles-valid-202	Death & Injury	☑ Confidentiality

**Show and Hide Selected Columns**

**Submitted Reports (212)**

Filename	Type	Category	Year/Quarter	
D&I_LightVehicles-valid-202	Death & Injury	Light Vehicles	2020 Q1	☰ ☹ ☰
D&I_LightVehicles-valid-202	Death & Injury	Light Vehicles	2020 Q1	☑ (Select All)
D&I_LightVehicles-valid-202	Death & Injury	Light Vehicles	2020 Q1	☑ 2001 Q1
D&I_LightVehicles-valid-202	Death & Injury	Light Vehicles	2020 Q1	☑ 2011 Q3
D&I_LightVehicles-valid-202	Death & Injury	Light Vehicles	2020 Q1	☑ 2018 Q2
D&I_LightVehicles-valid-202	Death & Injury	Light Vehicles	2020 Q1	☑ 2018 Q3
D&I_LightVehicles-schema-	Death & Injury	Light Vehicles	2020 Q1	☑ 2019 Q1
D&I_LightVehicles-schema-	Death & Injury	Light Vehicles	2020 Q1	☑ 2019 Q2

**Filtering Values in Columns**

# Tools | How do I convert my Excel file to XML?

The screenshot displays the NHTSA Early Warning Reporting web application. The interface includes a top navigation bar with the NHTSA logo and a dropdown menu for 'Early Warning Reporting'. The 'Tools' option is highlighted with a red arrow. Below the navigation bar, there is a form area with a dropdown menu set to 'BusesAndMediumHeavyVehicles', a 'Choose File' button, a 'No file chosen' status indicator, and a 'Process' button. The main content area is divided into two sections: 'XML Data' and 'Errors'. At the bottom of the page, a 'SAVE FILE' button is circled in red.

**Select the Tools menu option**

- Step 1: Choose the report type
- Step 2: Choose the Excel file to convert
- Step 3: Click the Process button
- Step 4: View the XML Data pane and Errors pane for conversion status
- Step 5: Click Save File to save your converted file or troubleshoot if an error message exists



## Tools | What file conversion troubleshooting steps can I take?

---


Your XML submissions generally go through a two-stage validation: XML schema validation followed by business rules validation. Your Field Report submissions do not undergo XML schema validation (they are not XML), but do undergo business rules validation.

When a submission has failed XML schema or business rules validation, the Status column in the Submission History table provides a link to a popup window that provides the schema errors causing the submission failure. You must troubleshoot and correct the problem before attempting to resubmit the report.

If a submission fails either schema or data validation three times, the report is set to HOLD status and you must contact NHTSA to resolve the issue.

If there is a data error rejection due to an invalid manufacturer name, make sure the Manufacturer Name field within the Report Info section of the XML file shows the EWR ID of the manufacturer (do NOT zero pad the EWR ID).

# Inquiries | Inquiries from NHTSA


Enterprise Portal
virginia bostic | [Logout](#)

Early Warning Reporting ▾

EWR VOLPE ACME INC. ▾

> Early Warning Reporting > [Inquiries](#)

## Inquiries (8) Number of Inquiries by Manufacturer

\*Select an Inquiry to display the document pane below for uploading and submitting required documents. [↻](#)

Inquiry	Category	Status	View by	Respond by	Received
DI20999999L003	Light Vehicles	Response Accepted	2020-Apr-01	2020-May-13	2020-Mar-25
DI20999999L004	Light Vehicles	Viewed	2020-Apr-30	2020-Jun-05	2020-Apr-23
DI20999999L005	Light Vehicles	Viewed	2020-May-01	2020-Jun-05	2020-Apr-24
DI20999999L001	Light Vehicles	Response Rejected <span style="font-size: 0.8em;">🗨️</span>	2020-Mar-30	2020-May-26	2020-Mar-23
CI20999999L001	Light Vehicles	Amendment Acknowledged	2020-Mar-30	2020-May-11	2020-Mar-23
CI20999999L002	Light Vehicles	Amendment Accepted	2020-Mar-31	2020-May-12	2020-Mar-24
CI20999999L003	Light Vehicles	Response Accepted	2020-Mar-31	2020-May-12	2020-Mar-24
DI20999999L002	Light Vehicles	Amendment Accepted	2020-Mar-31	2020-May-05	2020-Mar-24

# Inquiries | How do I respond to an Inquiry?

## Select the Inquiries menu option


- Step 1: Select a DI or CI Inquiry
- Step 2: View your Inquiry letter from NHTSA
- Step 3: Upload each requested document
- Step 4: If applicable, request a one-time extension at least 5 days BEFORE the due date.
- Step 5: Click the Submit button to complete your Inquiry response.
- Step 6: If applicable, later amend your submission (NHTSA requested or self initiated)

Enterprise Portal virginia.bostic | Logout

Early Warning Reporting

EWR VOLPE ACME INC. > Early Warning Reporting > Inquiries

Inquiries (8)

Inquiry Category: **DI20999999L001**  Response Due: 2020-May-05

Click the document icon to view an inquiry letter from NHTSA

Extension Cutoff: 2020-May-05

[Request Extension](#)

Request an Extension here when enabled

Quarter Reported	Sequence	Document Type	Actions	Manufacturer Filename
2019 Q4	24	Initial Claim / Notice Documents	<a href="#">Upload</a>	FAN-000015M191001C1Q-0001.zip (Uploading) *
2019 Q4	24	Police Accident Reports	<a href="#">Upload</a>	<a href="#">No Files to Report</a>
2019 Q4	24	Event Data Recorder Reports	<a href="#">Upload</a>	<a href="#">No Files to Report</a>
2019 Q4	24	Analysis	<a href="#">Upload</a>	
2019 Q4	24	Other files	<a href="#">Upload</a>	<a href="#">No Files to Report</a>
2019 Q4	49	Initial Claim / Notice Documents	<a href="#">Upload</a>	
2019 Q4	49	Police Accident Reports	<a href="#">Upload</a>	<a href="#">No Files to Report</a>
2019 Q4	49	Event Data Recorder Reports	<a href="#">Upload</a>	<a href="#">No Files to Report</a>
2019 Q4	49	Analysis	<a href="#">Upload</a>	
2019 Q4	49	Other files	<a href="#">Upload</a>	<a href="#">No Files to Report</a>

Upload requested documents or amendments here

If no files to report, click here

Review file messages here

Click Submit here when enabled

As you work your Inquiry, your information will continue to be saved!

# Inquiries | What are the Inquiry statuses?

Status	Description
<b>New</b>	Manufacturer has not yet viewed the Inquiry received from ODI.
<b>Acknowledgment Overdue</b>	Manufacturer has not viewed the Inquiry received from ODI by the acknowledgment due date. Inquiry is flagged as Acknowledgment overdue.
<b>Viewed</b>	Manufacturer has selected and viewed the Inquiry request by the acknowledgment due date.
<b>Complete</b>	Manufacturer has successfully uploaded the requested documents.
<b>Response Overdue</b>	Manufacturer has not uploaded the requested documents by the response due date. Inquiry is flagged as Response overdue.
<b>Response Accepted</b>	The TAD Analyst has determined that the requested documentation is complete and accepted the Inquiry response.
<b>Response Rejected</b>	The TAD Analyst has determined that the requested documentation is incomplete and rejected the Inquiry response.
<b>Extension Requested</b>	External user has requested an extension to the Inquiry Response Due Date.
<b>Extension Approved</b>	The TAD Analyst has approved the Extension Request and extended the Inquiry Response Due Date.
<b>Extension Rejected</b>	The TAD Analyst has rejected the Extension Request and not extended the Inquiry Response Due Date.
<b>Amendment Requested</b>	ODI has determined that an amendment to received documentation is needed and has requested an amendment.
<b>Amendment Request Acknowledged</b>	Manufacturer has viewed the request for an amendment by the acknowledgment due date.
<b>Amendment Request Acknowledgment Overdue</b>	Manufacturer has not viewed the request for an amendment by the acknowledgment due date. Amendment request is flagged as acknowledgment overdue.
<b>Amendment Submitted</b>	Manufacturer has submitted an amendment in response to an Amendment Request from ODI OR the Manufacturer has submitted a self-amendment (voluntarily submitted an amendment without a request from ODI).
<b>Amendment Response Overdue</b>	Manufacturer has not submitted an amendment in response to an Amendment Request by the Amendment Request due date. Amendment request is flagged as response overdue.
<b>Amendment Accepted</b>	ODI has received and accepted an ODI-requested amendment or a voluntary Inquiry amendment (self-amendment).

# Troubleshooting XML Schema Validation Errors

Submitted Reports (165) ↻

Search:

Filename	Type	Category	Year/Quarter	Status	Version	Submitted ↓
<a href="#">SFYSILVERADOM-1918-19-00001.zip</a>	Field Report	Low Volume Vehicles	2020 Q1	<a href="#">The file is rejected for data errors</a>	1	2020-May-05, 3:57:24 pm
<a href="#">SFYSILVERADOM-1918-19-00001.zip</a>	Field Report	Low Volume Vehicles	2020 Q1	Received	1	2020-May-05, 3:57:16 pm
<a href="#">SFYSILVERADOM-1918-19-00001.zip</a>	Field Report	Low Volume Vehicles	2020 Q1	Uploading	1	2020-May-05, 3:57:13 pm
<a href="#">zipfile-reject.zip</a>	Field Report	Light Vehicles	2020 Q1	<a href="#">The file is rejected for data errors</a>	1	2020-May-05, 3:29:47 pm
<a href="#">zipfile-reject.zip</a>	Field Report	Light Vehicles	2020 Q1	Received	1	2020-May-05, 3:14:02 pm
<a href="#">zipfile-reject.zip</a>				Uploading	1	2020-May-05, 3:13:59 pm
<a href="#">D&amp;L_LightVehicle</a>				<a href="#">The file is rejected for data errors</a>	2	2020-Mar-27, 9:55:28 am
<a href="#">D&amp;L_LightVehicle</a>				xml schema validation Passed	2	2020-Mar-27, 9:55:19 am
<a href="#">D&amp;L_LightVehicle</a>				Received	2	2020-Mar-27, 9:55:16 am
<a href="#">D&amp;L_LightVehicle</a>				Uploading	2	2020-Mar-27, 9:55:11 am
<a href="#">Aggregate_Light</a>				<a href="#">The file is rejected for schema errors</a>	3	2020-Mar-22, 9:51:06 pm

Error Message - Google Chrome

about:blank

Original File Name: Aggregate\_LightVehicles-INVALID-schema-error.xml  
Generated File Name: 999999L194003AP.xml

1. line 21: Element 'FuelPropulsionSystem': 'XXY' is not a valid value of the local atomic type.
2. line 21: Element 'FuelPropulsionSystem': [facet 'enumeration'] The value 'XXY' is not an element of the set {'CNG',

**XML schema validation errors**

**Click the Status link to view the messages and determine the problem(s).**

# Troubleshooting a Data Error

Submitted Reports (165)

Search:

Filename	Type	Category	Year/Quarter	Status	Version	Submitted ↓
SFYSILVERADOM-1918-19-00001.zip	Field Report	Low Volume Vehicles	2020 Q1	<a href="#">The file is rejected for data errors</a>	1	2020-May-05, 3:57:24 pm
SFYSILVERADOM-1918-19-00001.zip	Field Report	Low Volume Vehicles	2020 Q1	Received	1	2020-May-05, 3:57:16 pm
SFYSILVERADOM-1918-19-00001.zip	Field Report	Low Volume Vehicles	2020 Q1	Uploading	1	2020-May-05, 3:57:13 pm
SFYSILVERADOM-1918-19-00001.zip	Field Report	Low Volume Vehicles	2020 Q1	<a href="#">The file is rejected for data errors</a>	1	2020-May-05, 3:29:47 pm
SFYSILVERADOM-1918-19-00001.zip	Field Report	Low Volume Vehicles	2020 Q1	Received	1	2020-May-05, 3:14:02 pm

Error Message - Google Chrome  
about:blank  
1. SFYSILVERADOM-1918-19-00001.XML: The filename Extension is Invalid.

**Data errors**

**Click the Status link to view the messages and determine the problem(s).**

# Submission on Hold

If a submission fails either schema or data validation three times in a given category, report type and submission period, the submitted report is set to HOLD status and **you must contact NHTSA to resolve the issue.**

If this occurs, a Submission on Hold message is shown after the fourth attempt to submit the report and an ODI contact number is provided.

The screenshot shows a web form titled "Submit a Report". It contains two main sections: "Report Details" and "Upload Documents\*".

**Report Details:** This section contains three dropdown menus labeled "Report Type\*", "Category\*", and "Year/Quarter\*".

**Upload Documents\*:** This section contains a blue "Browse" button and a red error message: "\* File field is required".

**Submission On Hold Message:** A red banner at the bottom of the form contains the following text: "Submission On Hold" (with an information icon on the left and a close icon on the right), "Due to multiple rejections, your ability to submit 2018 Q3 Aggregate data for Light Vehicles is disabled. Please contact ODI at 202-366-3348 to remove this from Hold status."

At the bottom of the form is a grey "Submit" button.

## Questions & Answers







# NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

## THANK YOU

