For information on completing a Monthly Progress Report, an instructional guide can be found [here](#).

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1 Access to the MPR System

Access to the MPR system is granted by:

(1) The Compliance Officer assigned to your case.
(2) Someone who already has access to the MPR system (such as a co-worker or client of your firm). See Section 3 for information on how to grant access to someone else.

You may also request access by contacting your Compliance Officer, or Sect15@cpsc.gov

After you are granted access to the system, you will receive an automated email with instructions on logging in.

If you need assistance, please contact your Compliance Officer, or Sect15@cpsc.gov, to request access.
2 Logging in

Follow the instructions provided to you via email when your access was granted. You may log in or reset your password here.

https://apps.saferproducts.gov/

Once logged into the portal, you may access MPR by clicking on “Applications” from the menu and then on the “MPR” link.

If you do not see the “Monthly Progress Report” link, it means that you have never been added to a case. Please contact your Compliance Officer, or Sect15@cpsc.gov, to request access.
3 MPR Home Page

On the MPR home page, you will see all cases to which you have access. Cases will be sorted by press release date (most recent on top).

You have the ability to perform several actions from the main page:

- By clicking the link in the “Authorized Users” column, you may add/remove users who have access to view and submit MPR reports. (See Section 4 for details.)
- By clicking the links in the “Reporting Periods” column, you may view draft reports, previous reporting history, or open a new reporting period.

You cannot open a new reporting period for any case with the status of “closed.”
4 Add/Remove Users

By clicking the link in the “Authorized Users” column on the MPR home page, you may add/remove users who have access to view and submit MPR reports.

You may add any trusted party who should have access to your past and current reporting activities.

Any user you add to the case may add or remove other users, as well as submit MPR reports for this case. All authorized case users have the same level of access.

You may not remove yourself from a case. If you wish to be removed from a case, you will need to add a new user, and/or ask an existing user to remove your access.
5 Opening a New Reporting Period

From the MPR home page, to open a new period click on the “[open a new period]” link. You will only be able to create a new period if BOTH of the following conditions are met:

- There are no existing drafts (see delete draft section below if necessary)
- There are no pending submissions (reports that you have sent to CPSC that have not yet been approved).

5.1 Choosing Dates

You may choose any reporting period that does not overlap with the dates of an existing draft or approved report. Reports should typically be for a single month; however, reporting periods longer or shorter (such as the initial report) may be approved at the discretion of the Compliance Officer.

5.2 Entering Form Information

The Edit Form Screen will allow you to enter monthly progress information required by CPSC.

For more information on how to complete the form, see the Monthly Progress Report Instructions available on CPSC.gov.
5.2.1 Attachments

The MPR system will allow you to attach up to 5 optional documents (supplemental information for your report):
5.2.2 Save Draft

The bottom of the form will have a “Save Draft” button. You must save a draft of your report before the report can be submitted to CPSC. CPSC staff will not be able to view draft reports.
5.2.3 Validation Errors

The MPR system provides basic error checking, and you must correct all errors before successfully saving a draft. Errors will be displayed in red text, as shown in the example below.

| III ) Notifications Made by Firm and Consumer Response as Applicable under CAP |
|-------|-------|-------|
| How many consumers did you notify this reporting period by: |     |     |
| Phone: | 10    |     |
| Email: | 37    |     |
| Regular Mail: | 4  |     |

How many consumers contacted your Firm this reporting period about the recall as a result of any notification?

| Phone: | 5     |
| Email: | The Number of Customers Initiated Contacts by Email field is required |
| Regular Mail: | 1    |
| Registration Cards: | 1    |

5.3 Review/Submit

After saving a draft, you will have the ability to review and submit your report to CPSC. If any data need to be corrected, you may click the edit button to correct the data. Otherwise, you may “Submit” the report to CPSC. After you submit a report, you will not be able to take any other actions on the report until the Compliance Officer has approved or rejected the report.
For a description of the delete functionality, please see the delete draft section below.
6 Existing Reporting Periods

6.1 Current Status

Clicking on date range link in the “Reporting Periods” column on the MPR home page, you may view the reporting history/current status of a specific report submission.

6.2 View Form

Clicking the “View Form” link in the “Actions” column of the MPR Submission history/status page will allow you to view the data entered in the report as it existed for the date and action listed.

Below is a sample report.
## Monthly Progress Report Submission

**Company:** test company  
**Product Name:** Product A  
**Regulated:** False  
**Press Release:** 12/13/2015  
**Date Opened:** 9/12/2017  
**Case Officer:** Aaron Stowell

### I) PRODUCTS CORRECTED BY FIRM AS APPLICABLE UNDER CAP

<table>
<thead>
<tr>
<th>Location of Products</th>
<th>Total Products Affected by Recall</th>
<th>Corrections this Reporting Period</th>
<th>Total Cumulative Corrections for Recall</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Manufacturer</td>
<td>1500</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>With Distributors</td>
<td>300</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>With Retailers</td>
<td>9000</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>With Consumers</td>
<td>33000</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>33800</td>
<td>4</td>
<td>44</td>
</tr>
</tbody>
</table>

### II) INCIDENT UPDATE

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Total Incidents Reported this Period that Occurred Before the Recall</th>
<th>Total Incidents Reported this Period that Occurred After the Recall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Injuries</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Death</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### III) Notifications Made by Firm and Consumer Response as Applicable under CAP

How many consumers did you notify this reporting period by:

- **Phone:** 1
- **Email:** 1
- **Regular Mail:** 1

How many consumers contacted your firm this reporting period about the recall as a result of any notification:

- **Phone:** 1
- **Email:** 1
- **Regular Mail:** 1
- **Registration Cards:** 1

Is the recall currently posted on your homepage?

- Yes

If no, then explain:

How many consumers contacted your firm this reporting period about the recall as a result of any notification?

- 1

As applicable under your CAP, how many times in this reporting period did your firm post the recall notice on the following?

- **Facebook:** 1  
  - # of shares: 1  
  - # of Likes: 1
- **Twitter:** 1  
  - # of Re-Tweets: 1  
  - # of Twitter Followers: 1
- **Other:** 0  
  - Explain: 0

Recalling companies are encouraged to monitor online re-sale, auction, and wholesale websites. If monitored, did you find the recalled product on any sites?

- Yes

Describe the action taken:

**ATTACHMENTS**

Additional Comments

same action

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*Users Guide*  
*Version 1.0*  
*September 18, 2017*
6.3 Drafts

If the current status of the period is “draft,” you may Edit, Review, Submit, or delete the draft.

6.3.1 Edit Draft

Clicking Edit will allow you to edit the MPR form (see “Filling Out Form” in the previous sections).

6.3.2 Review/Submit

Review / Submit will allow you to review the form data and submit to CPSC (see “Review/Submit” in the previous sections).
6.3.3 Delete Draft

Delete is only available for “draft” reports. You are not able to delete approved or submitted reports.

If a draft report was created in error (for example, by selecting the wrong date range), you will not be allowed to open a different reporting period until the existing draft report is deleted.

You will be asked to confirm deletion of the draft report.

6.4 Feedback from the Compliance Officer

Your Compliance Officer will review submitted reports and approve or reject the report in the MPR system. Your Compliance Officer will contact you by email or telephone to discuss reasons for rejecting a report.

6.5 Correcting Rejected Reports

If your Compliance Officer rejects your MPR report, he/she will provide you with the reason for rejecting your submission.

If your report was rejected for an invalid reporting date range, follow the instructions for opening a new reporting period.
If your report was rejected for other reasons, you may correct submitted values by choosing “Correct Report” and following the instructions above for editing/submitting existing reports.

<table>
<thead>
<tr>
<th>Date</th>
<th>Paper Filing</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/28/2016</td>
<td>No</td>
<td>submitted by Bob Smith</td>
<td>View Form</td>
</tr>
<tr>
<td>2/28/2016</td>
<td>No</td>
<td>rejected</td>
<td>View Form</td>
</tr>
</tbody>
</table>

**PERIOD STATUS: REJECTED**

- Firm/Company: some company
- Product Name: Product C
- Regulated: True
- Press Release: 10/25/2015
- Date Opened: 8/28/2017
- Case Officer: Billy MacGiver
- Reporting Enabled: Yes
7 Logging out

Use the button in the top right of your screen to log out. Your session will terminate automatically after 30 minutes of inactivity.