

**Welcome to VSPS for State Veterinarian Offices**

Thank you for your interest in the *Veterinary Service Process Streamlining (VSPS)*.

**With the State Regulatory Official (SRO) Role you can:**

- Search for and View International Animal Imports that have a Destination of your State.
- View Interstate CVIs that have an Origin or Destination of your State and process Interstate Certificates coming into your State.
- Manage State Certification Statements for your State so Veterinarians entering Interstate Health Certificates can easily add the required statements.
- View Coggins tests completed in your State.
- View details on Accredited Veterinarians including accredited status, renewal date, category, etc.
- Export search results to an Excel file for Coggins and CVI searches.

**With the State Office Data Entry Role you can:**

- Enter Retrospective CVI's for your State.
- Search for Retrospective CVI's with an Origin or Destination of your State.  
 The Retrospective-CVI feature enables State Veterinary Office personnel to transcribe data from a paper Certificate of Veterinary Inspection (CVI) into a standard electronic form, which is then saved into VSPS. Once in VSPS, the CVI's data can be searched for, edited, and duplicated (in order to create additional CVIs that share common data with the original CVI).

**In order to use VSPS and have the above roles approved you will need to complete all 3 steps below:**

**Step 1:** Create a Level 2 eAuthentication (E-Auth) account (a multi-step process). eAuthentication is a USDA imposed identity proofing concept for security purposes. It verifies your identity.

**Step 2:** Email the designated mailbox for your State letting them know you will be requesting the role in VSPS.

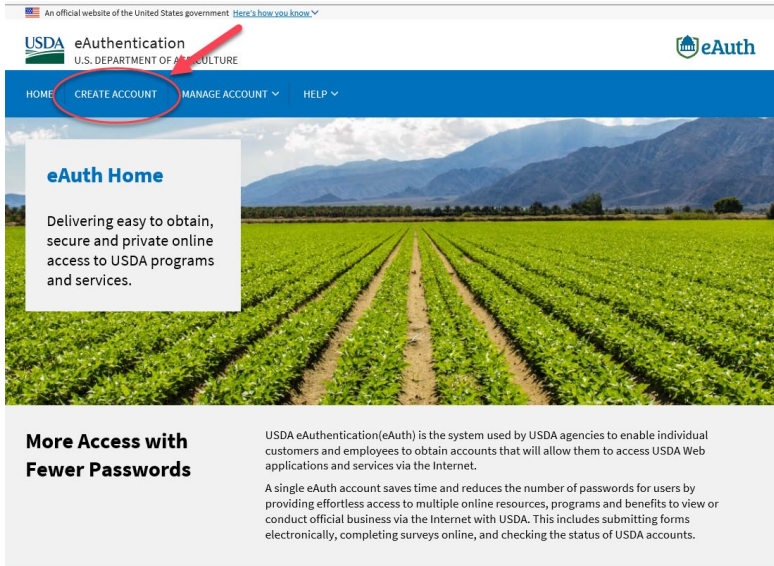
**Step 3:** Create a VSPS profile and request the State Regulatory Official or State Office Data Entry role, depending on what you need to do in VSPS.

## Table of Contents

Step 1: Creating a Level 2 e-Authentication Account.....	2
Upgrading to a Level 2 eAuth account.....	4
Step 2: Email the designated mailbox for your State letting them know you will be requesting the role in VSPS. ....	8
Step 3: Creating a VSPS Profile with the Role of State Regulatory Official or State Office Data Entry.....	8

## Step 1: Creating a Level 2 e-Authentication Account

If you do not have an e-Authentication account, go to <http://www.eauth.usda.gov/> and apply for access. The USDA e-Authentication website will guide you through the steps needed to create your account. From the first screen, click on **Create Account**:



Select 'Customer' and click Continue.

### Account Registration ?

What type of user are you?

Customer

USDA Employee / Contractor

Other Federal Employee / Contractor

**Continue**

Type your email address and click Submit.

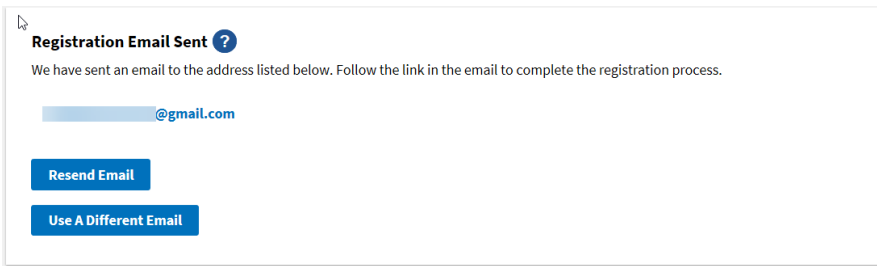
### Customer Account Registration ?

Please enter your email address

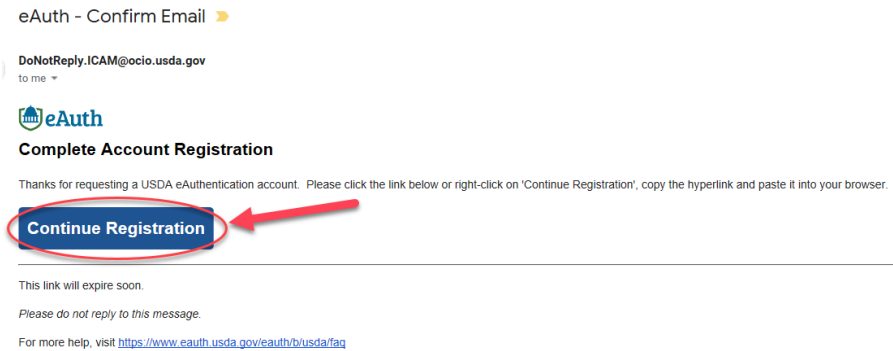
Email Address

**Submit**

You will see the following screen. You will need to check your email.



Click on the 'Continue Registration' button in the email from eAuth:



Enter the requested information and click Submit.

### Customer Account Registration

Form Approved - OMB No. 0503-0014

**Please provide the information requested below to complete the registration of your account.**  
Please enter your complete name as provided on a government issued photo ID (no nicknames).

First name

Middle name (optional)

Last name

Suffix (optional)

**Your User ID Is Your Email Address**  
User ID : @gmail.com

**Please set your password ?**  
Password must be at least 12 characters long and cannot be a commonly used password.

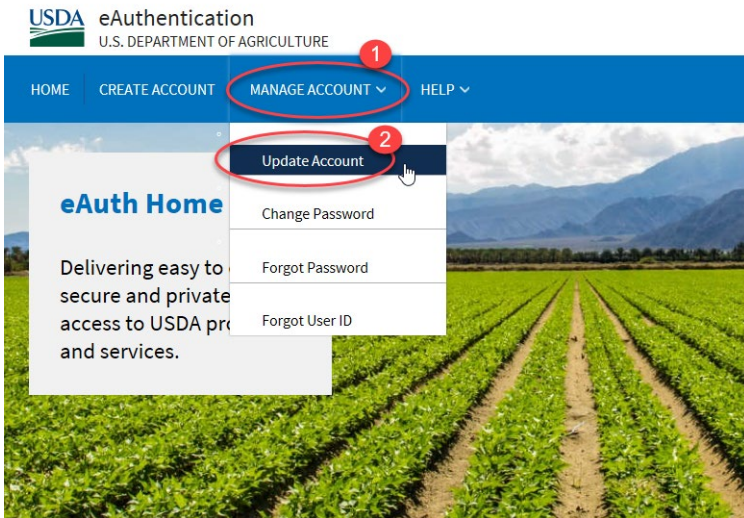
Password

Show Password

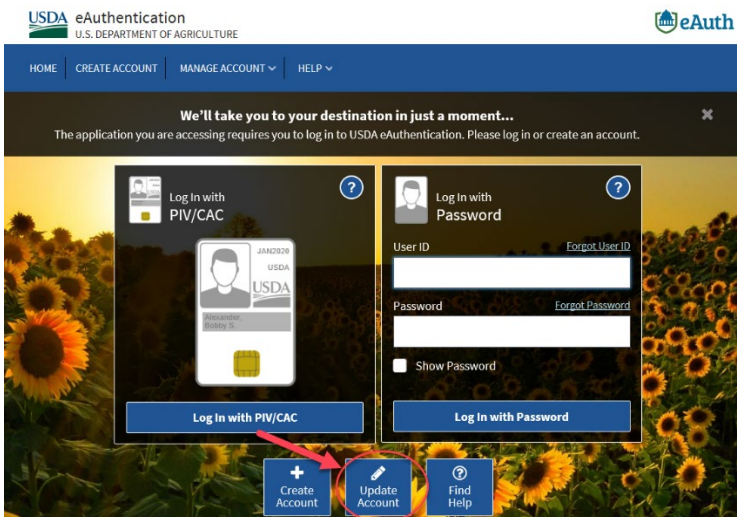
Password Strength: Great!

## Upgrading to a Level 2 eAuth account

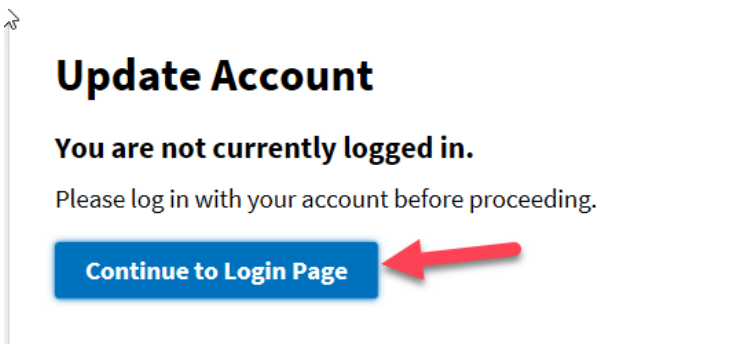
You will need to update your eAuth account to a Level 2 eAuth account.  
Go to the eAuth website and click Manage Account then click Update Account.  
<http://www.eauth.usda.gov/>



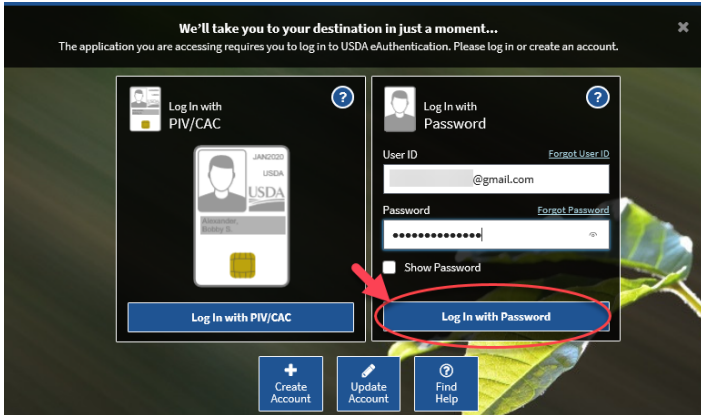
If you got to the eAuth login page from VSPS, the screen will look like the below screen.  
Click on Update Account.



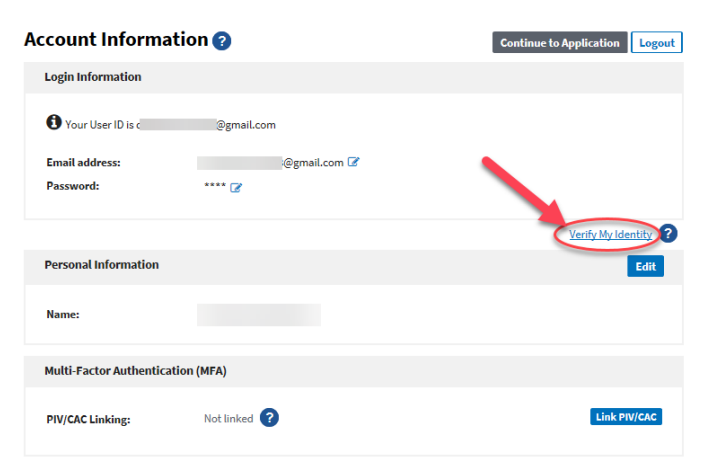
Click the 'Continue to Login Page' button.



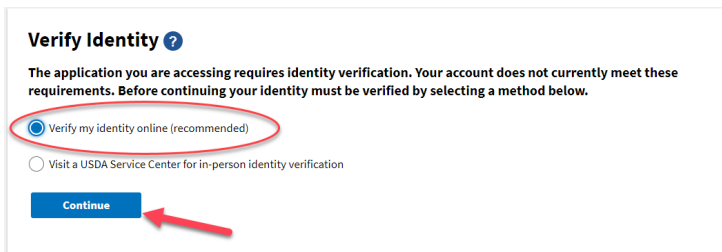
Enter your eAuth userID and password.  
Click Log In with Password.



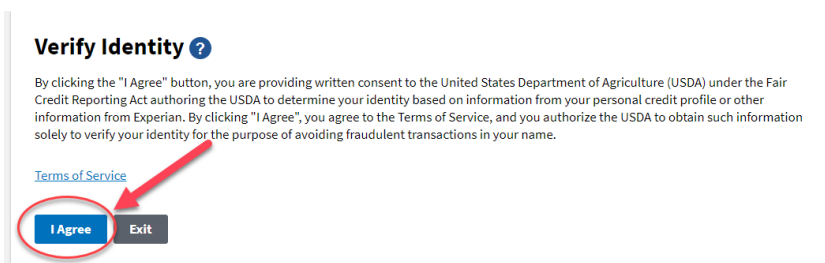
Click the 'Verify My Identity' link.



Select 'Verify my identity online (recommended)'.



Click I Agree.



Complete all fields and click Continue.

## Verify Identity

Form Approved - OMB No. 0503-0014

### Additional Information Required

Please complete the form below and confirm it is correct.

This information must match your government issued photo ID (e.g., Driver's License).

First name

Middle name (optional)

Last name

Suffix (optional)

Home country

Home address

Home city

Home state

Home zip/postal code

Home phone

Date of birth  
For example: 04 28 1988  
Month Day Year

To begin the process, you must enter your complete 9-digit Social Security Number (SSN).

Social Security Number (SSN)

Show SSN

**Note:** USDA eAuthentication does not retain your Social Security Number. It is only used for the identity verification purposes.




Answer all 5 identity verification questions.

**Verify Identity ?**

Identity Verification Quiz

Question 1 of 5:

Which state is associated with your relative



**Next >**

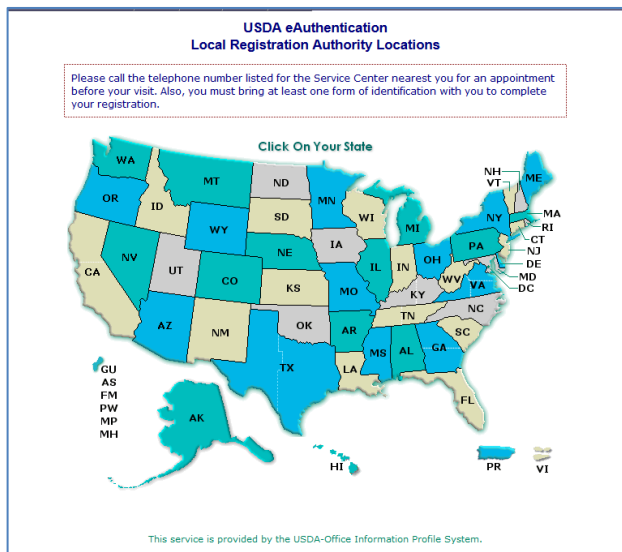
**If you are unable to verify your identity using the On-Line Self-Service.**

You will have to visit a Local Registration Authority (LRA) in person order to validate your identity and get your Level 2 account activated. Please CALL the LRA before visiting the office to make sure they will be available.

This link will take you to a map to select your State where you can find the closest LRA to you:

<http://offices.sc.egov.usda.gov>

Take your government issued photo ID (e.g. state issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office. We recommend that you call ahead to ensure that an employee trained as a Local Registration Authority (LRA) will be available to provide the service at the time you plan to visit the Service Center.





## Step 2: Email the designated mailbox for your State letting them know you will be requesting the role in VSPS.

**\*\*This step must be done before your role will be approved in VSPS\*\***

Email the below information to the Point of Contact for your State located here:

[https://www.aphis.usda.gov/animal\\_health/contacts/field-operations-districts.pdf](https://www.aphis.usda.gov/animal_health/contacts/field-operations-districts.pdf)

**Email Subject Line:** State Office Access Request in VSPS

**In the email include:** First Name, Last Name, Email address, eAuthentication username

Let them know you need to be added into the User Management System (UMS) to get access to VSPS.

**Include which role you need:** State Regulatory Official or State Office Data Entry and include which State you need access to.

**\*\*DO NOT include your eAuthentication password\*\***

## Step 3: Creating a VSPS Profile with the Role of State Regulatory Official or State Office Data Entry

Log into VSPS by going to the following web address and click LOG IN:

<https://vsapps.aphis.usda.gov/vsps/>

The screenshot shows the VSPS website homepage. At the top, it features the USDA logo and the text "United States Department of Agriculture Animal and Plant Health Inspection Service" and "Veterinary Services Process Streamlining". Below this is a navigation bar with links for "VSPS Home", "About VSPS", "Press Releases", and "Contact Us". The main content area includes a welcome message, a "Public Searches" section with a "Find an Approved Establishment" link, and a "VSPS Users" section with a "Login here" link and a "LOG IN" button circled in red. A "Don't know what to do, or how to use VSPS?" section provides links to various help topics.

Login using your E-Auth userID and password.  
Click Login with Password.

The screenshot shows the VSPS login interface. It features a header with the text "We'll take you to your destination in just a moment..." and a sub-header "The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account." Below this are two main login options: "Log In with PIV/CAC" and "Log In with Password". The "Log In with Password" option is circled in red, and a red arrow points to it. The "Log In with Password" form includes fields for "User ID" (with a "Forgot User ID" link) and "Password" (with a "Forgot Password" link and a "Show Password" checkbox). At the bottom, there are buttons for "Create Account", "Update Account", and "Find Help".



Fill out your user profile (making sure to complete all fields with a red asterisk).  
Click Submit.

Please complete the profile contact information.

**Contact Information**

\* All fields marked with red asterisks are required

Email Address \*

Name Information		Address Information	
Prefix	<input type="text"/>	Address 1 *	<input type="text"/>
First Name *	<input type="text"/>	Address 2	<input type="text"/>
Middle Name	<input type="text"/>	Postal Code *	<input type="text"/>
Last Name *	<input type="text"/>	City *	<input type="text"/>
Suffix	<input type="text"/>	State *	<input type="text"/>
Nickname	<input type="text"/>	Country *	<input type="text" value="United States"/>
Maiden Name	<input type="text"/>		
Professional Title	<input type="text"/>		
Business Name	<input type="text"/>		

**Telephone Number(s)**

Type	Country Code	Number (nnn- nnn- nnnn)	Ext.
Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
TDD	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toll Free	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the '**Request State Authorization**' link next to the role you need, either **State Regulatory Official** OR **State Office Data Entry**

<b>NVAP Coordinator</b>	<a href="#">[Request Avic Area Authorization]</a> <a href="#">[Request National Authorization]</a>
<b>NVAP Data Entry</b>	<a href="#">[Request National Authorization]</a>
<b>Product Export Administrator</b>	<a href="#">[Request Role]</a>
<b>Product Export Coordinator</b>	<a href="#">[Request Avic Area Authorization]</a> <a href="#">[Request National Authorization]</a>
<b>Product Import Administrator</b>	<a href="#">[Request Role]</a>
<b>Product Import Coordinator</b>	<a href="#">[Request Avic Area Authorization]</a> <a href="#">[Request National Authorization]</a>
<b>Quarantine Enforcement Officer</b>	<a href="#">[Request Import Center Authorization]</a>
<b>Riverdale/Regional Staff</b>	<a href="#">[Request Role]</a>
<b>State Office Data Entry</b>	<a href="#">[Request State Authorization]</a> <a href="#">[Request National Authorization]</a>
<b>State Regulatory Official</b>	<a href="#">[Request State Authorization]</a>
<b>System Administrator</b>	<a href="#">[Request Role]</a>
<b>Veterinarian</b>	<a href="#">[Request State Authorization]</a>
<b>Veterinary Medical Officer</b>	<a href="#">[Request Avic Area Authorization]</a> <a href="#">[Request Port Authorization]</a>
<b>Web Services Client</b>	<a href="#">[Request Web Service Authorization]</a>

Select your State and click Request.

**Request Role**

Role Name	Role Description
State Regulatory Official	I am a state employee. I perform regulatory duties with respect to Animal Health.

Role Assignment Information	Role Assignment Data
State *	<input type="text" value="Select a State"/>
Remarks	<input type="text"/>

After you have completed all 3 steps, the State Regulatory Official or State Office Data Entry role will typically be approved in VSPS within 48 hours if requested during the work week. You can check to see if the role is approved by going to the Personal Profile – My Roles. Once the role is approved the status will say '**Approved**'.

**If more than 2 working days have elapsed and your role is not approved, contact your point of contact listed for your State in the following document:**

[https://www.aphis.usda.gov/animal\\_health/contacts/field-operations-districts.pdf](https://www.aphis.usda.gov/animal_health/contacts/field-operations-districts.pdf)