Veterinary Services Process Streamlining

VS VETERINARY SERVICES

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

<u>Welcome to VSPS!</u>

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

There are two levels of E-Authentication (E-Auth) accounts used in VSPS:

> A <u>Level 1 E-Auth</u> account is needed for Accredited Veterinarians that only need to renew their Accreditation in VSPS.

> A <u>Level 2 E-Auth</u> is needed for Accredited Veterinarians that want to create Health Certificates and Coggins forms in VSPS, you can also renew your accreditation with this level. Receiving a Level 2 E-Authentication is a USDA imposed identity proofing concept for security purposes. It verifies your identity.

> A VSPS profile with a role approved is needed after receiving your E-Auth account.
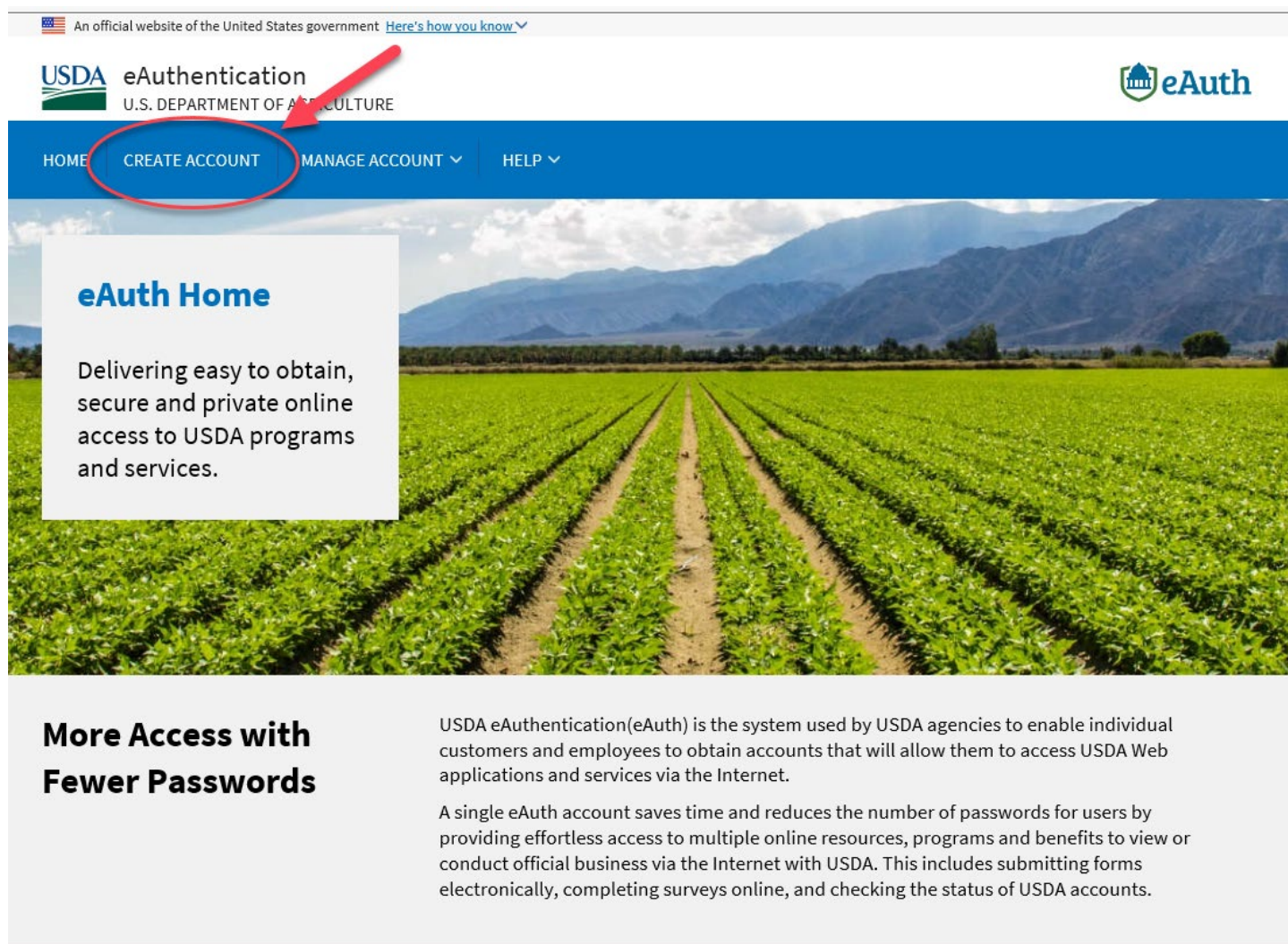
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Creating a Level 1 e-Authentication Account

A Level 1 e-Authentication account is used for **Accredited Veterinarians** that <u>only</u> want to **renew their Accreditation online** in VSPS.

If the Accredited Veterinarian wants to also create electronic Coggins/CVI's they will need a Level 2 e-Authentication.

Go to http://www.eauth.usda.gov/ and apply for an eAuth account. 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

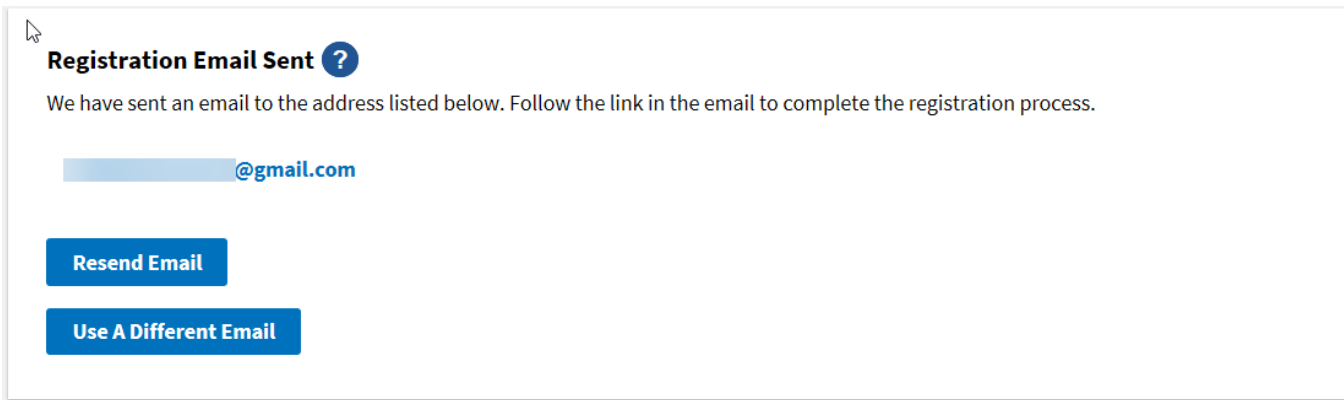Type your email address and click Submit.

Customer Account Registration ?

Please enter your email address

Email Address

[████████████ s@gmail.com]

Submit

You will see the following screen.   You will need to check your email.
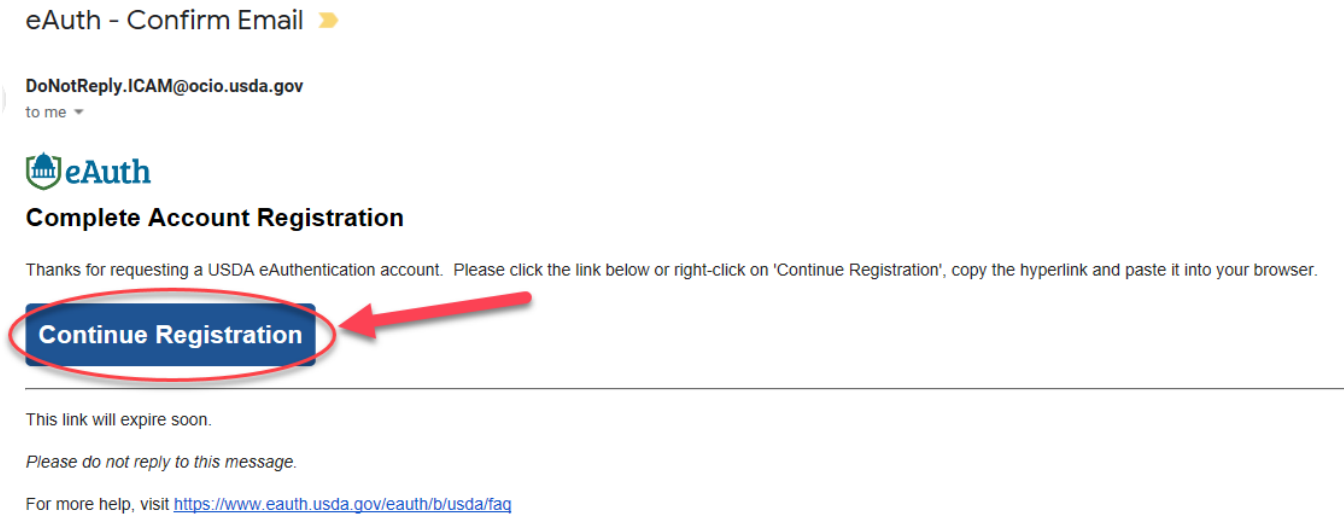
Registration Email Sent ❓

We have sent an email to the address listed below. Follow the link in the email to complete the registration process.

████████████@gmail.com

Resend Email

Use A Different Email

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

eAuth - Confirm Email ➤

DoNotReply.ICAM@ocio.usda.gov
to me ▾

🏛 **eAuth**

Complete Account Registration

Thanks for requesting a USDA eAuthentication account. Please click the link below or right-click on 'Continue Registration', copy the hyperlink and paste it into your browser.

Continue Registration

This link will expire soon.

Please do not reply to this message.

For more help, visit https://www.eauth.usda.gov/eauth/b/usda/faq

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

`●●●●●●●●●●●●●●●|` `12+`

☐ Show Password

Password Strength: Great!

Submit

If you only need a Level 1 eAuthentication account you can now continue to <u>VSPS and request the role</u> you need.

If you need a Level 2 eAuthentication account continue with the instructions below to verify your identity.

Upgrading to a Level 2 eAuthentication account

Go to the eAuth website and click Manage Account then click Update Account.
http://www.eauth.usda.gov/
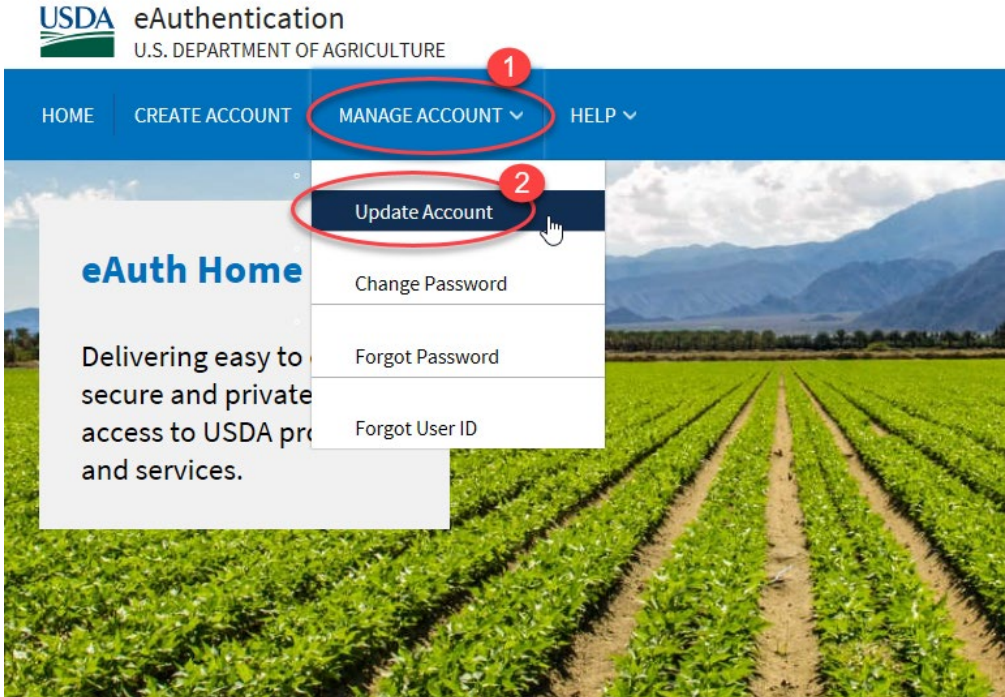
If you got to the eAuth login page from VSPS, the screen will look like the below screen.
Click on Update Account.
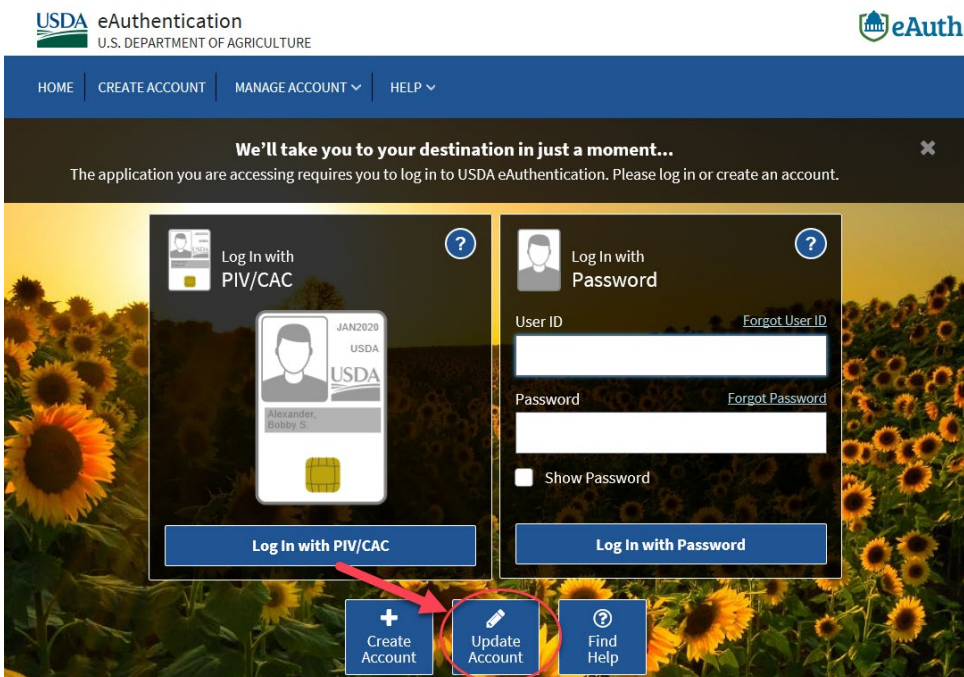
Click the 'Continue to Login Page' button.

Update Account

You are not currently logged in.

Please log in with your account before proceeding.

Continue to Login Page

Enter your eAuth userID and password.

Click Log In with Password.
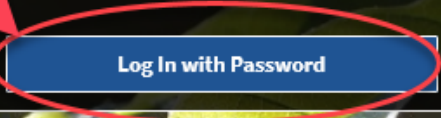
Click the 'Verify My Identity' link.

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

[United States   ▾]

Home address

[   ]

Home city

[   ]

Home state

[▾]

Home zip/postal code

[   ]

Home phone

[   ]

Date of birth
For example: 04 28 1986
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.

[**Continue**]

Answer all 5 identity verification questions.


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.

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.
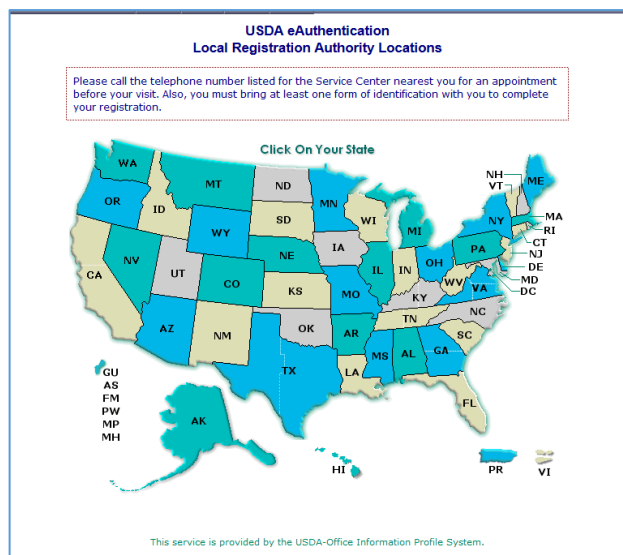
When your Level 2 e-Authentication account is activated and verified you can access VSPS and request your role.

<u>Creating a VSPS Profile and Requesting a Role</u>

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

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

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

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

Please complete the profile contact information.

Contact Information

* All fields marked with red asterisks are required

Email Address * [_____] ×

Name Information		Address Information	
Prefix	[_____]	Address 1 *	[_____]
First Name *	[_____]	Address 2	[_____]
Middle Name	[_____]	Postal Code *	[_____]
Last Name *	[_____]	City *	[_____]
Suffix	[_____]	State *	[_____] ▾
Nickname	[_____]	Country *	United States ▾
Maiden Name	[_____]		
ProfessionalTitle	[_____]		
Business Name	[_____]		

Telephone Number(s)

Type	Country Code	Number (nnn) nnn-nnnn	Ext.
Fax	1	[_____]	[_____]
Mobile	1	[_____]	[_____]
Phone	1	* [_____]	[_____]
TDD	1	[_____]	[_____]
Toll Free	1	[_____]	[_____]

[Submit] [Cancel]

Veterinarians should scroll down to the **Veterinarian** role and click 'Request State Authorization'.

Please request at least one role for your newly created profile.

If you are an accredited veterinarian please select Request State Authorization next to the word Veterinarian.

| Current Roles | Request a Role |

So that VSPS may meet your needs, please complete a role request from the information below. Please review the choices and only choose the option(s) that best meet(s) your needs. Please note that if you request a role for which you are not eligible your request will be denied.

Role	Authorization
AIC Administrator	[Request Import Center Authorization]
AIC Administrator National	[Request National Authorization]
AIC Coordinator	[Request Import Center Authorization]
AIC Financial Staff	[Request Import Center Authorization]
AVIC	[Request Avic Area Authorization]
AVIC Administrator	[Request Avic Area Authorization] [Request National Authorization]
AVIC Office Staff	[Request Avic Area Authorization]
Animal Import Support Staff	[Request Port Authorization] [Request National Authorization]
Full View NVAP	[Request National Authorization]
Horse Transport Administrator	[Request Role]
Horse Transport Coordinator	[Request Role]
Importer	[Request Role]
Interstate Administrator	[Request Role]
Lab Technician	[Request Laboratory Authorization]
Laboratory Director	[Request Laboratory Authorization]
Labs Administrator	[Request Role]
Limited View NVAP	[Request National Authorization]
Live Export Administrator	[Request Role]
Live Export Coordinator	[Request Port Authorization] [Request National Authorization]
Live Import Administrator	[Request Role]
NVAP Administrator	[Request Role]
NVAP Coordinator	[Request Avic Area Authorization] [Request National Authorization]
NVAP Data Entry	[Request National Authorization]
Product Export Administrator	[Request Role]
Product Export Coordinator	[Request Avic Area Authorization] [Request National Authorization]
Product Import Administrator	[Request Role]
Product Import Coordinator	[Request Avic Area Authorization] [Request National Authorization]
Quarantine Enforcement Officer	[Request Import Center Authorization]
Riverdale/Regional Staff	[Request Role]
State Office Data Entry	[Request State Authorization] [Request National Authorization]
State Regulatory Official	[Request State Authorization]
System Administrator	[Request Role]
Veterinarian	[Request State Authorization]
Veterinary Medical Officer	[Request Avic Area Authorization] [Request Port Authorization]
Web Services Client	[Request Web Service Authorization]

Select your State, enter your National Accreditation Number, and School of Vet Medicine.
Click Request.

If the information entered matches the records we have for you, the role will automatically be approved.

If any of the information does not match, an email will be sent to the helpdesk. You will hear from the helpdesk after they verify any needed information and approve your role.

Request Role

Role Name	**Role Description**
Veterinarian	I am a Veterinarian.

Role Assignment Information | **Role Assignment Data**

State * | [Select a State ▾]

National Accreditation Number * | [   ]

School of Veterinary Medicine * | [United States ▾] [Select a School ▾]

Remarks | [   ]

[Request] [Cancel]