

### **Welcome to VSPS!**

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

A Level 2 E-Auth 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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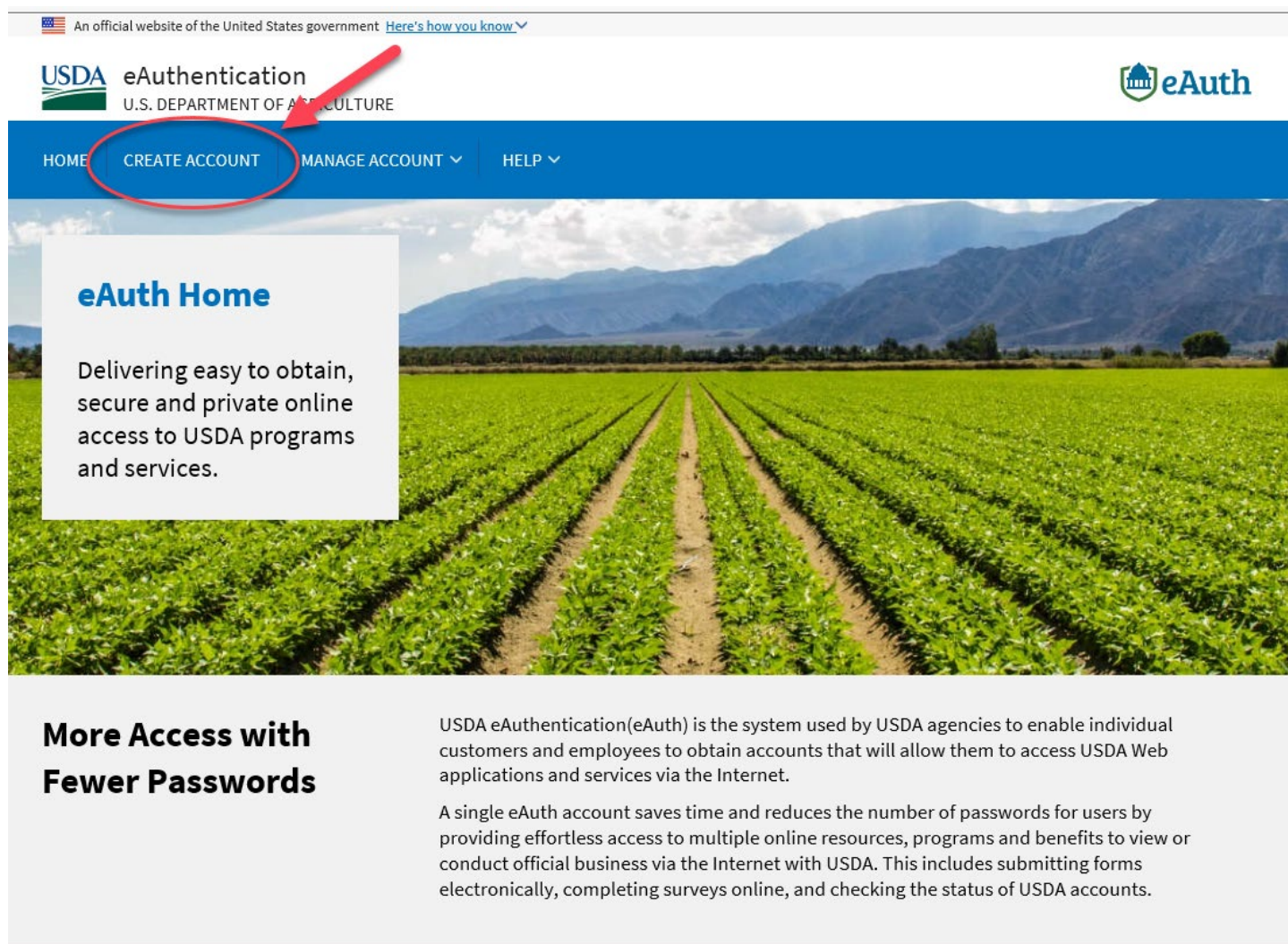
## Creating a Level 1 e-Authentication Account

A Level 1 e-Authentication account is used for **Accredited Veterinarians** that only 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**:



An official website of the United States government [Here's how you know](#) ▼

**USDA** eAuthentication  
U.S. DEPARTMENT OF AGRICULTURE

**eAuth**

HOME CREATE ACCOUNT MANAGE ACCOUNT ▼ HELP ▼

### eAuth Home

Delivering easy to obtain, secure and private online access to USDA programs and services.

### More Access with Fewer Passwords

USDA eAuthentication(eAuth) is the system used by USDA agencies to enable individual customers and employees to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

A single eAuth account saves time and reduces the number of passwords for users by providing effortless access to multiple online resources, programs and benefits to view or conduct official business via the Internet with USDA. This includes submitting forms electronically, completing surveys online, and checking the status of USDA accounts.

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 ?

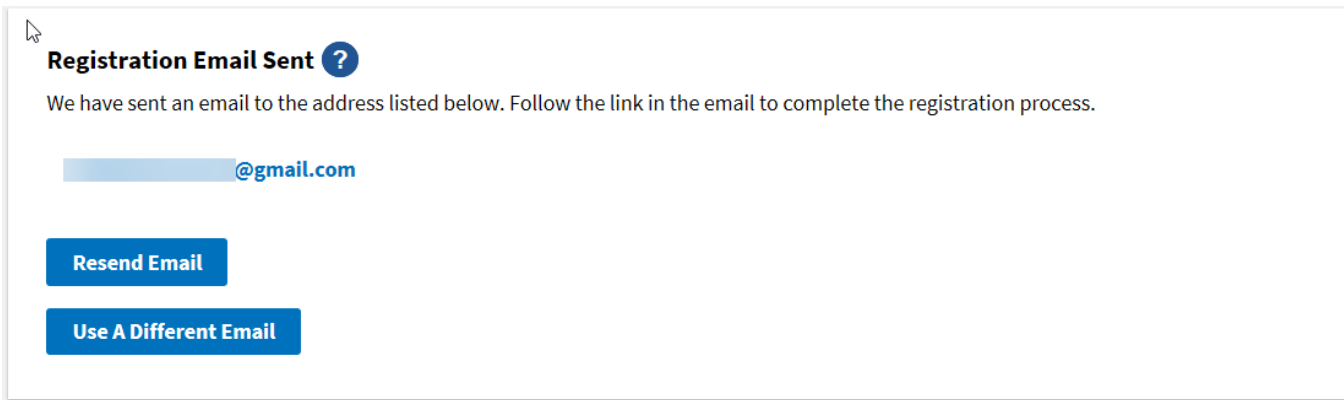
Please enter your email address

Email Address

██████████@gmail.com

**Submit**

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



**Registration Email Sent** ?

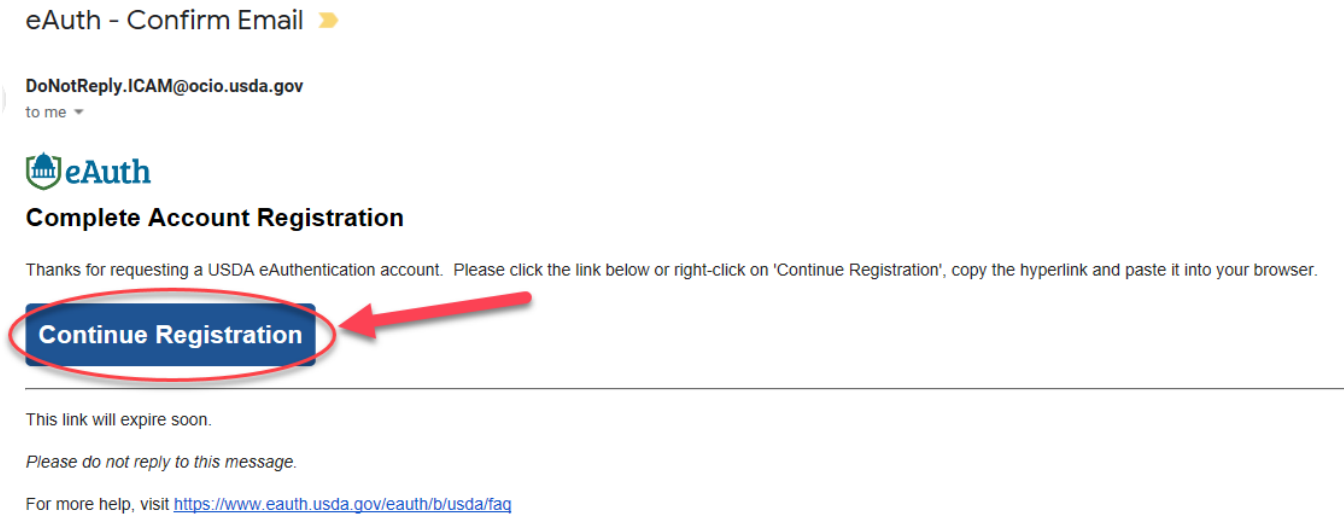
We have sent an email to the address listed below. Follow the link in the email to complete the registration process.

[Redacted]@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!

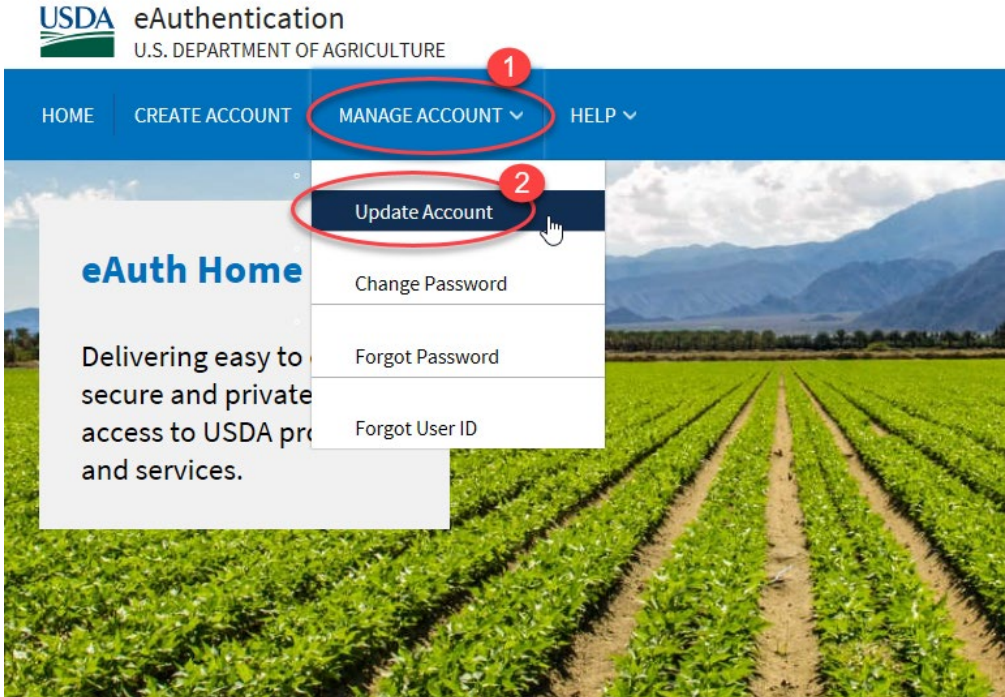


If you only need a Level 1 eAuthentication account you can now continue to [VSPS and request the role](#) you need.

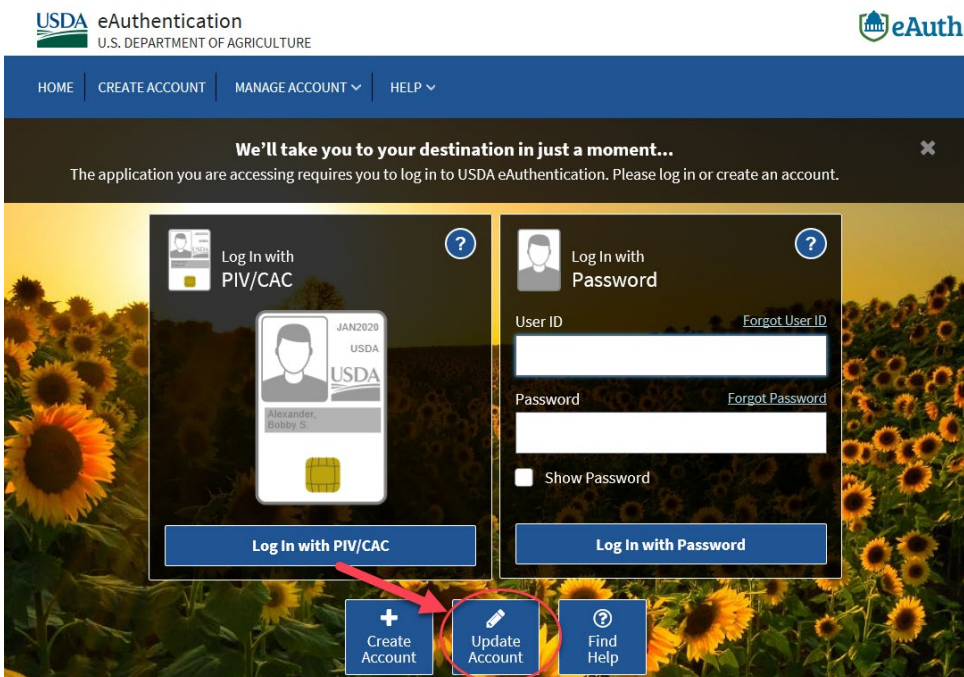
If you need a Level 2 eAuthentication account continue with the instructions below to verify your identity.

## 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.

**We'll take you to your destination in just a moment...** ✕

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

**Log In with PIV/CAC** ?



[Log In with PIV/CAC](#)

**Log In with Password** ?

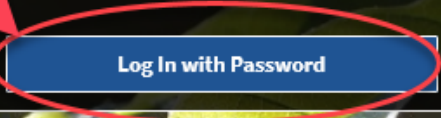
User ID [Forgot User ID](#)

  
Password [Forgot Password](#)

Show Password

[Log In with Password](#)

[+](#) Create Account   [✎](#) Update Account   [?](#) Find Help



Click the 'Verify My Identity' link.

**Account Information** ? Continue to Application Logout

**Login Information**

**i** Your User ID is c [redacted] @gmail.com

**Email address:** [redacted] :@gmail.com

**Password:** \*\*\*\*

[Verify My Identity](#) ?

**Personal Information** Edit

**Name:** [redacted]

**Multi-Factor Authentication (MFA)**

**PIV/CAC Linking:** Not linked ? Link PIV/CAC

Select 'Verify my identity online (recommended)'.

**Verify Identity** ?

The application you are accessing requires identity verification. Your account does not currently meet these requirements. Before continuing your identity must be verified by selecting a method below.

Verify my identity online (recommended)

Visit a USDA Service Center for in-person identity verification

Continue

Click I Agree.

**Verify Identity** ?

By clicking the "I Agree" button, you are providing written consent to the United States Department of Agriculture (USDA) under the Fair Credit Reporting Act authoring the USDA to determine your identity based on information from your personal credit profile or other information from Experian. By clicking "I Agree", you agree to the Terms of Service, and you authorize the USDA to obtain such information solely to verify your identity for the purpose of avoiding fraudulent transactions in your name.

[Terms of Service](#)

I Agree Exit



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 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.

## Verify Identity ?

### Identity Verification Quiz

#### Question 1 of 5:

Which state is associated with your relative



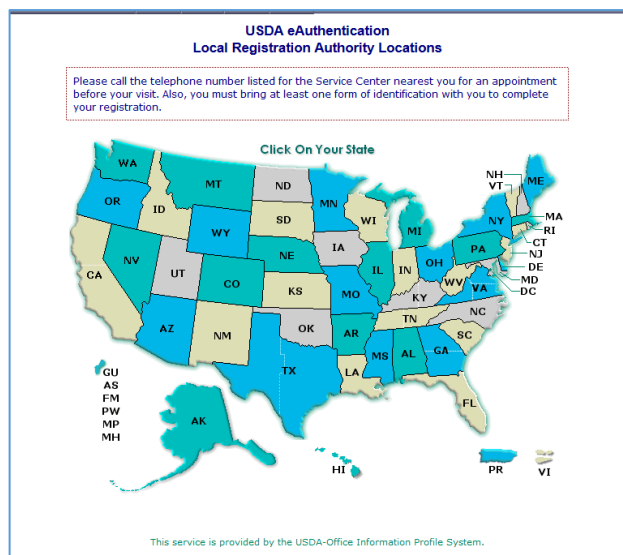
### **If you are unable to verify your identity using the On-Line Self-Service.**

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.

## Creating a VSPS Profile and Requesting a Role

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 left is the USDA logo with the text "United States Department of Agriculture" and "Animal and Plant Health Inspection Service". To the right is the text "Veterinary Services Process Streamlining". Below this is a navigation bar with links: "VSPS Home", "About VSPS", "Press Releases", and "Contact Us". The main content area has a heading "Welcome to VSPS: Veterinary Services Process Streamlining" followed by a paragraph: "VSPS provides a consistent and standard method of data capture at all levels and provides data dissemination to the appropriate existing databases. This provides a more comprehensive analysis tool for animal tracking and disease analysis which in turn, would allow VS to respond quickly to any threats to animal health in the United States." Below this are three columns. The first column, titled "VSPS Users:", says "Login here" and has a "LOG IN" button circled in red. It also says "No login necessary when performing a public search. Use the search link to the right." The second column, titled "Don't know what to do, or how to use VSPS?", lists four questions: "What is VSPS?", "What can I do using VSPS?", "Who should register for an account?", and "How do I register for an account?". The third column, titled "Public Searches:", has a link "Find an Approved Establishment". At the bottom of the page are links: "VS Home | APHIS Home | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

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

The screenshot shows the USDA eAuthentication login screen. At the top, it says "We'll take you to your destination in just a moment..." and "The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account." There 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 has a red arrow pointing to it. Below the login options are three buttons: "Create Account", "Update Account", and "Find Help".

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

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Nickname

Maiden Name

Professional Title

Business Name

#### Address Information

Address 1 \*

Address 2

Postal Code \*

City \*

State \*

Country \*

#### Telephone Number(s)

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

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.

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]
<b>Veterinarian</b>	[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	
<b>Role Name</b> Veterinarian	<b>Role Description</b> I am a Veterinarian.
<b>Role Assignment Information</b>	<b>Role Assignment Data</b>
State *	<input type="text" value="Select a State"/>
National Accreditation Number *	<input type="text"/>
School of Veterinary Medicine *	<input type="text" value="United States"/> <input type="text" value="Select a School"/>
Remarks	<input type="text"/>