

**Welcome to VSPS!**  
**Importers**

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

To use VSPS as an Importer you will need to complete the following steps:

1. Create a Level 1 E-Auth account. This level of account is used for **Importers** using the Animal Import Module.
2. Create a VSPS profile and request the Importer role.

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## Creating a Level 1 e-Authentication Account

A Level 1 e-Authentication account is used for **Importers**.

If you do not have an e-Authentication account, go to <https://www.eauth.usda.gov/> and apply for Level 1 access. The USDA e-Authentication website will guide you through the steps needed to create your account.

From the first screen, click on *Create an Account* link:

USDA United States Department of Agriculture  
USDA eAuthentication

login : YZ  
Password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home

### eAuthentication Home

**Welcome**

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account](#) page.

eAuthentication Home | USDA.gov | Site Map  
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

Click on the **Register for a Level 1 Account** button:

You are here: [eAuthentication](#) > Account Creation

## Create an Account - Getting Started

### USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

### USDA Customers - What Level of Access Do You Need?

#### Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

#### Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

### Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. [Log into your profile](#)
2. Fill in and submit the required information
3. Verify your Identity remotely by following the instructions on the "Level 2 Account Upgrade Request Confirmation" email, or visit a [Local Registration Authority \(LRA\)](#)

[Log into Your Profile](#)

Fill in all the required fields on the User Information form.

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Form](#)

## Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

### Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are **red** and marked by an asterisk (i.e. \*). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ : | are not allowed on this form (the character : is allowed for password only).

#### User Information ?

**Required Field\***

**First Name\***

Middle Initial

**Last Name\***

Suffix

#### Contact Information ?

**Email\***

**Confirm Email\***

#### Login Information ?

**User ID\***

**Password\***

**Confirm Password\***

Answer the Security questions and click Continue.

**Security Questions** ?

Please select and answer four distinct questions from the selections below. This information will be used to assist you in using our eAuthentication Self Service options and various other services.

The Security Questions and Answers that you provide may be the ONLY method available to validate your identity if your USDA accounts become inaccessible. Please select Questions and Answers that are easily memorable to you and hard for anyone else to guess. Each question may only be used once. For additional assistance, click the ? above.

1\*

2\*

3\*

4\*

Verify your User Information and select **Submit**. If you need to update anything select **Edit**.

You are here: [eAuthentication](#) > [Account Creation](#) > Account Request Confirmation

## Create an eAuthentication Account

### Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the [edit](#) If the information is correct, please continue by clicking the submit button.

Verify User Information

User ID:

Name:

Email:

Verify Security Questions & Answers

Q: In what city/town did your mother and father meet  
A:

Q: What was the name of your second pet  
A:

Q: What was the make of your first vehicle  
A:

Q: What is the last name of your best friend from childhood  
A:

[Edit](#) [Submit](#)

Print the confirmation page for future reference.

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Confirmation](#)

## Create an eAuthentication Account

### Step 3 of 4 - Print Confirmation email

#### Account Created:

Your account has been created but you have one more step required to complete your registration!

Your confirmation email with the subject line, "**eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access**", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

#### eAuthentication Account Information:

User ID: [REDACTED]

Email: [REDACTED]

#### If after 24 hours you do not receive the confirmation email:

1. Check the email "junk" folder, as some email applications may place this email there.
2. Search for the following subject line in your email application:  
"eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access"

#### Once you have located the confirmation email:

1. Follow the instructions in the email to complete step 4 of your registration.

For additional information click [here](#) to review our Frequently Asked Questions.

Please [print this](#) page for future reference.

You will receive the below email from the eAuthHelpDesk (DoNotReply.ICAM@ocio.usda.gov) with the following information. Click on the [ACTIVATE MY ACCOUNT](#) link within 7 days of receiving the email.

eAuthentication: FYI - Instructions to Activate Your USDA Account With Level 1 Access

 DoNotReply.ICAM@ocio.usda.gov  
Today, 11:30 PM  
You

**\*\*\* Please do not reply to this email. For assistance see below \*\*\***

**Step 4 of 4 - Instructions to Activate Your USDA Account with Level 1 Access**

Congratulations [redacted], you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click [ACTIVATE MY ACCOUNT](#)

NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

<https://www.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=D31E46CB7E0648578EC6BB183E9B0BB6>

The User ID you created is: [redacted]  
The email address you provided is: [redacted]

**Please retain this information for future reference.**

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can also view or update your account information by clicking on the eAuthentication [USER ACCOUNT HOME](#) link.

NOTE: If you have trouble accessing your user account home link above, please copy and paste the following URL into your browser address bar:

<https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?console.tab=Home>

If you need further assistance, click [here](#) to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click [here](#).

Thank You,  
-- The USDA eAuthentication Team

Your Level 1 e-Authentication account has been activated.

You are here: [eAuthentication](#) > [Account Creation](#) > Account Activation

## Create an eAuthentication Account

**Step 4 of 4 - Account Activated**

Your account has been activated with Level 1 Access. Please wait 20 minutes from the time of activation before using the account.

**eAuthentication Account Information:**

User ID: [redacted]  
Email: [redacted]

**Additional Information**

For additional information regarding your eAuthentication account, please review our Frequently Asked Questions.

- Click [here](#) to review our Frequently Asked Questions.

## 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/>



**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

*Veterinary Services  
Process Streamlining*

VSPS Home About VSPS Press Releases Contact Us

**Welcome to VSPS: Veterinary Services Process Streamlining**

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.

**VSPS Users:**  
Login here: **LOG IN**  
No login necessary when performing a public search. Use the search link to the right.

Don't know what to do, or how to use VSPS? Click on the questions below for an introduction to the system.

- What is VSPS?
- What can I do using VSPS?
- Who should register for an account?
- How do I register for an account?

**Public Searches:**  
Find an [Approved Establishment](#)

VS Home | APHIS Home | USDA.gov  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Login using your E-Auth username and password.  
Click Login.

You are here: [eAuthentication Home](#) > eAuthentication Login

## eAuthentication Login

**Quick Links**

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

**Administrator Links**

- [Local Registration Authority Login](#)

**LincPass (PIV)** ?

CLICK HERE TO  
**LOG IN**  
WITH YOUR  
**LincPass (PIV)**

**User ID & Password** ?

User ID:

Password:

[I forgot my User ID](#) | [Password](#)

[REGISTER](#) [LOGIN](#)

[Change my Password](#)

**WARNING**

**Upon Login You Agree to the Following Information:**

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

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

ProfessionalTitle

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		

Select the request link next to the **Importer** role.

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]
Veterinarian	[Request State Authorization]
Veterinary Medical Officer	[Request Avic Area Authorization] [Request Port Authorization]
Web Services Client	[Request Web Service Authorization]