

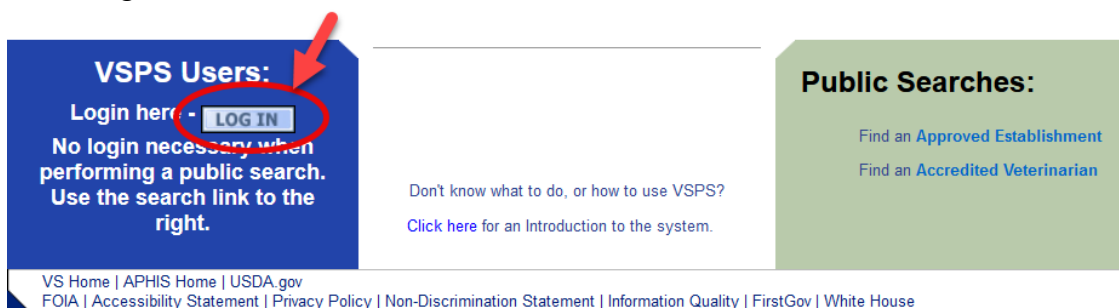
**Welcome to VSPS!**  
**Importers and Brokers**

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

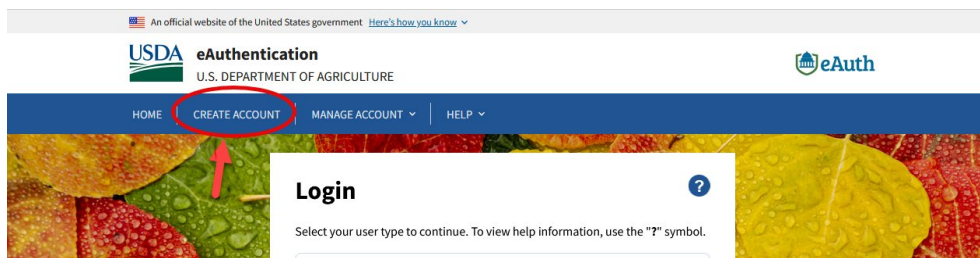
To use VSPS as an **Importer** or **Broker** you will need to complete all 3 steps below:

**Step 1: Creating a Login.gov Account**

1. Go to the VSPS home page: <https://vsapps.aphis.usda.gov/vsps/>
  - a. Click Log In



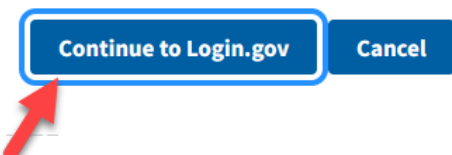
- b. Click Create Account



- c. Click Continue to Login.gov

**Customers - Use Login.gov ?**

eAuth is now using Login.gov for our Public Citizens who want to access USDA agency resources online. Please click the Continue to Login.gov button to create your account.



- d. Click Create an Account
  - i. Enter your email and click submit.
  - ii. Follow the instructions on the following pages to finish the setup.



USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.



**Create an account for new users**

Enter your email address

Select your email language preference  
You will receive emails from Login.gov in the language you choose.

English (default)  
 Español  
 Français  
 中文(简体)

I read and accept the Login.gov [Rules of Use](#)

If you need help with obtaining your login.gov account, visit: <https://www.eauth.usda.gov/eauth/b/usda/faq>

## **Step 2: Creating a VSPPS Profile and Requesting the Importer Role**

After you complete your login.gov account setup it will take you to the below page to complete your VSPPS profile. Fill out your user profile (making sure to complete all fields with a red asterisk), then 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-xxxx	Ext.
Fax	1		
Mobile	1		
Phone *	1		
TDD	1		
Toll Free	1		

Select the *Request Role* link next to the **Importer** role.

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]
<b>Importer</b>	[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]

Click the *Request* button.

Request Role

<b>Role Name</b> Importer	<b>Role Description</b> I complete on-line forms and permit applications for the importation of live animals and animal products into the United States. I reserve space at Animal Import Centers.
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**Role Assignment Information**  
No additional data required

**Role Assignment Data**  
Remarks

[Request] [Cancel]

You will see the status is Requested.

User profile has been updated.

Current Roles [Request a Role]

Action	Requested Role	Additional Information	Status
[Cancel Request]	User		APPROVED
	Importer		REQUESTED

**Step 3: Send an email to the Port email box listed below for the port you will be crossing through the most.**

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

Email Subject Line: VSPS Importer Access Request

In the email include: First Name, Last Name, Email address, login.gov username.

Include which role you need: Importer

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

Email the **Northern Border Ports** if you will be crossing through one of the below ports:

Northern Border Ports email: [vs.nbp@usda.gov](mailto:vs.nbp@usda.gov)

- Alexandria Bay, New York
- Champlain, New York
- Derby Line, Vermont
- Detroit, Michigan
- Dunseith, North Dakota
- Eastport, Idaho
- Highgate Springs, Vermont
- Houlton, Maine
- International Falls, Minnesota
- Niagara Falls, New York
- Oroville, Washington
- Pembina, North Dakota
- Port Huron, Michigan
- Portal, North Dakota
- Raymond, Montana
- Sumas, Washington
- Sweetgrass, Montana

Email the **Southern Border Ports** if you will be crossing through one of the below ports:

Southern Border Ports email: [vs.sbp@usda.gov](mailto:vs.sbp@usda.gov)

- Brownsville, Texas
- Columbus, New Mexico
- Douglas, Arizona
- Eagle Pass, Texas
- Del Rio, Texas
- Laredo, Texas
- Nogales, Arizona
- Presidio, Texas
- San Luis, Arizona
- Santa Teresa, New Mexico

Email the **New York Animal Import Center** if you will be going through one of the below Airports:

New York Animal Import Center email: [vspsnic@usda.gov](mailto:vspsnic@usda.gov)

- John F. Kennedy Intl Airport
- Newark International Airport
- Stewart International Airport

Email the **Collateral Port Offices** if you will be going through one of the below ports:

Collateral Ports email: [Collateral.Port.Offices@usda.gov](mailto:Collateral.Port.Offices@usda.gov)

- Anchorage, Alaska
- Atlanta, Georgia
- Baltimore, Maryland
- Boston, Massachusetts
- Chicago, Illinois
- CVG/Cincinnati-Northern Kentucky Airport
- Dallas, Texas
- Dayton, OH
- Denver, Colorado
- Dulles International Airport
- Galveston, Texas
- Harrisburg, Pennsylvania
- Houston, Texas
- Memphis International Airport
- Minneapolis, Minnesota
- New Orleans, Louisiana
- Orlando, Florida
- Philadelphia, Pennsylvania
- Portland, Oregon
- Richmond, Virginia
- San Francisco, California
- San Juan, Puerto Rico
- Seattle, Washington
- Tacoma, Washington
- Tampa, Florida

Email the **Los Angeles Airport/Import Center** if you will be going through the Los Angeles Import Center.

Los Angeles Airport/Import Center email: [vspslax@usda.gov](mailto:vspslax@usda.gov)

After you have your login.gov account, VSPS Importer role, and have emailed the port mailbox, the role will be approved usually 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, send an email to the Port mailbox you sent the request to, and someone will check on the status.

If you don't hear back from anyone you can send an email to [help@usda.gov](mailto:help@usda.gov).