

VS VETERINARY SERVICES
Veterinary Services Process Streamlining

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

Welcome to VSPS
State Veterinarian Offices

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

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

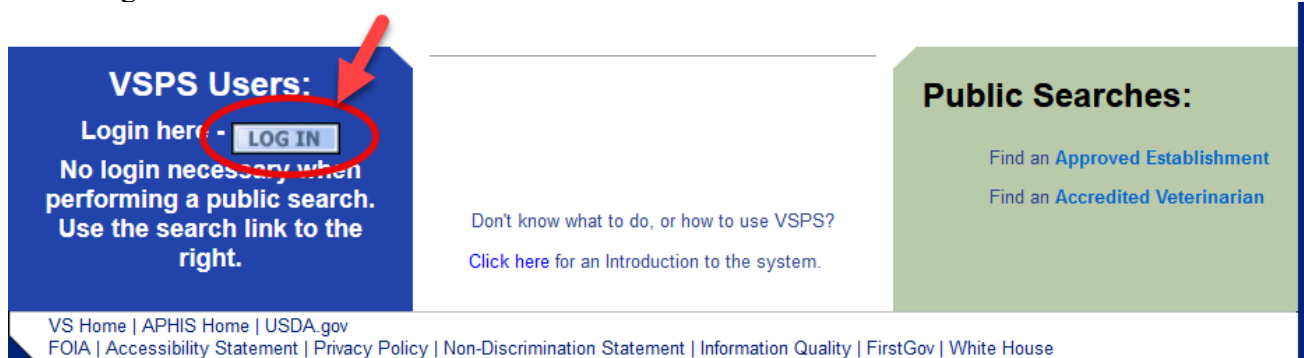
- Search for and View International Animal Imports that have a Destination of your State.
- View Interstate CVIs that have an Origin or Destination of your State and process Interstate Certificates coming into your State.
- Manage State Certification Statements for your State so Veterinarians entering 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:

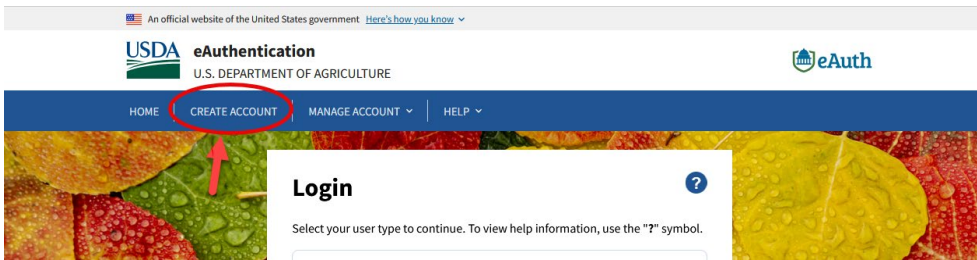
- Enter Retrospective CVI's for your State.
 - Search for Retrospective CVI's with an Origin or Destination of your State.
- The Retrospective-CVI feature enables State Veterinary Office personnel to transcribe data from a paper Certificate of Veterinary Inspection (CVI) into a standard electronic form, 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).

Step 1: Creating a Login.gov Account

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



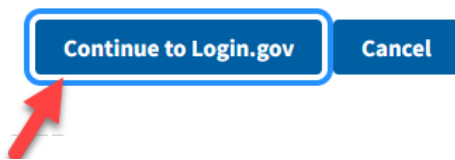
b. Click Create Account



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

- Enter your email and click submit.
- 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 VSPS Profile

After you complete your login.gov account setup it will take you to the below page to complete your VSPS 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

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 * United States

Telephone Number(s)

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

Submit Cancel

BEFORE you can request the State role you must do the below steps to verify your identity.

Step 3: Verify your identity for your Login.gov account

Online identity verification

1. After you have created your login.gov account, you can verify your identity online by going to the link below:
<https://www.eauth.usda.gov/eauth/b/usda/registration/oidp/elevate?targetUrl=https://vsapps.aphis.usda.gov/vsps/>
2. On the eAuth login of the application, select Customer and continue with your login.gov log in.
3. Select 'Verify my identity at Login.gov'
4. Follow the prompts to verify your identity online.

In-person identity verification (only needed if you failed the online identity verification)

1. Return to the below URL:
<https://www.eauth.usda.gov/eauth/b/usda/registration/oidp/elevate?targetUrl=https://vsapps.aphis.usda.gov/vsps/>
2. On the eAuth login of the application, select Customer and continue with your login.gov log in.
3. Select the 'Visit a USDA Service Center' option for identity verification.
4. Follow the prompts to update your profile with the required information to verify your identity (e.g., date of birth, home address, home phone).
5. Search for a USDA Service Center office location and call or email to make an appointment with an LRA.
6. Please note, it can take up to 2 hours for before your updates will be available in the LRA system for them to view and verify your identity.

Step 4: 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 Area Veterinarians in Charge (by State) for your State located here:

https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa_area_offices/vs-area-offices

Email Subject Line: State Office Access Request in VSPS

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

Step 5: Requesting the Role of State Regulatory Official or State Office Data Entry

1. Log into VSPS: <https://vsapps.aphis.usda.gov/vsps/>
2. Go to Personal Profile – My Roles – select the Request a Role tab.
3. Click the '**Request State Authorization**' link next to the role you need, either **State Regulatory Official** OR **State Office Data Entry**

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 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 *	Select a State
Remarks	

1 (arrow pointing to State dropdown)

2 (arrow pointing to Request button)

Request **Cancel**

After you have completed all 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 Area Veterinarians in Charge listed for your State here:

https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa_area_offices/vs-area-offices