

Welcome to VSPS!

The *Veterinary Service Process Streamlining (VSPS)* will allow you to apply for your accreditation renewal on-line. There is also a paper method for renewal. Please go to the NVAP website for information on the paper renewal option at

<https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/nvap>

The first step for applying on-line is to create an eAuthentication account. There are two levels of eAuthentication (eAuth)* accounts used in VSPS. (Note: eAuthentication level is not the same as category for accreditation renewal.)

Level 1 eAuth account is used for accredited veterinarians that want to renew their accreditation or change their contact information on-line. *

Level 2 eAuth account (a multi-step process) is used for accredited veterinarians that want to renew their accreditation, change their contact information, or create electronic Certificates of Veterinary Inspection and electronic Coggins forms in VSPS. To obtain a Level 2 eAuthentication, a USDA imposed identity proofing process for security purposes is required.

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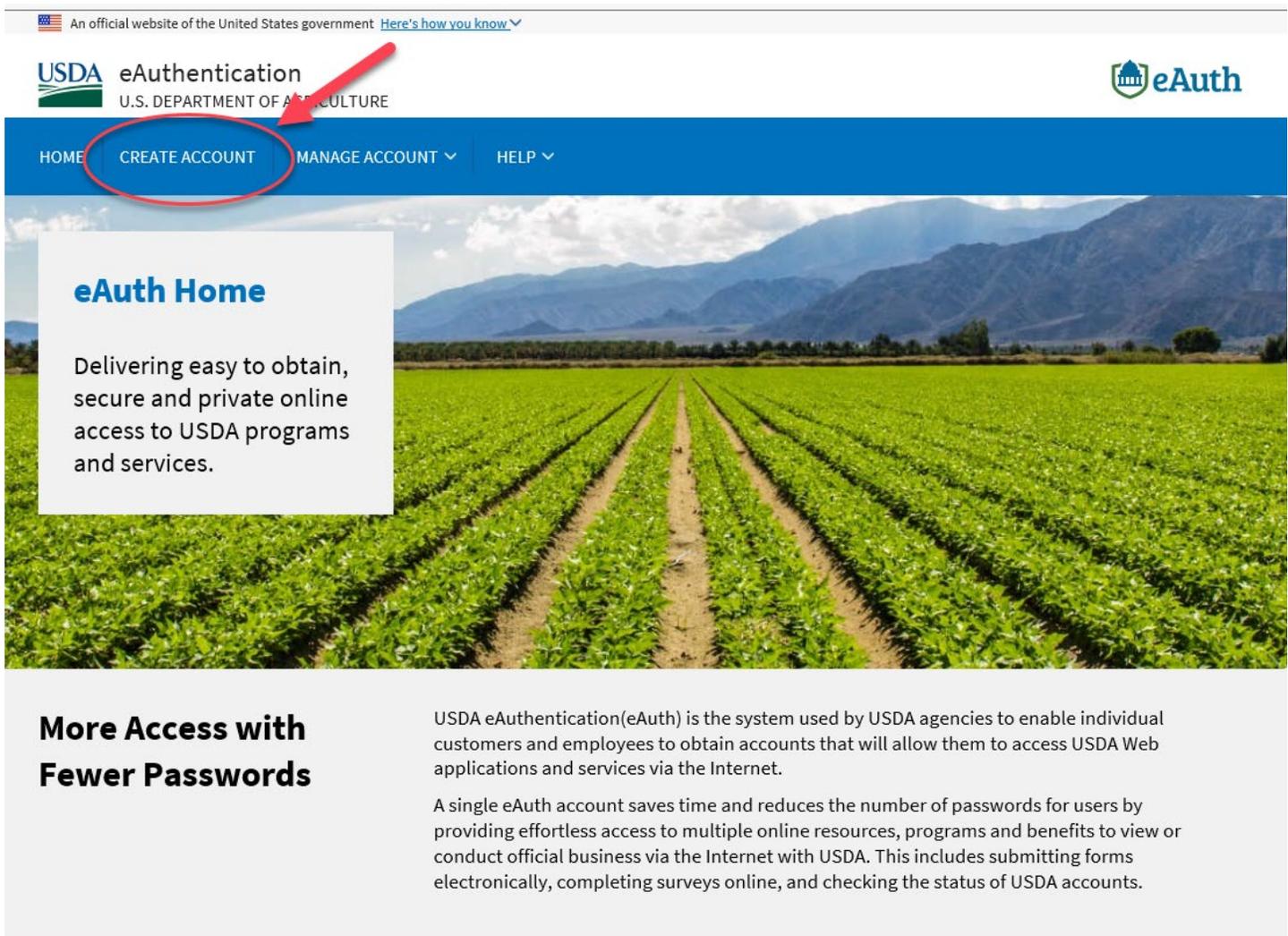
Creating a Level 1 eAuthentication Account

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

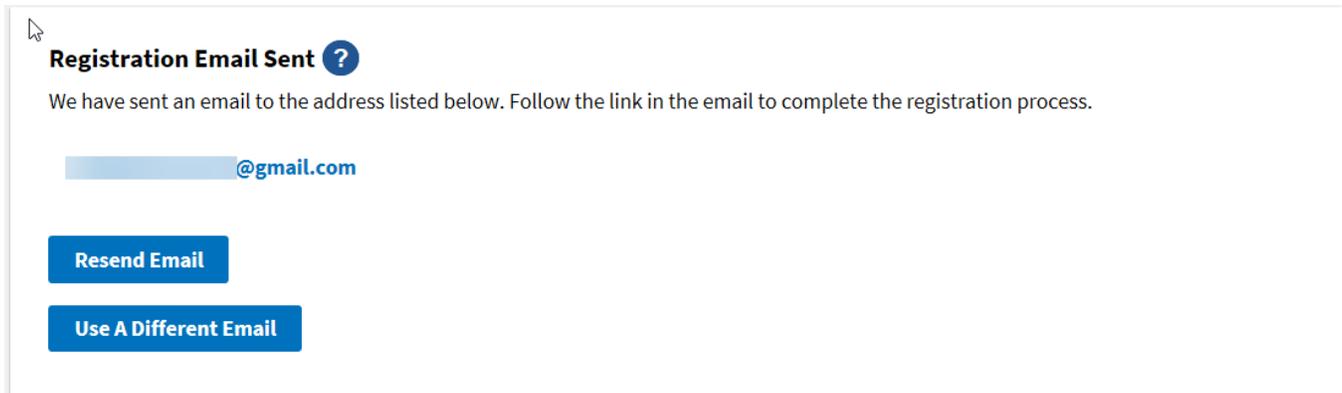
Type your email address and click Submit.

Customer Account Registration ?

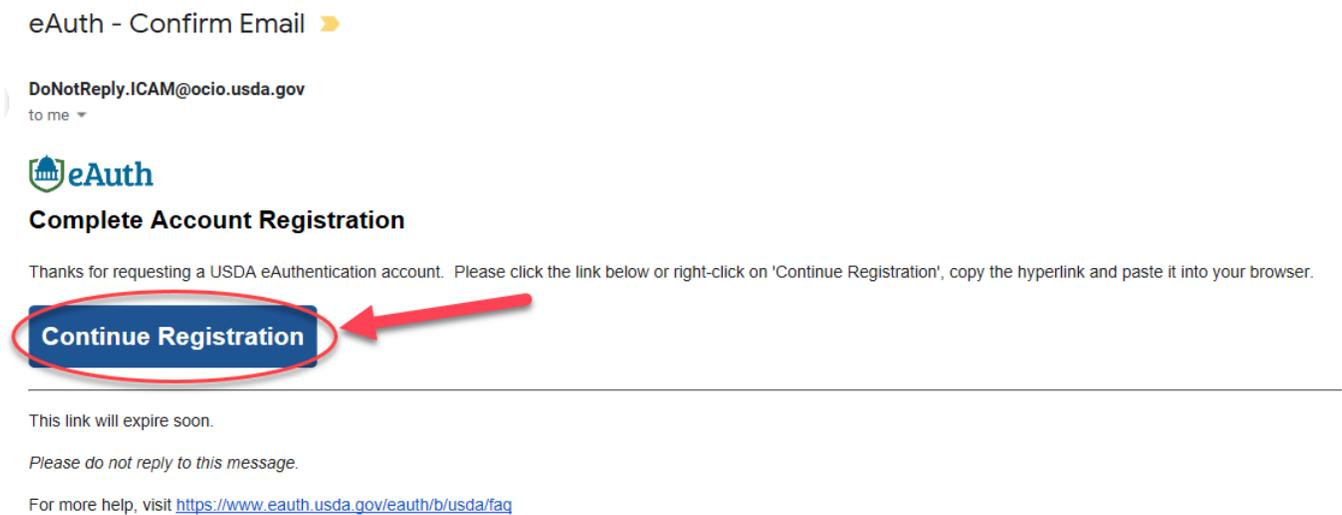
Please enter your email address

Email Address

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



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



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

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.

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 heading "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, "VSPS Users:", has a "Login here" link and a "LOG IN" button circled in red. The second column, "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, "Public Searches:", has a link "Find an Approved Establishment". At the bottom is a footer with 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 "Log In with Password" option 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		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-nnnn	Ext.
Fax	1		
Mobile	1		
Phone	1	*	
TDD	1		
Toll Free	1		

Select [Request State Authorization] next to the word Veterinarian

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]

Fill out the required fields and click Request.

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**

If all of the entered information matches our records, you will automatically be approved for the Veterinarian role for the state(s) you are accredited in. You will see the green confirmation boxes at the top of the screen and the role of accredited veterinarian will appear as APPROVED in the Current Roles tab.

Veterinary Services
Process Streamlining

VSPS Home

User profile linked successfully.

Role Assignments have been updated.

User profile has been updated.

Current Roles **Request a Role**

Action	Requested Role	Additional Information	Status
	Veterinarian		APPROVED
	Veterinarian		APPROVED
	Accredited Veterinarian		APPROVED

If VSPS is unable to match your personal profile to your record in the veterinary accreditation module, you will receive a red notice saying a match could not be found. An email is sent to the helpdesk letting them know that a match was attempted but was not successful. The helpdesk will manually link your account within 48 hours. Please log back in the next two day and go to the Personal Profile – My Roles to see if the role is approved.

Submit Your Application for Renewal

Log back into VSPS and select Vet Accreditation on the left hand side of the blue bar.

Veterinary Services
Safeguarding Animal Health

Veterinary Services
Process Streamlining

Sensitive Security Information - Disseminate on a Need-to-Know Basis Only.
In accordance with 5 U.S.C. § 552(b) this document contains information which may be exempt from mandatory disclosure under FOIA. EXEMPTION (b)(4) E - Trade Secrets, Commercial or Financial Information apply.

VSPS Home

- Administration
- Business Profile
- Export
- Facilities
- Animal Import
- Interstate
- Labs
- Personal Profile
- Vet Accreditation**
- Cognos VSPS
- Install Apps
- Contact Us

MCAS Help Desk:
877-944-8457 (Opt 2)

eAuth Help Desk:
800-457-3642 (Opt 1)

[Version 7.0.19, build 2567] USDA | APHIS

Select My Veterinarian Record

Veterinary Services
Safeguarding Animal Health

Veterinary Services
Process Streamlining

Sensitive Security Information - Disseminate on a Need-to-Know Basis Only.
In accordance with 5 U.S.C. § 552(b) this document contains information which may be exempt from mandatory disclosure under FOIA. EXEMPTION (b)(4) E - Trade Secrets, Commercial or Financial Information apply.

VSPS Home | Vet Accreditation

Vet Accreditation Module

- My Veterinarian Record**
- Find Vet

This module provides access to forms, requests and functionality related to the National Veterinary Accreditation Program.

MCAS Help Desk:
877-944-8457 (Opt 2)

eAuth Help Desk:
800-457-3642 (Opt 1)

[Version 7.0.19, build 2567] USDA | APHIS | Veterinary Services | Privacy

Scroll down and select Apply Online.

The screenshot shows a web form titled "Veterinarian Information" with several tabs at the top: "Main", "State Accreditation", "Employment Details", "Accreditation Renewal", "Program Certification", and "Federal Actions". The "Accreditation Renewal" tab is active. The form contains fields for personal information (Name, Date of Birth, School of Veterinary Medicine, etc.), home address, and business address. At the bottom left, there are two buttons: "Save" and "Apply Online", with the "Apply Online" button circled in red.

Select Yes Box 5

<input type="checkbox"/> No	Box 1. Initial Accreditation	State <input type="text" value="Select a State"/>
<input type="checkbox"/> No	Box 2. Authorization in a new state	License Number <input type="text"/>
<input type="checkbox"/> No	Box 3. Change Accreditation Category (Block 15 or 16)	State <input type="text" value="Select a State"/>
<input type="checkbox"/> No	Box 4. Contact Information Change	License Number <input type="text"/>
<input checked="" type="checkbox"/> Yes	Box 5. Accreditation Renewal Accreditation Renewal may only be selected yes if your accreditation renewal date is within 6 months of today	
<input type="checkbox"/> No	Box 6. Post-revocation re-accreditation	

Update all of your contact information including your email address.

You may make a contact information change or change your Category if applicable.

Scroll down and enter the required information for your APHIS Approved Supplemental Training Modules.

At the bottom of the screen select "Apply"

You will be notified by email when your application has been "approved".

Additional Helpful Information:

Reset my Forgotten Password

Follow these steps to recover your forgotten password:

1. Click on the 'Forgot Password' link on the login page.
2. Select the 'Reset my password with my email' option and 'Continue'.
3. Enter your 'Email Address' and 'Submit'. A message will display to notify you an email will be sent to the address provided with a link to reset your password. Note: If you have not received the message and remained on the page, you can use the 'Resend Email' button to resend the email.
4. Check your email for an email title 'eAuth-Reset Password' and click 'Reset Password'.
5. Enter and confirm a new password that meets the password requirements and 'Submit'.
6. A confirmation message will display.
7. Click 'Continue', if applicable.

More answers in our FAQ –

<https://www.eauth.usda.gov/eauth/b/usda/faq>

If you previously created an eAuth account but do not remember your password and cannot get your password reset, **you must create a new eAuth account.**

To link your new eAuth account to the VS IT System, contact the VSPS Help Desk at help@usda.gov with a subject line of “VS IT Systems VSPS Link New eAuth Account to VSPS Profile”. Please include your new eAuth username, preferred email address, and your National Accreditation Number (NAN) or call 877-944-8457 (Opt 2).