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](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.

Table of Contents

Creating a Level 1 eAuthentication Account ..............................................................................................................2
Creating a VSPS Profile and Requesting a Role ..........................................................................................................6
Submit Your Application for Renewal ..................................................................................................................... 10
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:
Select ‘Customer’ and click Continue.

**Account Registration**

*What type of user are you?*

- [ ] Customer
- [ ] USDA Employee / Contractor
- [ ] Other Federal Employee / Contractor

Click **Continue**.

Type your email address and click Submit.

**Customer Account Registration**

*Please enter your email address*

Email Address

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

Click on the ‘Continue Registration’ button in the email from eAuth:

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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.

This link will expire soon.

Please do not reply to this message.

For more help, visit https://www.eauth.usda.gov/eauthfb/usda/faq

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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**
  - [Input field]

- **Middle name (optional)**
  - [Input field]

- **Last name**
  - [Input field]

- **Suffix (optional)**
  - [Input field]

**Your User ID Is Your Email Address**

User ID: [Email Address]

**Please set your password 🟢**

Password must be at least 12 characters long and cannot be a commonly used password.

- **Password**
  - [Input field] [Length: 12+]

- **Show Password**
  - [Checkbox]

Password Strength: Great!

- **Submit**

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/vspsl/

Login using your E-Auth User ID and password. Click Login with Password.
Fill out your user profile (making sure to complete all fields with a red asterisk).

**Please complete the profile contact information.**

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* All fields marked with red asterisks are required</td>
</tr>
</tbody>
</table>

**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 * United States

**Telephone Number(s)**

<table>
<thead>
<tr>
<th>Type</th>
<th>Country Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax</td>
<td>1</td>
</tr>
<tr>
<td>Mobile</td>
<td>1</td>
</tr>
<tr>
<td>Phone</td>
<td>1</td>
</tr>
<tr>
<td>TDD</td>
<td>1</td>
</tr>
<tr>
<td>Toll Free</td>
<td>1</td>
</tr>
</tbody>
</table>

**Submit**  **Cancel**
Select [Request State Authorization] next to the word Veterinarian
Fill out the required fields and click Request.

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.

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 days 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.

Select My Veterinarian Record

This module provides access to forms, requests and functionality related to the National Veterinary Accreditation Program.
Scroll down and select Apply Online.

Select Yes Box 5

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 e-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).