Welcome to VSPS for 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).

In order to use VSPS and have the above roles approved you will need to complete all 3 steps below:

**Step 1**: Create a Level 2 eAuthentication (E-Auth) account (a multi-step process). eAuthentication is a USDA imposed identity proofing concept for security purposes. It verifies your identity.

**Step 2**: Using your Level 2 eAuthentication account created in Step 1, create a VSPS profile and request the **State Regulatory Official** or **State Office Data Entry** role, depending on what you need to do in VSPS.

**Step 3**: Email the designated mailbox for your State letting them know you requested the role in VSPS.

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Step 1: Creating a Level 2 e-Authentication Account

If you do not have an e-Authentication account, go to http://www.eauth.egov.usda.gov/ and apply for Level 2 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:
Click on the **Register for a Level 2 Account** link:
Fill in all the required fields on the User Information form.

**Register for Your Account - Level 2**

*Step 1 of 5 - Level 2 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 characters is allowed for password only).

**User Information**

- **First Name**
- **Middle Initial**
- **Last Name**
- **Suffix**
- **Home Address**
- **Home City**
- **Home State**
- **Home Zip/Postal Code**
- **Home Country**
- **Birth Date**

**Contact Information**

- **Home Phone**
- **Email**
- **Confirm Email**

**Login Information**

- **User ID**
- **Password**
- **Confirm Password**
Answer the Security Questions and click Continue.
Below is some information on creating your account and password.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Create a permanent User ID that you will remember. For example, your first initial and last name (e.g. smith). The User ID must be a minimum of 6 characters and cannot exceed 20 characters.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Enter your first name exactly as it appears on your government issued photo ID (e.g. state driver’s license).</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>The middle initial is limited to one character.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter your last name exactly as it appears on your government issued photo ID (e.g. state driver’s license).</td>
</tr>
</tbody>
</table>
| Password | Please create a password that you will remember. Your password is case sensitive. All passwords in eAuthentication (for Level 1 and Level 2 accounts) must adhere to the following criteria:  
- 9 to 12 characters long  
- Contain at least one uppercase letter  
- Contain at least one lowercase letter  
- Contain at least one of the following:  
  1 2 3 4 5 6 7 8 9  
  ! # $ % ^ + ; , ? ~ *  
- In addition:  
  - Your password may not contain your first name, last name, User ID, Mother’s Maiden Name, Date of Birth, 4-digit PIN, security questions or answers.  
  - Do not use dictionary words, spaces, or tabs.  
  - Your password will expire after 180 days. |
| Email | The email address provided will be used to confirm your identity to activate your account initially. It also may be used for correspondence periodically. |
| Home Address | Enter your home address exactly as it appears on your government issued photo ID (e.g. state driver’s license). |
| State | Required for the United States of America only. |
| Home Phone | If you are from the United States of America, please enter your phone number in the text boxes provided. If you have an international phone number please enter it in the international phone text box provided. You are only allowed to enter one or the other. |
| PIN | Create a four digit personal identification number (PIN) that you will remember. NOTE: You cannot use a zero as the first digit. |
| Birth Date | Please enter your date of birth using this format mm/dd/yyyy. The month, days, and years must be numbers. |
Verify your User Information and selecting **Submit**. If you need to update anything select **Edit**.
Print the confirmation page for future reference. This page contains the information you will need to complete the Level 2 e-Authorization process.

<table>
<thead>
<tr>
<th>Step 3 of 5 - Print Confirmation email</th>
</tr>
</thead>
</table>

**Account Created:**

Your account has been created but you have two more steps required to complete your registration.

Your confirmation email with the subject line, "**eAuthentication - Action Required - Instructions to Activate Your USDA Account With Level 2 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]@msn.com

**Level 2 access activation process:**

1. Click the ACTIVATE MY ACCOUNT link in the confirmation email.
2. Select an option for identity verification. You will be prompted to select one of the following:
   a. Online identity verification
   b. In-person identity verification at a USDA Service Center

   **Note:** You will NOT be able to use your account to conduct official electronic business transactions with the USDA until you have completed the identity verification process.

**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 - Action Required - Instructions to Activate Your USDA Account With Level 2 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: Action Required - Instructions to Activate Your USDA Account with Level 2 Access**

DoNotReply.ICAM@ocio.usda.gov

Today, 2:43 PM

You

---

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

**Step 4 of 5 - Instructions to Activate Your USDA Account with Level 2 Access**

Congratulations, you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

1. Click **ACTIVATE MY ACCOUNT**
2. When you have activated your account, you will be prompted to select one of the following options to verify your identity:
   - Option 1: Online Self Service (Recommended) - Selecting this option will take you to the USDA online identity verification application
   - Option 2: In-person Identity Verification - For in-person identity verification, you will need to present a government issued photo ID (e.g. state-issued driver's license) to a Local Registration Authority (LRA). Most LRAs are located at a USDA Service Center office.

The User ID you created is: [Your User ID]
The email address you provided is: [Your Email Address]

Please retain this information for future reference.

If you need further assistance, please contact the eAuthentication Help Desk at eAuthHelpDesk@usda.gov or call 800-457-5642 (Option 1).

Please include the following information in your request:
- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

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


Thank You,
-- The USDA eAuthentication Team
Your account is now activated. **The last step is to verify your identity.**

If you have never had a Level 2 E-Auth account or you aren’t sure if you have, click on the **Option 1: Online Self-Service (Recommended)** link. You will also receive an email with the link.

**NOTE:** If you already have a Level 2 E-Auth account on file you will not be able to verify your identity using the On-Line service. You will need to go to Option 2 and visit a local LRA. You can try the on-line option if you aren’t sure.

---

### On-Line Self-Service Verification Process

After clicking on the **Option 1: Online Self-Service (Recommended)** link, enter your E-Auth user ID and password you created and click Login.

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If you cannot find an LRA, contact the eAuthentication Help Desk:

- **email:** eAuthHelpDesk@ftc.usda.gov
- **Phone:** 800-457-3642 (Option 1)
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 transmitted 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 transmitted or stored on this information system.

2. Any communications or data transmitted 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.
You must click “I AGREE” before continuing.

Below is the expanded Terms of Service information:
**Step 1 of E-Auth Level 2 On-Line Self Service Verification**

Verify your eAuth profile data. If not correct, use the ‘click here’ link to update your eAuth profile information. (This will take you to your profile in the EEMS/ Identity Manager).

To continue on you must enter your SSN, and click Submit.

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**Step 1 - Validate Identity**

Verify eAuthentication Profile Data

Please verify that the information below is correct before clicking Submit. If you need to correct your information, click here to update your eAuthentication profile. Once you have updated your profile, please return to this page to complete the identity verification process.

![Image of identity verification form]

To start the process you must enter your complete 9-digit Social Security Number (SSN) without spaces or dashes. For example: 123456889. Once you have entered your SSN, click the "Submit" button to continue.

**Social Security Number (SSN):**

![Redacted SSN]

**Submit**

Note - Your SSN is used as a temporary part of the online identity validation process. The AAA application does not store or uses your SSN beyond the validation of identity.
**Step 2 of E-Auth Level 2 Verification**

A quiz page is displayed if the identity verification service provider has enough data to provide a quiz for the user and if the system found no other Level 2 accounts on file for you.

There are 5 questions on the quiz. You must answer all questions before submitting.
Online Identity Verification – Success Page
This page is returned when you have successfully completed the identity verification process. The eAuth account is updated to Level 2 assurance, and an email is sent to you as confirmation. The account is now ready for use.

The below email is sent to you after successfully completing the online identity verification process.

---

**Level 2 Account Upgrade Complete**

Congratulations [Name],

You have successfully completed the necessary requirements to upgrade your USDA eAuthentication account to Level 2 access. You now have the ability to conduct official electronic business transactions with the USDA via the Internet.

You can view or update your account information by clicking on the [MODIFY MY CUSTOMER PROFILE](https://identitymanager.cert.eems.usda.gov/jam/im/eems/cal2/index.jsp?task_tag=ModifyMyCustomerProfile) link or by going to the following link:


If you need further assistance, click [here](https://identitymanager.cert.eems.usda.gov/jam/im/eems/cal2/index.jsp?task_tag=ModifyMyCustomerProfile) to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click [here](https://identitymanager.cert.eems.usda.gov/jam/im/eems/cal2/index.jsp?task_tag=ModifyMyCustomerProfile).

Thank You,
-- The USDA eAuthentication Team
If you are unable to verify your identity using the On-Line Self-Service, after you Validate your Identity (Step 1 above) you will receive the below screen if the system has another Level 2 E-Auth on file for you. You will have to visit a local LRA in order to validate your identity and get your Level 2 account. Select Go to find a local LRA.

This will take you to a map to select your State where you can find the closest LRA to you. Take your government issued photo ID (e.g. state issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office, to find the nearest USDA Service Center office, go to http://offices.sc.egov.usda.gov. We recommend that you call ahead to ensure that an employee trained as a Local Registration Authority (LRA) will be available to provide the service at the time you plan to visit the Service Center.

When your Level 2 e-Authentication account is activated and verified you can access VSPS and create your profile and obtain the role of Lab Technician.
Step 2: Creating a VSPS Profile with the Role of State Regulatory Official or State Office Data Entry role

Log into VSPS by going to the following web address and click LOG IN:

https://vsapps.usda.gov/vsps/

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

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 transferring 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 transferring or stored on this information system.
  2. Any communications or data transferring 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

#### Name Information

<table>
<thead>
<tr>
<th>Prefix</th>
<th>First Name *</th>
<th>Middle Name</th>
<th>Last Name *</th>
<th>Suffix</th>
<th>Nickname</th>
<th>Maiden Name</th>
<th>ProfessionalTitle</th>
<th>Business Name</th>
</tr>
</thead>
</table>

#### Address Information

<table>
<thead>
<tr>
<th>Address 1 *</th>
<th>Address 2</th>
<th>Postal Code *</th>
<th>City</th>
<th>State *</th>
<th>Country *</th>
</tr>
</thead>
</table>

#### Telephone Number(s)

<table>
<thead>
<tr>
<th>Type</th>
<th>Code</th>
<th>Number (nnn) nnn-nnnn</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>1</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>TDD</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toll Free</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Submit] [Cancel]
Click the 'Request State Authorization' link next to the role you need; either State Office Data Entry OR State Regulatory Official.

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Office Data Entry</td>
<td>I am a state employee. I perform regulatory duties with respect to Animal Health.</td>
</tr>
</tbody>
</table>

Select your State and click Request.

1. **Role Assignment Information**
   - **State**: Select a State
   - **Remarks**

2. **Request Role**
   - **Request**
Step 3: Email the designated mailbox for your State letting them know you requested the role in VSPS.

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

Email Subject Line: State Office Access Request in VSPS

In the email include: First Name, Last Name, Email address, eAuthentication username

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 eAuthentication password**

<table>
<thead>
<tr>
<th>State</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td><a href="mailto:VSAL@usda.gov">VSAL@usda.gov</a></td>
</tr>
<tr>
<td>Alaska</td>
<td><a href="mailto:VSWA@usda.gov">VSWA@usda.gov</a></td>
</tr>
<tr>
<td>Arizona</td>
<td><a href="mailto:VSNM@usda.gov">VSNM@usda.gov</a></td>
</tr>
<tr>
<td>Arkansas</td>
<td><a href="mailto:VSAR@usda.gov">VSAR@usda.gov</a></td>
</tr>
<tr>
<td>California</td>
<td><a href="mailto:VSCA@usda.gov">VSCA@usda.gov</a></td>
</tr>
<tr>
<td>Colorado</td>
<td><a href="mailto:VSCO@usda.gov">VSCO@usda.gov</a></td>
</tr>
<tr>
<td>Connecticut</td>
<td><a href="mailto:VSMA@usda.gov">VSMA@usda.gov</a></td>
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<tr>
<td>Delaware</td>
<td><a href="mailto:VSVAMDDE@usda.gov">VSVAMDDE@usda.gov</a></td>
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<tr>
<td>Florida</td>
<td><a href="mailto:VSFL@usda.gov">VSFL@usda.gov</a></td>
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<tr>
<td>Georgia</td>
<td><a href="mailto:VSGA@usda.gov">VSGA@usda.gov</a></td>
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<td>Hawaii</td>
<td><a href="mailto:VSPSHI@usda.gov">VSPSHI@usda.gov</a></td>
</tr>
<tr>
<td>Idaho</td>
<td><a href="mailto:VSID@usda.gov">VSID@usda.gov</a></td>
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<tr>
<td>Illinois</td>
<td><a href="mailto:VSL@usda.gov">VSL@usda.gov</a></td>
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<tr>
<td>Indiana</td>
<td><a href="mailto:VSN@usda.gov">VSN@usda.gov</a></td>
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<tr>
<td>Iowa</td>
<td><a href="mailto:VSIA@usda.gov">VSIA@usda.gov</a></td>
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<tr>
<td>Kansas</td>
<td><a href="mailto:VSPKS@usda.gov">VSPKS@usda.gov</a></td>
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<tr>
<td>Kentucky</td>
<td><a href="mailto:VSKY@usda.gov">VSKY@usda.gov</a></td>
</tr>
<tr>
<td>Louisiana</td>
<td><a href="mailto:VSLA@usda.gov">VSLA@usda.gov</a></td>
</tr>
<tr>
<td>Maine</td>
<td><a href="mailto:VSMA@usda.gov">VSMA@usda.gov</a></td>
</tr>
<tr>
<td>Maryland</td>
<td><a href="mailto:VSVAMDDE@usda.gov">VSVAMDDE@usda.gov</a></td>
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<td>Massachusetts</td>
<td><a href="mailto:VSMA@usda.gov">VSMA@usda.gov</a></td>
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<td>Michigan</td>
<td><a href="mailto:VSMI@usda.gov">VSMI@usda.gov</a></td>
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<td>Minnesota</td>
<td><a href="mailto:VSMN@usda.gov">VSMN@usda.gov</a></td>
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<tr>
<td>Mississippi</td>
<td><a href="mailto:VMSLA@usda.gov">VMSLA@usda.gov</a></td>
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<td>Missouri</td>
<td><a href="mailto:VSPSMO@usda.gov">VSPSMO@usda.gov</a></td>
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<tr>
<td>Montana</td>
<td><a href="mailto:VSMT@usda.gov">VSMT@usda.gov</a></td>
</tr>
<tr>
<td>Nebraska</td>
<td><a href="mailto:VSNE@usda.gov">VSNE@usda.gov</a></td>
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<td>Nevada</td>
<td><a href="mailto:VSHOW@usda.gov">VSHOW@usda.gov</a></td>
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<td>New Hampshire</td>
<td><a href="mailto:VSMA@usda.gov">VSMA@usda.gov</a></td>
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<td><a href="mailto:VSNJ@usda.gov">VSNJ@usda.gov</a></td>
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<td><a href="mailto:VSPA@usda.gov">VSPA@usda.gov</a></td>
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<tr>
<td>Rhode Island</td>
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<td><a href="mailto:VSTUT@usda.gov">VSTUT@usda.gov</a></td>
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<td>Vermont</td>
<td><a href="mailto:VSMA@usda.gov">VSMA@usda.gov</a></td>
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<td>Virginia</td>
<td><a href="mailto:VSVAMDDE@usda.gov">VSVAMDDE@usda.gov</a></td>
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<td>Washington</td>
<td><a href="mailto:VSWA@usda.gov">VSWA@usda.gov</a></td>
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<tr>
<td>West Virginia</td>
<td><a href="mailto:VSNC@usda.gov">VSNC@usda.gov</a></td>
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<td>Wisconsin</td>
<td><a href="mailto:VSWI@usda.gov">VSWI@usda.gov</a></td>
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<td>Wyoming</td>
<td><a href="mailto:VSWY@usda.gov">VSWY@usda.gov</a></td>
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<tr>
<td>Puerto Rico and Virgin Islands</td>
<td><a href="mailto:VSPR@usda.gov">VSPR@usda.gov</a></td>
</tr>
</tbody>
</table>

After you have your e-Auth username, have requested the VSPS role (State Regulatory Official or State Office Data Entry), and have emailed the State 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 State mailbox you sent the request to and someone will check on the status. If you don’t hear back from anyone you can call 1-877-944-8457 (Opt 2) or send an email to help@usda.gov.