VETERINARY SERVICES

Veterinary Services Process Streamlining

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

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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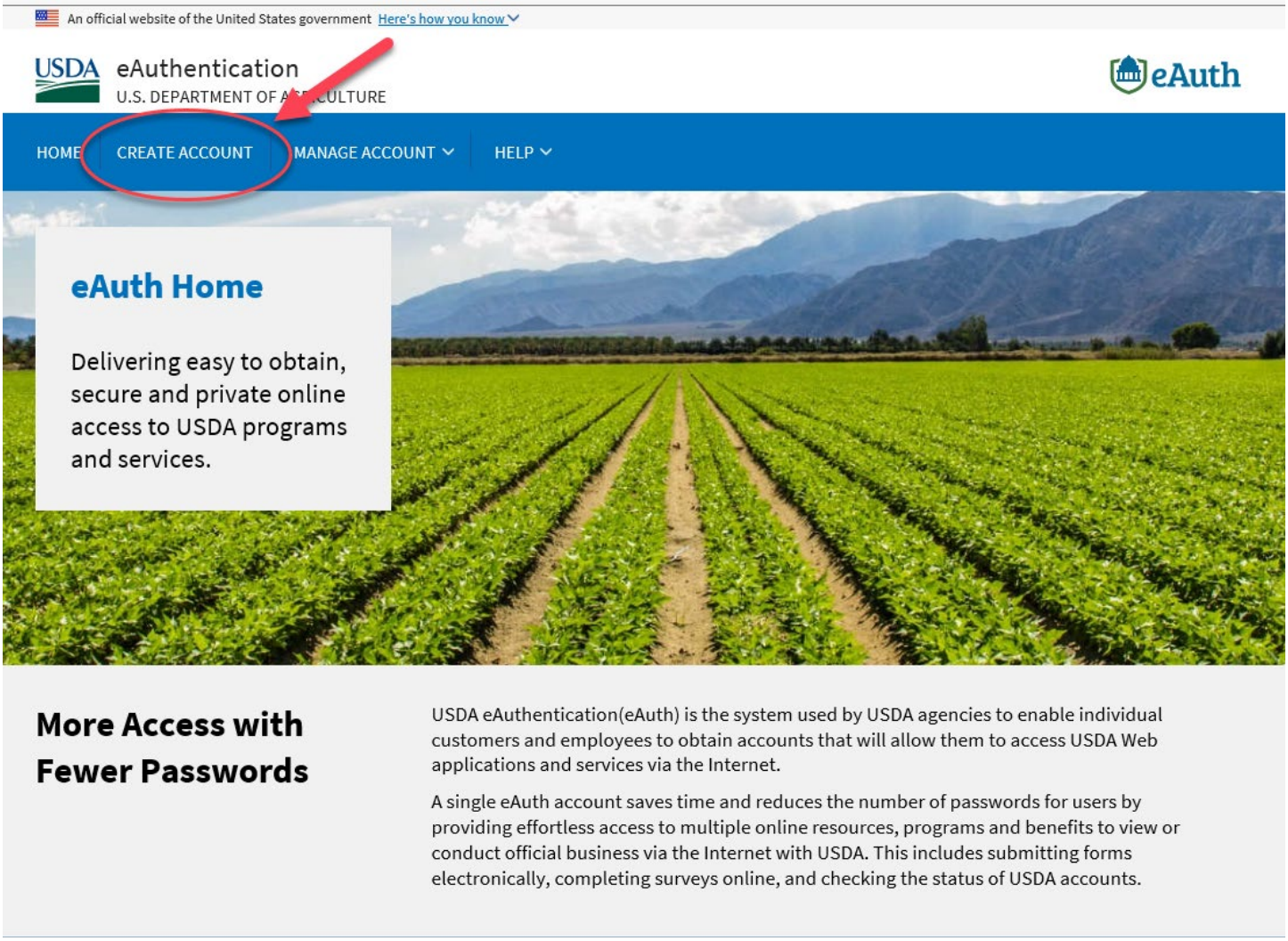
Step 1: Creating a Level 2 e-Authentication Account

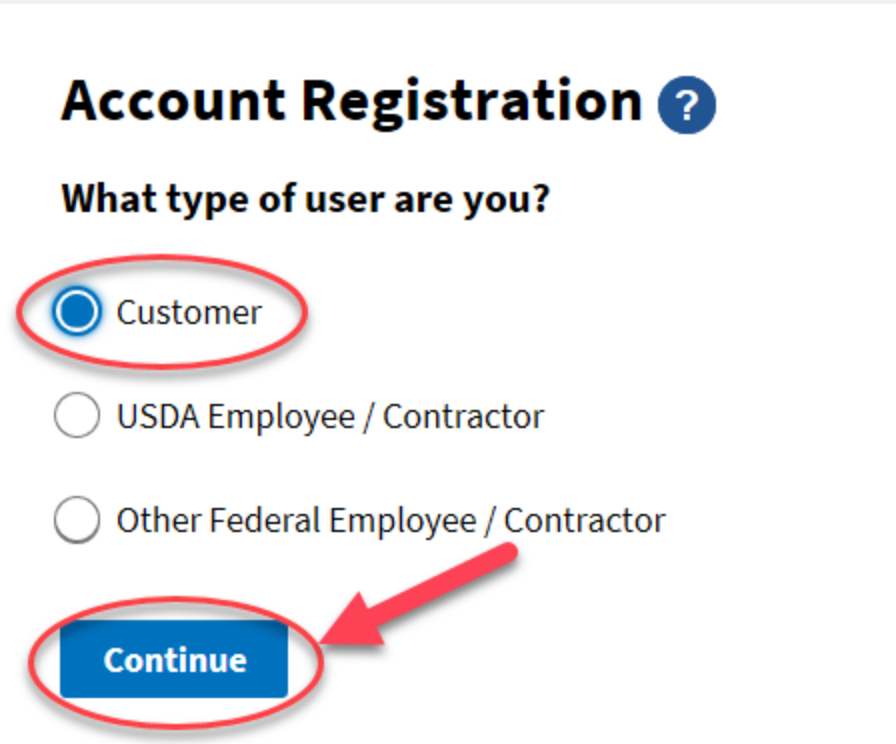
If you do not have an e-Authentication account, go to http://www.eauth.usda.gov/ and apply for access.

The USDA e-Authentication website will guide you through the steps needed to create your account.

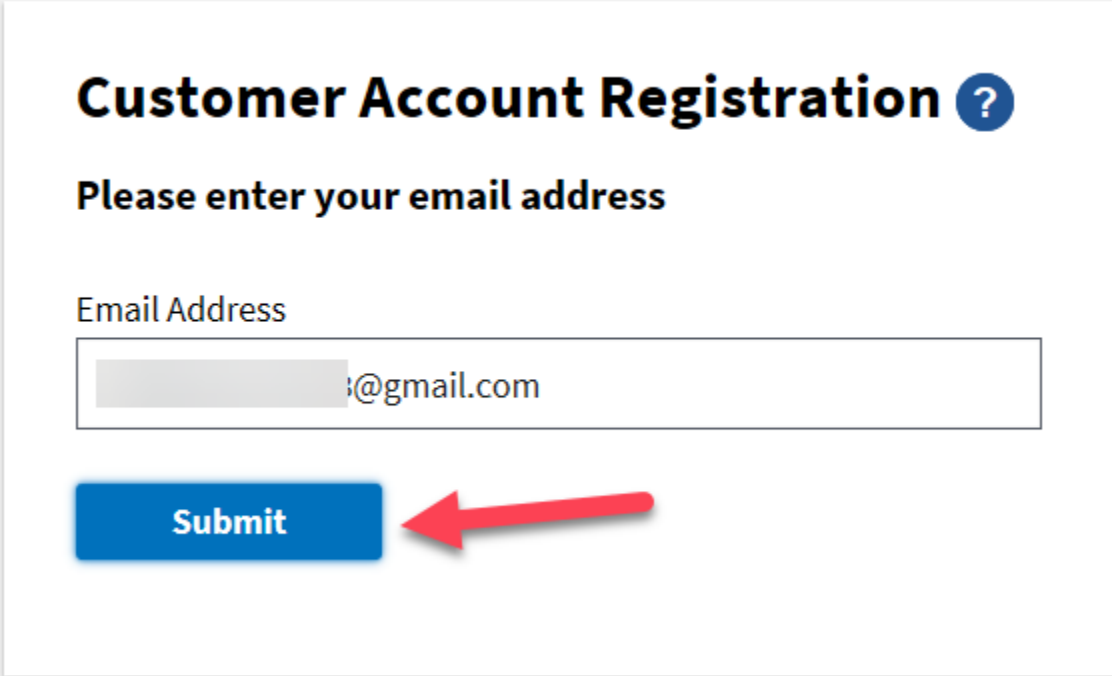
From the first screen, click on ***Create Account***:



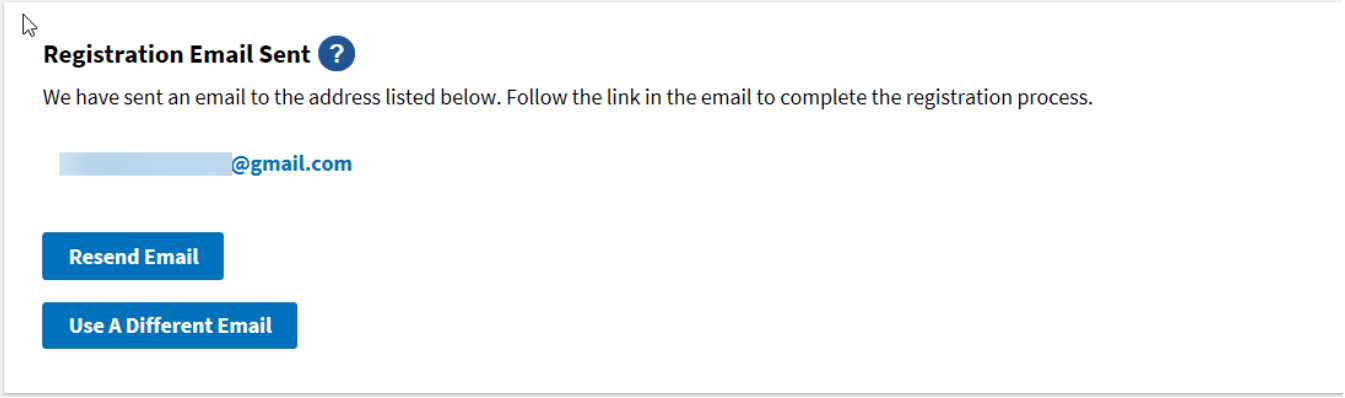
Select ‘Customer’ and click Continue.



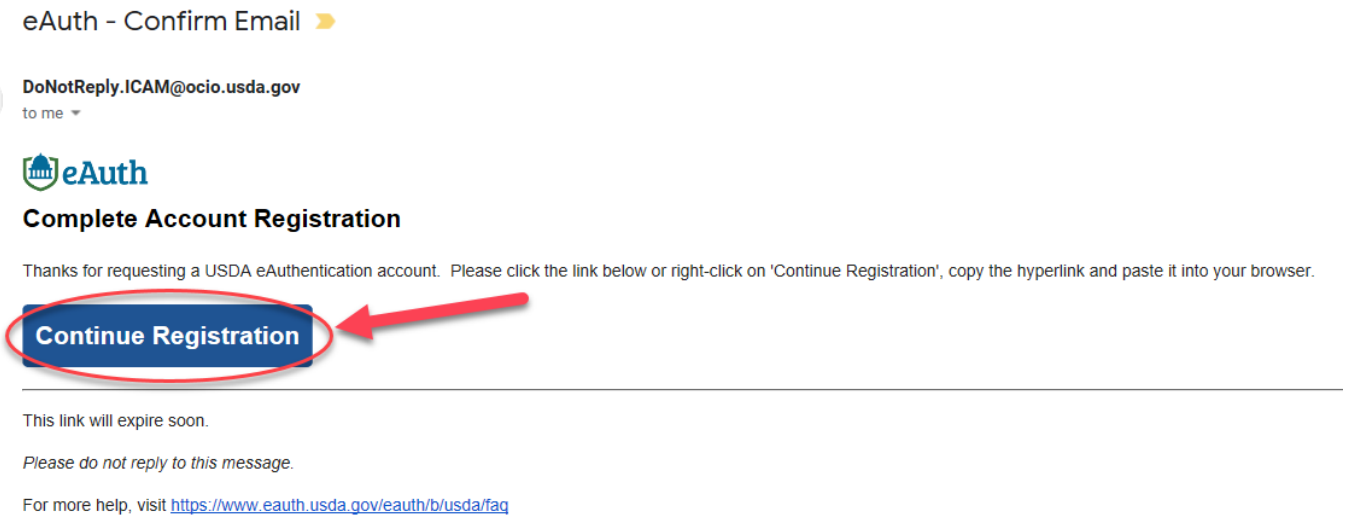
Type your email address and click Submit.



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



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



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

12+

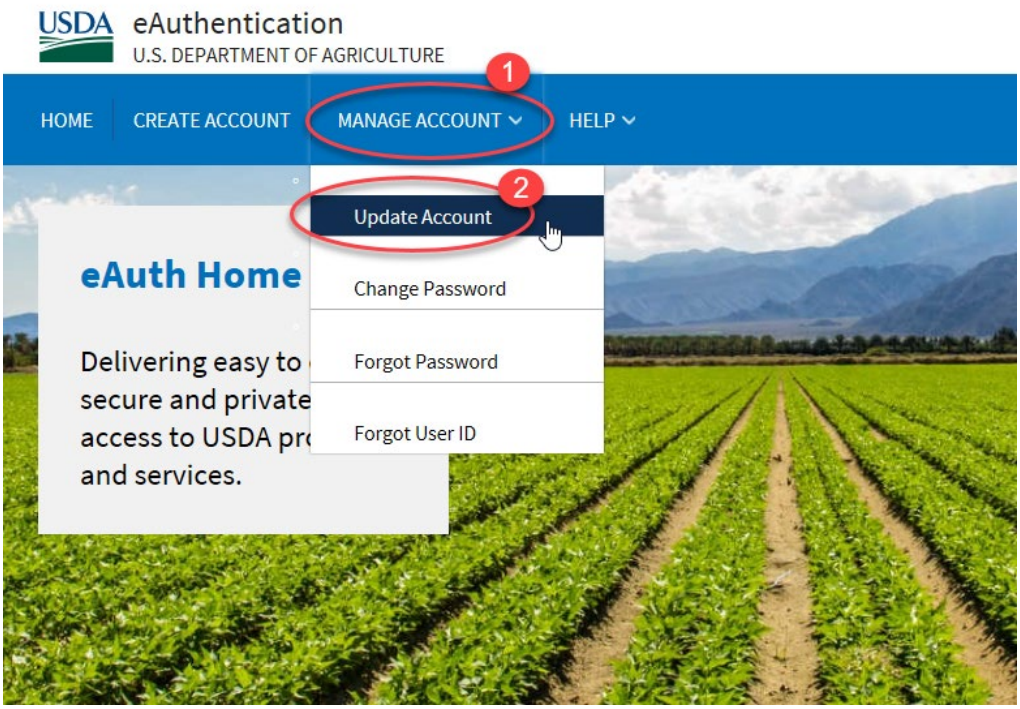
Show Password

Password Strength: Great!

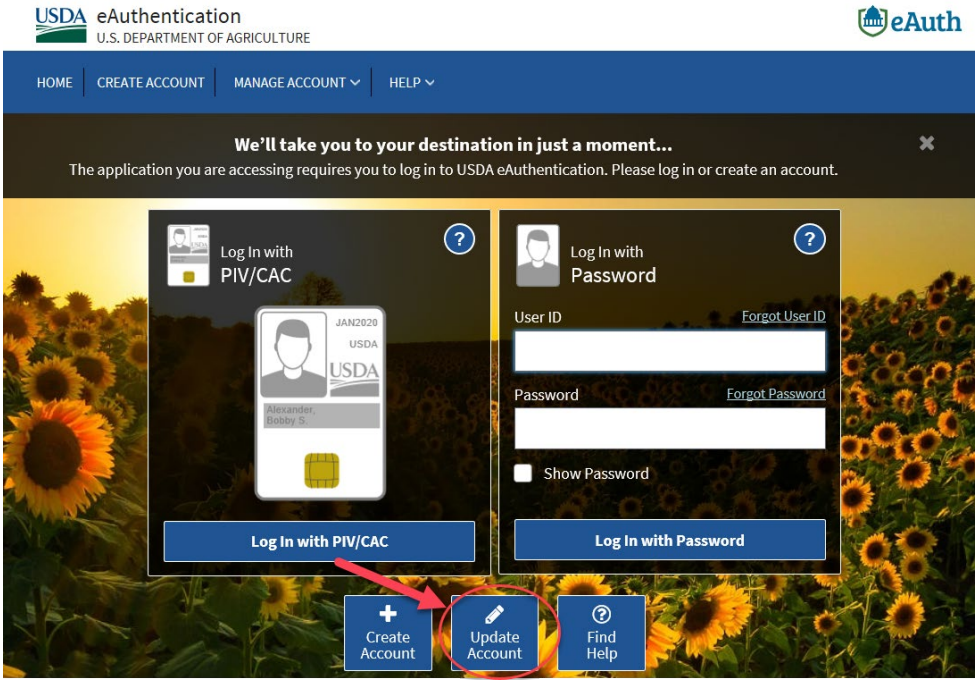
Submit

Upgrading to a Level 2 eAuth account

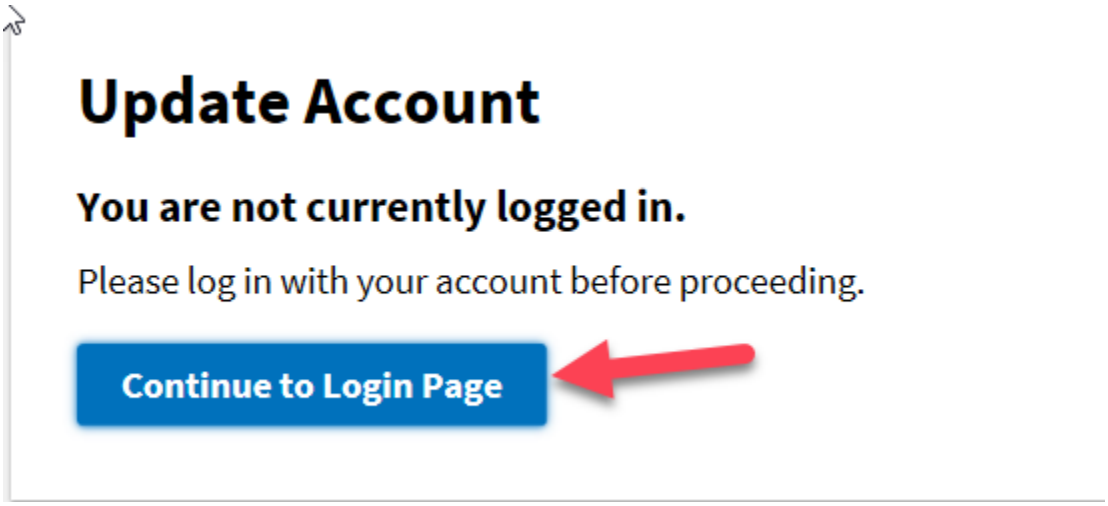
You will need to update your eAuth account to a Level 2 eAuth account.
Go to the eAuth website and click Manage Account then click Update Account.
http://www.eauth.usda.gov/



If you got to the eAuth login page from VSPS, the screen will look like the below screen.
Click on Update Account.

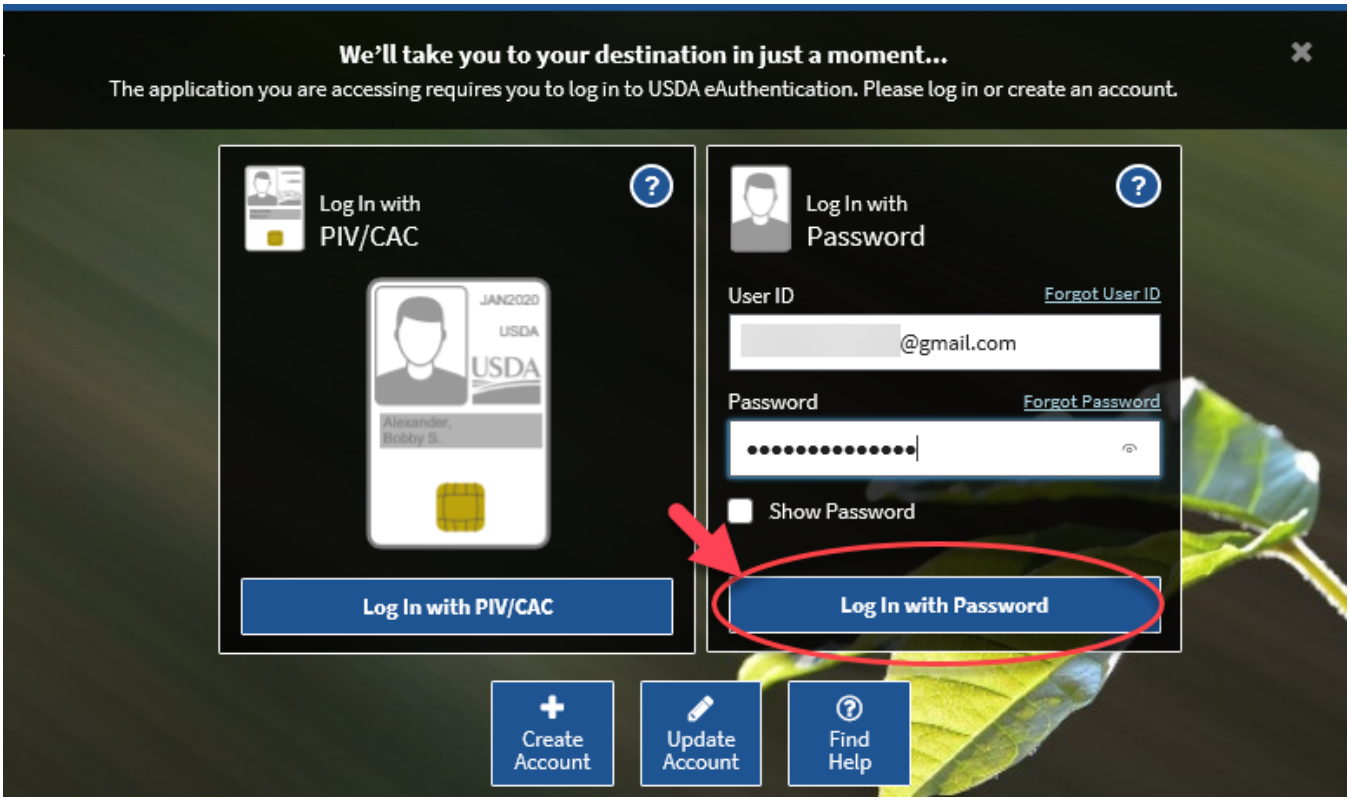


Click the ‘Continue to Login Page’ button.

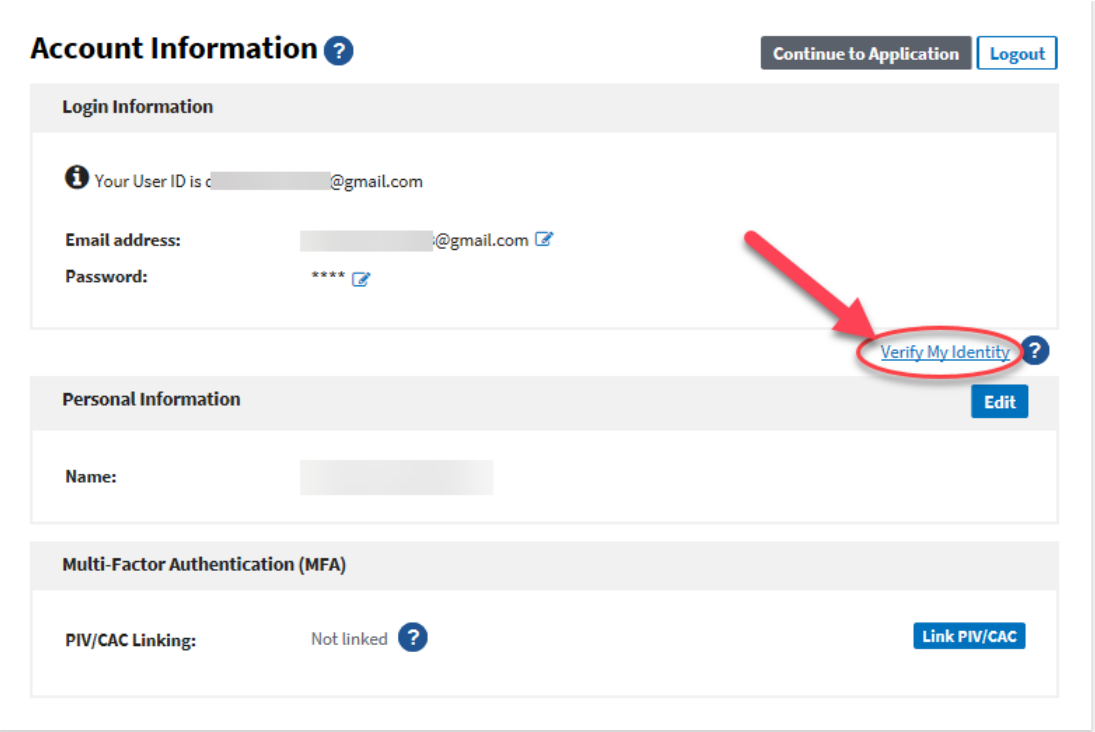


Enter your eAuth userID and password.

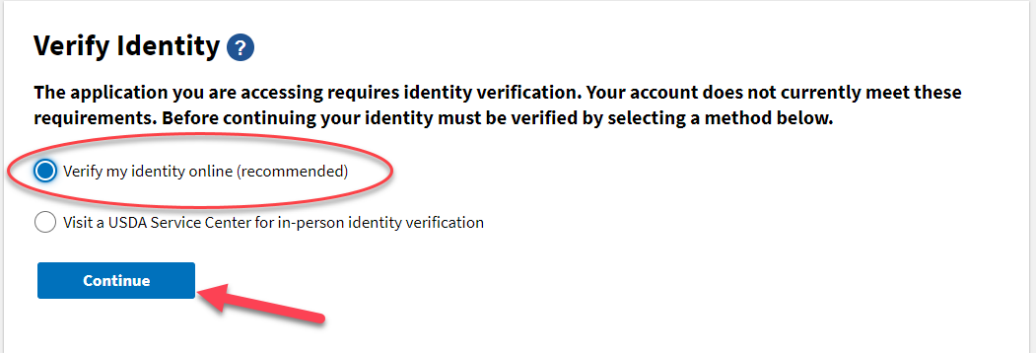
Click Log In with Password.



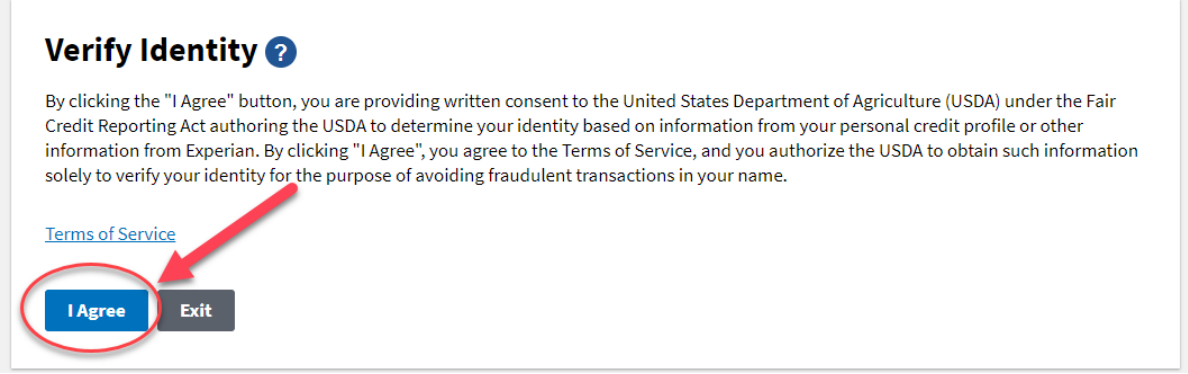
Click the ‘Verify My Identity’ link.



Select ‘Verify my identity online (recommended)’.



Click I Agree.



Complete all fields and click Continue.

Verify Identity

Form Approved - OMB No. 0503-0014

Additional Information Required

Please complete the form below and confirm it is correct.
This information must match your government issued photo ID (e.g., Driver's License).

First name

Middle name (optional)

Last name

Suffix (optional)

Home country

United States

Home address

Home city

Home state

Home zip/postal code

Home phone

Date of birth
For example: 04 28 1986
Month Day Year

To begin the process, you must enter your complete 9-digit Social Security Number (SSN).

Social Security Number (SSN)

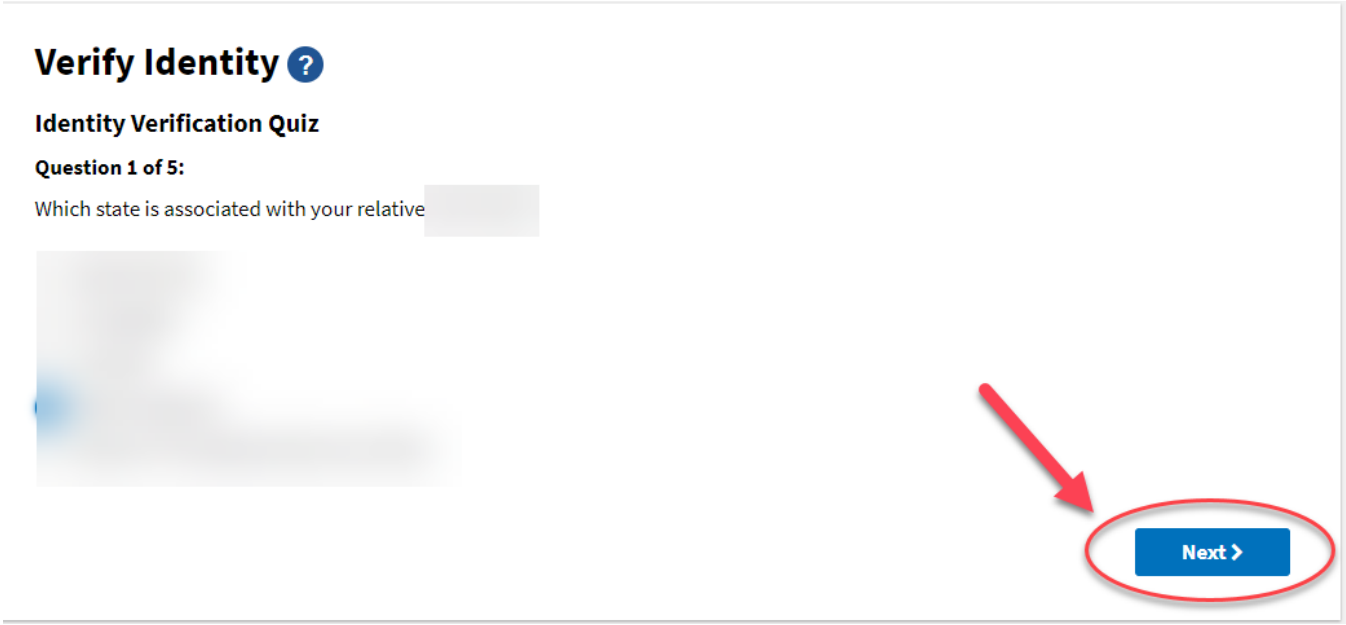
•••••••••

Show SSN

Note: USDA eAuthentication does not retain your Social Security Number. It is only used for the identity verification purposes.

Continue

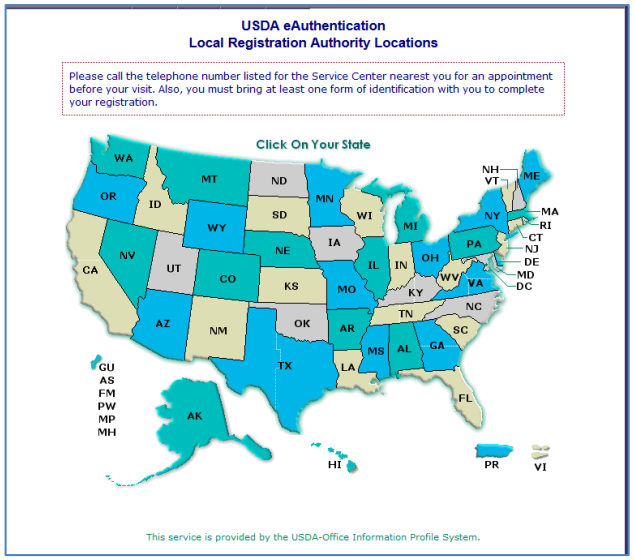
Answer all 5 identity verification questions.



<u>If you are unable to verify your identity using the On-Line Self-Service</u>.
You will have to visit a Local Registration Authority (LRA) in person order to validate your identity and get your Level 2 account activated.

This link will take you to a map to select your State where you can find the closest LRA to you:
http://offices.sc.egov.usda.gov

> 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. 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.



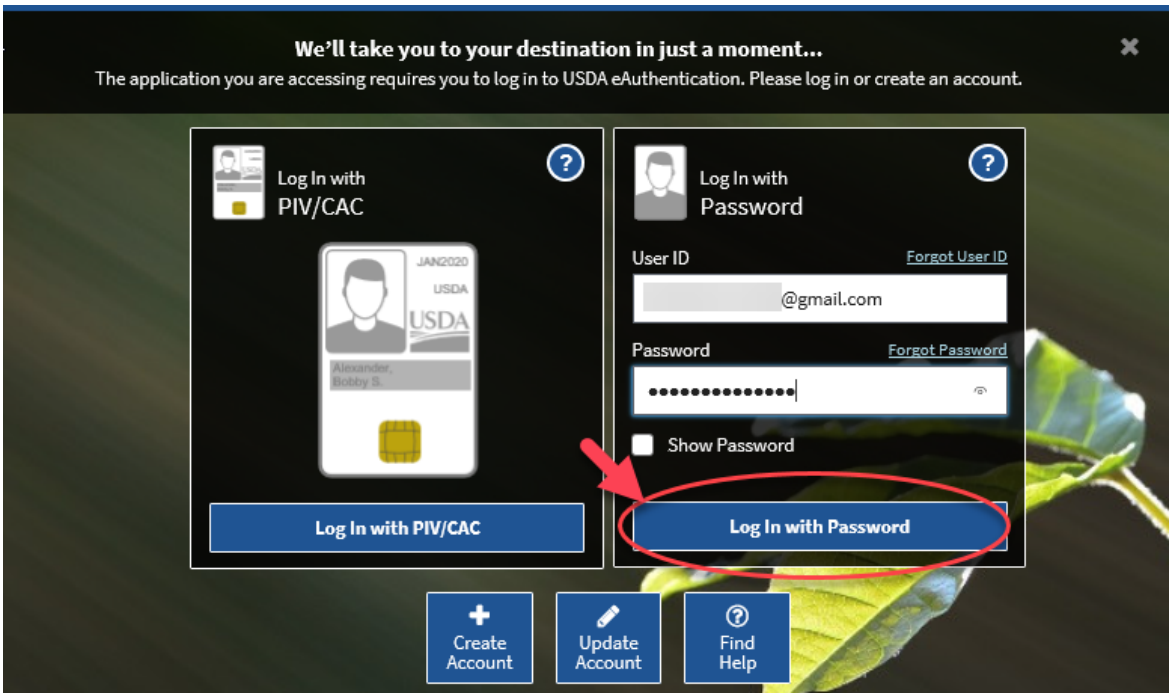
When your Level 2 e-Authentication account is activated and verified you can access VSPS and request your role.

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.aphis.usda.gov/vsps/

Login using your E-Auth userID and password.
Click Login with Password.



Fill out your user profile (making sure to complete all fields with a red asterisk).
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
ProfessionalTitle
Business Name

Address Information

Address 1 *
Address 2
Postal Code *
City *
State *
Country * United States

Telephone Number(s)

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

Submit Cancel

Click the '**Request State Authorization**' link next to the role you need; either State Office Data Entry OR State Regulatory Official

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
State Regulatory Official

Role Description
I am a state employee. I perform regulatory duties with respect to Animal Health.

1

Role Assignment Information | **Role Assignment Data**

State * Select a State

Remarks

2

Request Cancel

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****

State	E-Mail Address
Alabama	VSAL@usda.gov
Alaska	VSWA@usda.gov
Arizona	VSNM@usda.gov
Arkansas	VSAR@usda.gov
California	VSCA@usda.gov
Colorado	VSCO@usda.gov
Connecticut	VSMA@usda.gov
Delaware	VSVAMDDE@usda.gov
Florida	VSFL@usda.gov
Georgia	VSGA@usda.gov
Hawaii	VSPSHI@usda.gov
Idaho	VSID@usda.gov
Illinois	VSIL@usda.gov
Indiana	VSIN@usda.gov
Iowa	vs.iowa.admin@usda.gov
Kansas	VSPSKS@usda.gov
Kentucky	VSKY@usda.gov
Louisiana	VSLA@usda.gov
Maine	VSMA@usda.gov
Maryland	VSVAMDDE@usda.gov
Massachusetts	VSMA@usda.gov
Michigan	VSMI@usda.gov
Minnesota	VSMN@usda.gov
Mississippi	VSMSLA@usda.gov
Missouri	VSPSMO@usda.gov
Montana	VSMT@usda.gov

State	E-Mail Address
Nebraska	VSNE@usda.gov
Nevada	VSUT@usda.gov
New Hampshire	VSMA@usda.gov
New Jersey	VSNJ@usda.gov
New Mexico	VSNM@usda.gov
New York	VSPSNY@usda.gov
North Carolina	VSNC@usda.gov
North Dakota	VSND@usda.gov
Ohio	VSOH@usda.gov
Oklahoma	VSOK@usda.gov
Oregon	VSOR@usda.gov
Pennsylvania	VSPA@usda.gov
Rhode Island	VSMA@usda.gov
South Carolina	VSSC@usda.gov
South Dakota	VSSD@usda.gov
Tennessee	VSTN@usda.gov
Texas	VSTX@usda.gov
Utah	VSUT@usda.gov
Vermont	VSMA@usda.gov
Virginia	VSVAMDDE@usda.gov
Washington	VSWA@usda.gov
West Virginia	VSNC@usda.gov
Wisconsin	VSWI@usda.gov
Wyoming	VSWY@usda.gov
Puerto Rico and Virgin Islands	VSPR@usda.gov

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, you can reach out to the point of contact listed for your State in the following document: https://www.aphis.usda.gov/animal_health/contacts/field-operations-districts.pdf