To use VSPS as an **Importer** or **Broker** you will need to complete the following steps:

**Step 1.** Create a Level 1 eAuthentication account.

**Step 2.** Using your eAuthentication account created in Step 1, create a VSPS profile and request the **Importer** role.

Any person that is entering information into VSPS for animals coming into the US will need the Importer role. If you are a broker or veterinarian entering the information for the Importer you will use the Importer role.
Creating a Level 1 eAuthentication Account

If you do not have an eAuthentication account, go to http://www.eauth.usda.gov/ and apply for Level 1 access. The USDA eAuthentication website will guide you through the steps needed to create your account.

Click on Create an Account link:
Click on the Register for a Level 1 Account button:

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

**USDA Customers - What Level of Access Do You Need?**

**Request Level 1 Access to:**
- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

**Request Level 2 Access to:**
- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

**Changing from Level 1 Access to Level 2 Access**

If you already have a Level 1 account and require Level 2 access:
1. Log into your profile
2. Fill in and submit the required information
3. Verify your Identity remotely by following the instructions on the "Level 2 Account Upgrade Request Confirmation" email, or visit a Local Registration Authority (LRA)

[Register for an Internal Account]
[Register for a Level 1 Account]
[Register for a Level 2 Account]
[Log into Your Profile]
Fill in all the required fields on the User Information form.
Answer the Security questions and click Continue.
Verify your User Information and select **Submit**. If you need to update anything select **Edit**. Print this page in case you need to reset your password at any time.
Print the confirmation 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: FYI - Instructions to Activate Your USDA Account With Level 1 Access**

DoNotReply.ICAM@ocio.usda.gov

Today, 11:30 PM

---

### Step 4 of 4 - Instructions to Activate Your USDA Account with Level 1 Access

Congratulations, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.

2. **Click **ACTIVATE MY ACCOUNT**

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


   The User ID you created is: [REDACTED]

   The email address you provided is: [REDACTED]

   **Please retain this information for future reference.**

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can also view or update your account information by clicking on the eAuthentication **USER ACCOUNT HOME** link.

**NOTE:** If you have trouble accessing your user account home link above, please copy and paste the following URL into your browser address bar:

https://identitymanager.eems.usda.gov/lam/m/eems/ca12/index.jsp?console.tab=Home

If you need further assistance, click [here](#) to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click [here](#).

---

Thank You,

-- The USDA eAuthentication Team
Your Level 1 eAuthentication account has been activated.

Step 4 of 4 - Account Activated

Your account has been activated with Level 1 Access. Please wait 20 minutes from the time of activation before using the account.

eAuthentication Account Information:

- User ID: [Redacted]
- Email: [Redacted]

Additional Information

For additional information regarding your eAuthentication account, please review our Frequently Asked Questions.

- Click here to review our Frequently Asked Questions.
Creating a VSPS Profile and Requesting the Importer Role
Log into VSPS by going to the following web address and click LOG IN:

https://vsapps.aphis.usda.gov/vspsp/
Login using your eAuthentication username and password. Click Login.
Fill out your VSPS user profile, making sure to complete all fields with a red asterisk (*).

**When you select Canada for Country, the State does not currently switch to Canada Provinces. We are working to resolve this. To get around it, select any State.

Click **Submit**.
You may see an unexpected error at the top.
You can disregard this error.
Continue on by clicking **Personal Profile** on the left.

![Personal Profile menu](image-url)
Click **My Roles**.
Click the **Request a Role** tab at the top.

Select the **Request Role** link next to the **Importer** role.
Click the **Request** button.

<table>
<thead>
<tr>
<th>Request Role</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role Name</td>
<td>Role Assignment Information</td>
</tr>
<tr>
<td>Importer</td>
<td>Role Assignment Data</td>
</tr>
</tbody>
</table>

I complete on-line forms and permit applications for the importation of live animals and animal products into the United States. I reserve space at Animal Import Centers.
You will see the status is Requested.

User profile has been updated.

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Role</th>
<th>Additional Information</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Cancel Request]</td>
<td>User</td>
<td></td>
<td>APPROVED</td>
</tr>
<tr>
<td></td>
<td>Importer</td>
<td></td>
<td>REQUESTED</td>
</tr>
</tbody>
</table>
The role will be approved by the MCAS helpdesk.

No email confirmation is sent to the user that the role has been approved.

You can check to see if the role is approved by logging into VSPS and going to the **Personal Profile – My Roles**.

Once the role is approved the status will say ‘**Approved**’. (Role approval typically takes 24 hours).

If more than 2 days have elapsed, contact the MCAS helpdesk at: 1-877-944-8457 (Option 2) or email help@aphis.usda.gov with the subject line: “VS IT SYSTEMS – VSPS Importer”.

For problems/questions:
Email: VS.VSPS.U.S.Imports.Help@aphis.usda.gov