**Welcome to VSPS!**

**Importers and Brokers**

Thank you for your interest in the *Veterinary Service Process Streamlining (VSPS)*.

To use VSPS as an **Importer** or **Broker** you will need to complete all 3 steps below:

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

**Step 2:** Using your Level 1 e-Authentication account created in Step 1, create a VSPS profile and request the Importer role.

**Step 3:** Email the designated Port mailbox for the port you will be using the most.

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**Step 1: Creating a Level 1 eAuthentication Account**

If you do not have an eAuthentication account, go to [http://www.eauth.usda.gov/](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.

From the first screen, click on *Create an Account* link:
Click on the **Register for a Level 1 Account** button:

**USDA Federal Employees, Contractors, & Affiliates**

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)**

**Log into Your Profile**
Fill in all the required fields on the User Information form.

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 character : is allowed for password only).
Answer the Security questions and click *Continue*.
Verify your User Information and select **Submit**. If you need to update anything select **Edit**.

![Create an eAuthentication Account](image)

### Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the **Edit** if the information is correct, please continue by clicking the submit button.

**Verify User Information**

- **User ID:**
- **Name:**
- **Email:**

**Verify Security Questions & Answers**

- **Q:** In what city/town did your mother and father meet  
  **A:**
- **Q:** What was the name of your second pet  
  **A:**
- **Q:** What was the make of your first vehicle  
  **A:**
- **Q:** What is the last name of your best friend from childhood  
  **A:**

[Submit] [Edit]
Print the confirmation page for future reference.

You are here: eAuthentication > Account Creation > Account Request Confirmation

Create an eAuthentication Account

Step 3 of 4 - Print Confirmation email

Account Created:

Your account has been created but you have one more step required to complete your registration!

Your confirmation email with the subject line, "eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 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]

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 - FYI - Instructions to Activate Your USDA Account With Level 1 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.

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**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: https://www.eauth.usda.gov/registration/selfRegistrationActivation.aspx?id=D31E46CB7E0648578E64B13B3E9B06B

   The User ID you created is: [password]

   The email address you provided is: [email]

   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/sam/im/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

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Your Level 1 eAuthentication account has been activated.
Step 2: 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 (*). Click Submit.

### Contact Information

* All fields marked with red asterisks are required

#### Email Address

- [ ]パイプライン

#### Name Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Nickname</td>
<td></td>
</tr>
<tr>
<td>Maiden Name</td>
<td></td>
</tr>
<tr>
<td>ProfessionalTitle</td>
<td></td>
</tr>
<tr>
<td>Business Name</td>
<td></td>
</tr>
</tbody>
</table>

#### Address Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
</tbody>
</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]
Select the **Request Role** link next to the **Importer** role.

<table>
<thead>
<tr>
<th>Current Roles</th>
<th>Request a Role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request Role</strong></td>
<td></td>
</tr>
</tbody>
</table>

So that VSYS 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]
- 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 Officer [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]
Enter any remarks and click the **Request** button.

You will see the status is Requested.

**Step 3: Send an email to the Port email box for the port you will be using the most.**

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

**Email Subject Line:** VSPS Importer Access Request

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

Include which role you need: Importer

**DO NOT include your eAuthentication password**

**Please Note: Effective June 6, 2019 all email addresses will be converted from @aphis.usda.gov to @usda.gov**

Northern Border Ports email: **vs.nbp@aphis.usda.gov**

Email the Northern Border Ports email address if you will be crossing through one of the below ports:

<table>
<thead>
<tr>
<th>Port Name</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria Bay, New York</td>
<td>Niagara Falls, New York</td>
</tr>
<tr>
<td>Champlain, New York</td>
<td>Oroville, Washington</td>
</tr>
<tr>
<td>Derby Line, Vermont</td>
<td>Pembina, North Dakota</td>
</tr>
<tr>
<td>Detroit, Michigan</td>
<td>Port Huron, Michigan</td>
</tr>
<tr>
<td>Dunseith, North Dakota</td>
<td>Portal, North Dakota</td>
</tr>
<tr>
<td>Eastport, Idaho</td>
<td>Raymond, Montana</td>
</tr>
<tr>
<td>Highgate Springs, Vermont</td>
<td>Sumas, Washington</td>
</tr>
<tr>
<td>Houlton, Maine</td>
<td>Sweetgrass, Montana</td>
</tr>
<tr>
<td>International Falls, Minnesota</td>
<td></td>
</tr>
</tbody>
</table>

Southern Border Ports email: **vs.sbp@usda.gov**

Email the Southern Border Ports email address if you will be crossing through one of the below ports:

<table>
<thead>
<tr>
<th>Port Name</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brownsville, Texas</td>
<td>Laredo, Texas</td>
</tr>
<tr>
<td>Columbus, New Mexico</td>
<td>Nogales, Arizona</td>
</tr>
<tr>
<td>Douglas, Arizona</td>
<td>Presidio, Texas</td>
</tr>
<tr>
<td>Eagle Pass, Texas</td>
<td>San Luis, Arizona</td>
</tr>
<tr>
<td>Del Rio, Texas</td>
<td>Santa Teresa, New Mexico</td>
</tr>
</tbody>
</table>
New York Animal Import Center email: vspsnic@aphis.usda.gov

Email the New York Animal Import Center email address if you will be going through one of the below Airports:

- John F. Kennedy Intl Airport
- Newark International Airport
- Stewart International Airport

Collateral Ports email: Collateral.Port.Offices@usda.gov

Email the Collateral Port Offices email address if you will be going through one of the below ports:

<table>
<thead>
<tr>
<th>Anchorage, Alaska</th>
<th>Houston, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta, Georgia</td>
<td>Memphis International Airport</td>
</tr>
<tr>
<td>Baltimore, Maryland</td>
<td>Minneapolis, Minnesota</td>
</tr>
<tr>
<td>Boston, Massachusetts</td>
<td>New Orleans, Louisiana</td>
</tr>
<tr>
<td>Chicago, Illinois</td>
<td>Orlando, Florida</td>
</tr>
<tr>
<td>CVG/Cincinnati-Northern Kentucky Airport</td>
<td>Philadelphia, Pennsylvania</td>
</tr>
<tr>
<td>Dallas, Texas</td>
<td>Portland, Oregon</td>
</tr>
<tr>
<td>Dayton, OH</td>
<td>Richmond, Virginia</td>
</tr>
<tr>
<td>Denver, Colorado</td>
<td>San Francisco, California</td>
</tr>
<tr>
<td>Dulles International Airport</td>
<td>San Juan, Puerto Rico</td>
</tr>
<tr>
<td>Galveston, Texas</td>
<td>Seattle, Washington</td>
</tr>
<tr>
<td>Harrisburg, Pennsylvania</td>
<td>Tampa, Florida</td>
</tr>
<tr>
<td>Honolulu, Hawaii</td>
<td></td>
</tr>
</tbody>
</table>

Miami International Airport/Import Center email: NotifyMAIC@usda.gov

Email the Miami International Airport/Import Center email address if you will be going through the Miami Import Center.

Los Angeles Airport/Import Center email: vspslax@aphis.usda.gov

Email the Los Angeles Airport/Import Center email address if you will be going through the Los Angeles Import Center.

After you have your e-Auth username, VSPS Importer role, and have emailed the port 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@aphis.usda.gov.