

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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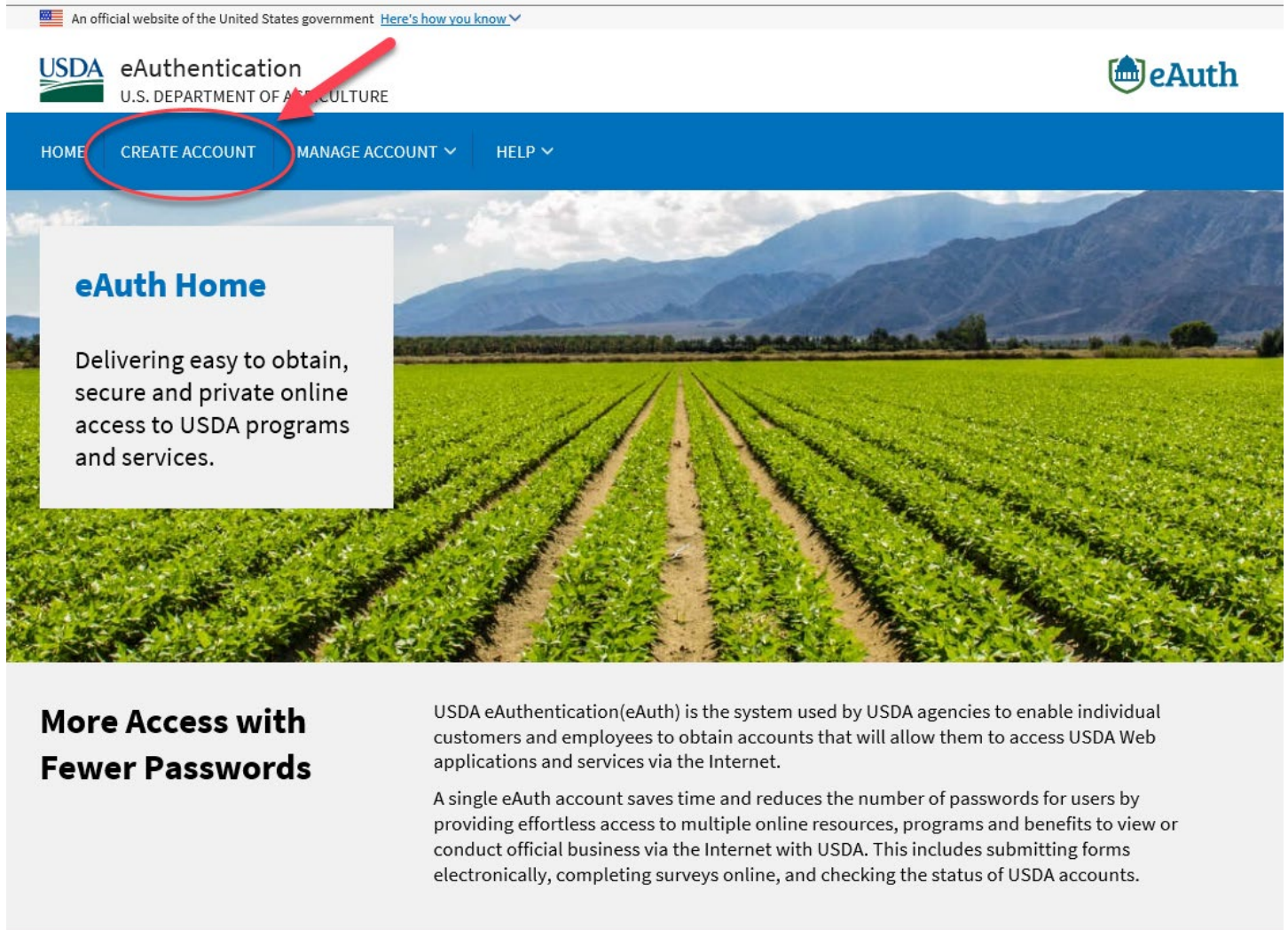
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Step 1: Creating a Level 1 e-Authentication Account

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*:



An official website of the United States government [Here's how you know](#) ▼

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

eAuth

HOME **CREATE ACCOUNT** MANAGE ACCOUNT ▼ HELP ▼

eAuth Home

Delivering easy to obtain, secure and private online access to USDA programs and services.

More Access with Fewer Passwords

USDA eAuthentication (eAuth) is the system used by USDA agencies to enable individual customers and employees to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

A single eAuth account saves time and reduces the number of passwords for users by providing effortless access to multiple online resources, programs and benefits to view or conduct official business via the Internet with USDA. This includes submitting forms electronically, completing surveys online, and checking the status of USDA accounts.

Select 'Customer' and click Continue.

Account Registration ?

What type of user are you?

Customer

USDA Employee / Contractor

Other Federal Employee / Contractor

Continue

Type your email address and click Submit.

Customer Account Registration ?

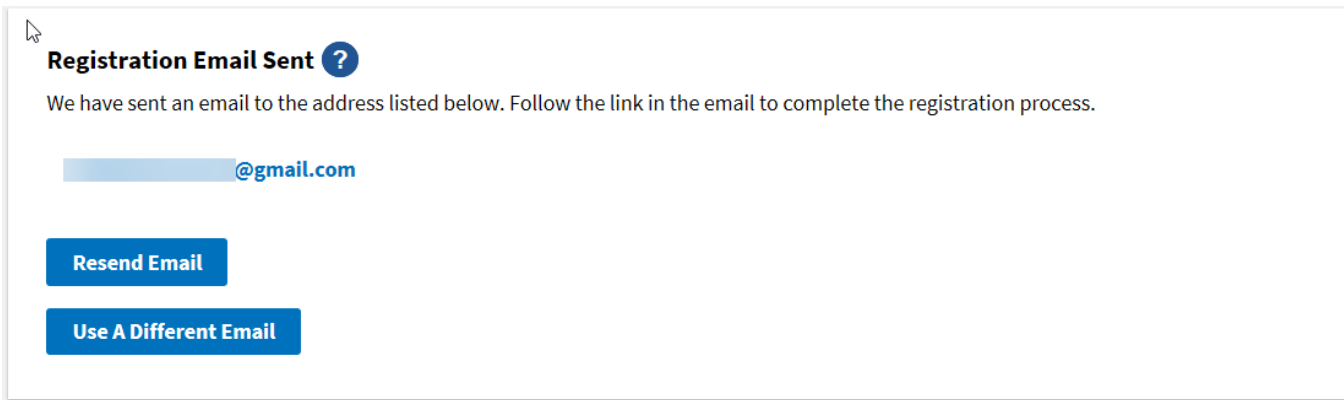
Please enter your email address

Email Address

██████████@gmail.com

Submit

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



Registration Email Sent ?

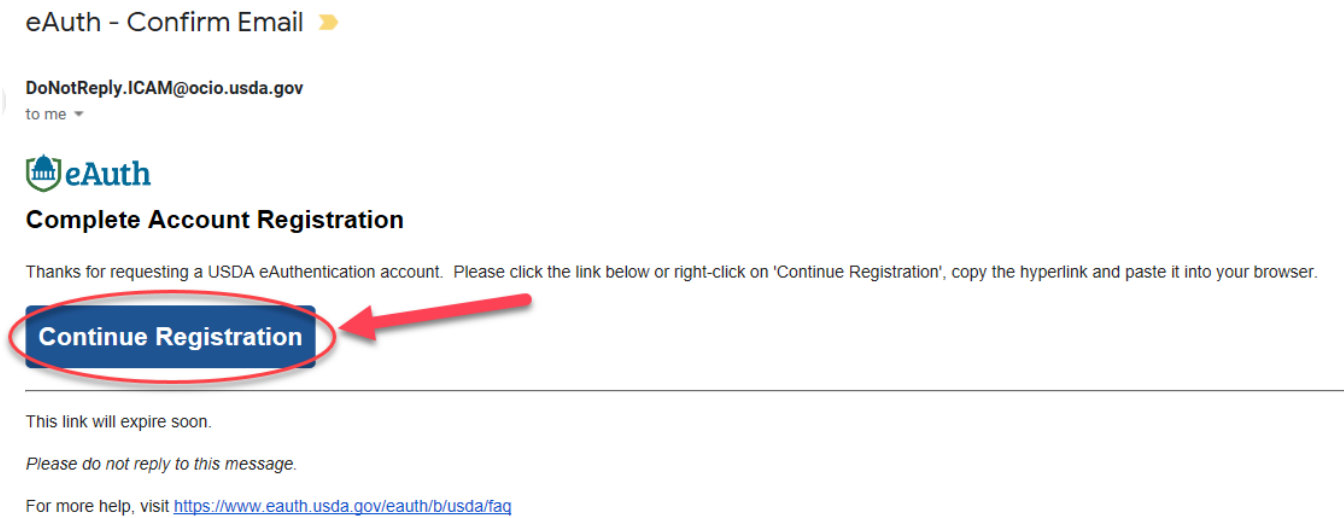
We have sent an email to the address listed below. Follow the link in the email to complete the registration process.

[Redacted]@gmail.com

Resend Email


Use A Different Email

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



eAuth - Confirm Email >

DoNotReply.ICAM@ocio.usda.gov
to me ▾

 eAuth

Complete Account Registration

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.

Continue Registration

This link will expire soon.

Please do not reply to this message.

For more help, visit <https://www.eauth.usda.gov/eauth/b/usda/faq>

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!



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/vsps/>

The screenshot shows the VSPS website homepage. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Animal and Plant Health Inspection Service". To the right is the text "Veterinary Services Process Streamlining". Below this is a navigation bar with links: "VSPS Home", "About VSPS", "Press Releases", and "Contact Us". The main content area has a heading "Welcome to VSPS: Veterinary Services Process Streamlining" followed by a paragraph explaining the service. Below this are three columns: "VSPS Users:" with a "LOG IN" button circled in red and text stating "No login necessary when performing a public search. Use the search link to the right."; "Don't know what to do, or how to use VSPS?" with a list of questions; and "Public Searches:" with a link "Find an Approved Establishment". The footer contains various links like "VS Home", "APHIS Home", "USDA.gov", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

Login using your eAuthentication username and password.
Click **Login**.

The screenshot shows the USDA eAuthentication login screen. At the top, it says "We'll take you to your destination in just a moment..." and "The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account." There are two main login options: "Log In with PIV/CAC" and "Log In with Password". The "Log In with Password" option is circled in red, and a red arrow points to it. Below the login options are three buttons: "Create Account", "Update Account", and "Find Help".

Fill out your VSPS 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		Address Information	
Prefix	<input type="text"/>	Address 1 *	<input type="text"/>
First Name *	<input type="text"/>	Address 2	<input type="text"/>
Middle Name	<input type="text"/>	Postal Code *	<input type="text"/>
Last Name *	<input type="text"/>	City *	<input type="text"/>
Suffix	<input type="text"/>	State *	<input type="text"/>
Nickname	<input type="text"/>	Country *	<input type="text" value="United States"/>
Maiden Name	<input type="text"/>		
Professional Title	<input type="text"/>		
Business Name	<input type="text"/>		

Telephone Number(s)

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

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

Please request at least one role for your newly created profile.

If you are an accredited veterinarian please select Request State Authorization next to the word Veterinarian.

[Current Roles](#) | [Request a Role](#)

So that VSPS 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] [Request National 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 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]

Enter any remarks and click the **Request** button.

You will see the status is Requested.

Action	Requested Role	Additional Information	Status
[Cancel Request]	User		APPROVED
[Cancel Request]	Importer		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@usda.gov

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

Alexandria Bay, New York	Niagara Falls, New York
Champlain, New York	Oroville, Washington
Derby Line, Vermont	Pembina, North Dakota
Detroit, Michigan	Port Huron, Michigan
Dunseith, North Dakota	Portal, North Dakota
Eastport, Idaho	Raymond, Montana
Highgate Springs, Vermont	Sumas, Washington
Houlton, Maine	Sweetgrass, Montana
International Falls, Minnesota	

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:

Brownsville, Texas	Laredo, Texas
Columbus, New Mexico	Nogales, Arizona
Douglas, Arizona	Presidio, Texas
Eagle Pass, Texas	San Luis, Arizona
Del Rio, Texas	Santa Teresa, New Mexico

New York Animal Import Center email: vspsnic@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:

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

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@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 Port 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.