

Welcome to VSPS for Lab Technicians

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

To use VSPS to enter results for electronic EIA (Coggins Forms) that veterinarians submit to your lab using VSPS, 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 Lab Technician role.

Step 3: Email your USDA Certificate of Training given by NVSL for EIA Diagnostic Tests or an official memorandum from NVSL stating that you have successfully completed the EIA training course to the designated email address for your State.

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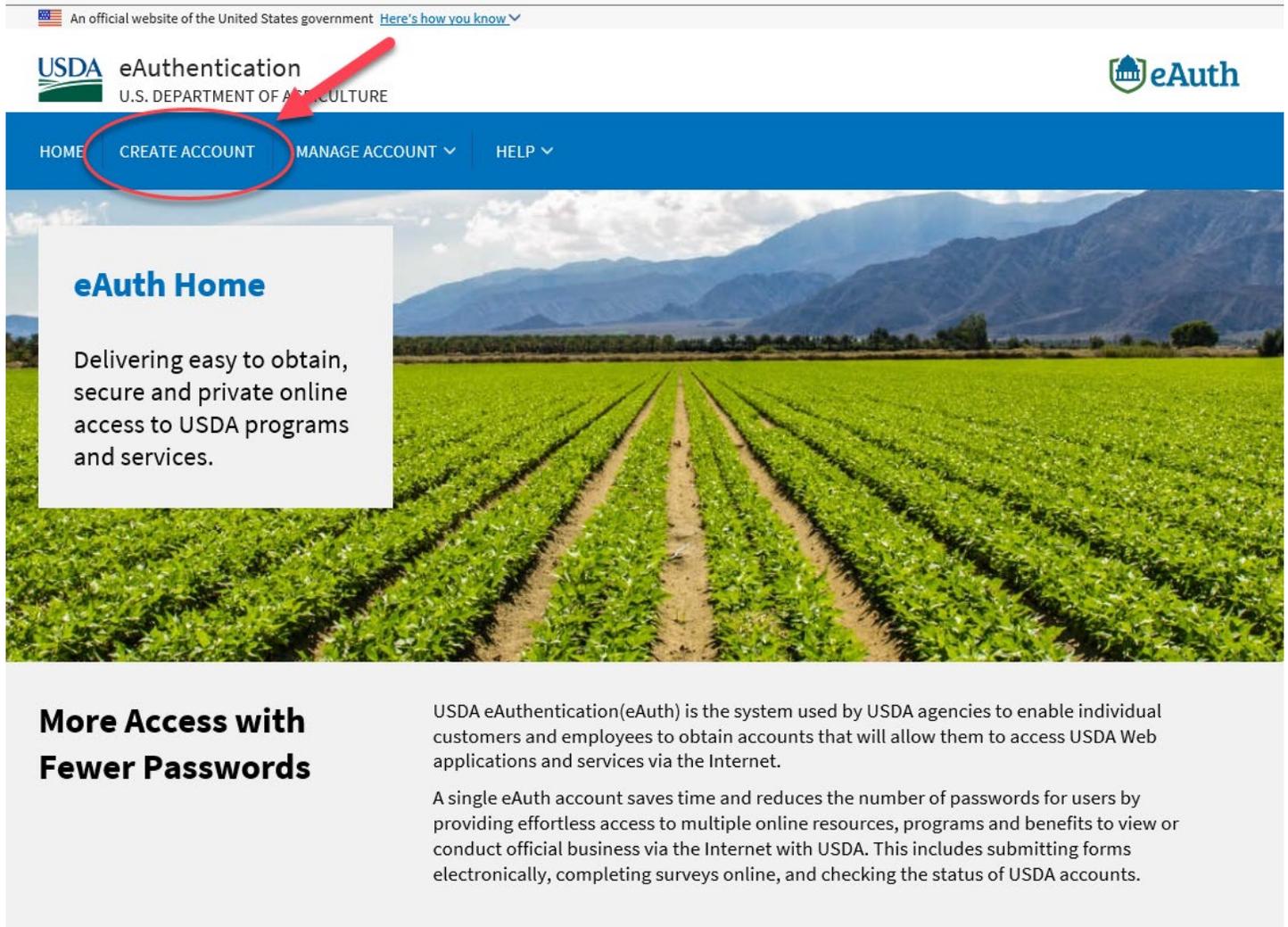
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Step 1: Creating a Level 2 e-Authentication Account

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*:



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

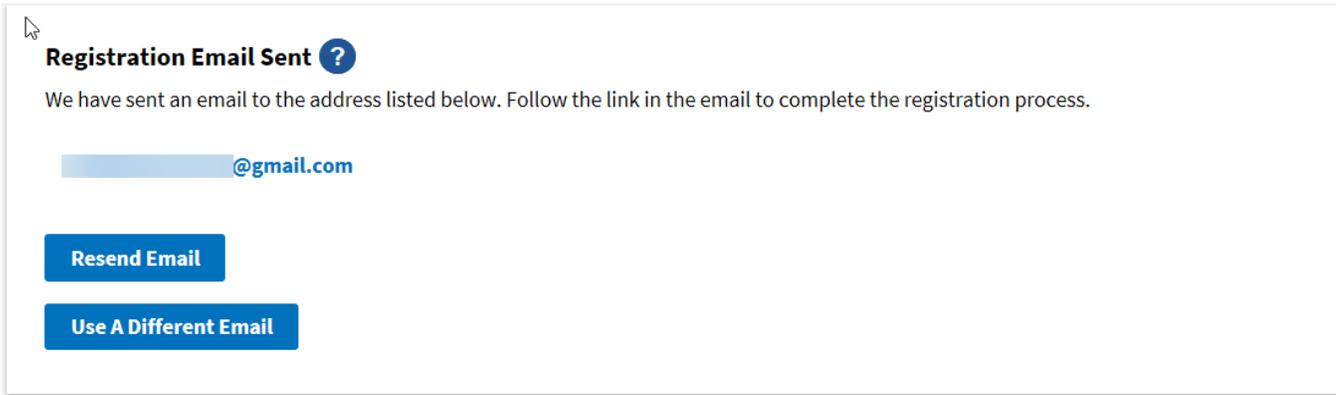
Type your email address and click Submit.

Customer Account Registration

Please enter your email address

Email Address

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



Registration Email Sent ?

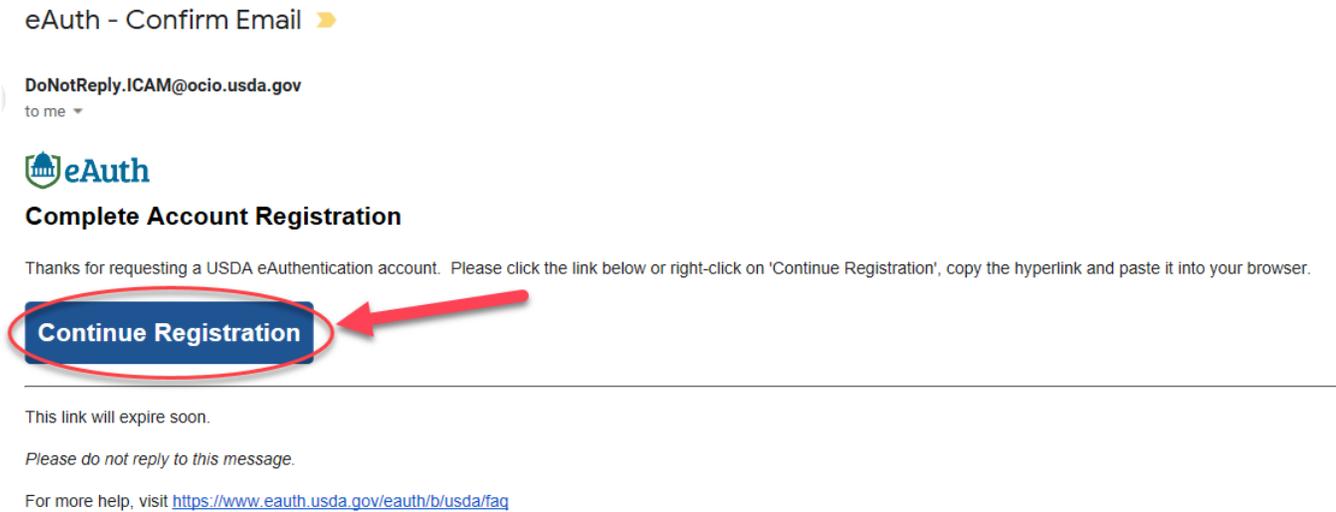
We have sent an email to the address listed below. Follow the link in the email to complete the registration process.

[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+

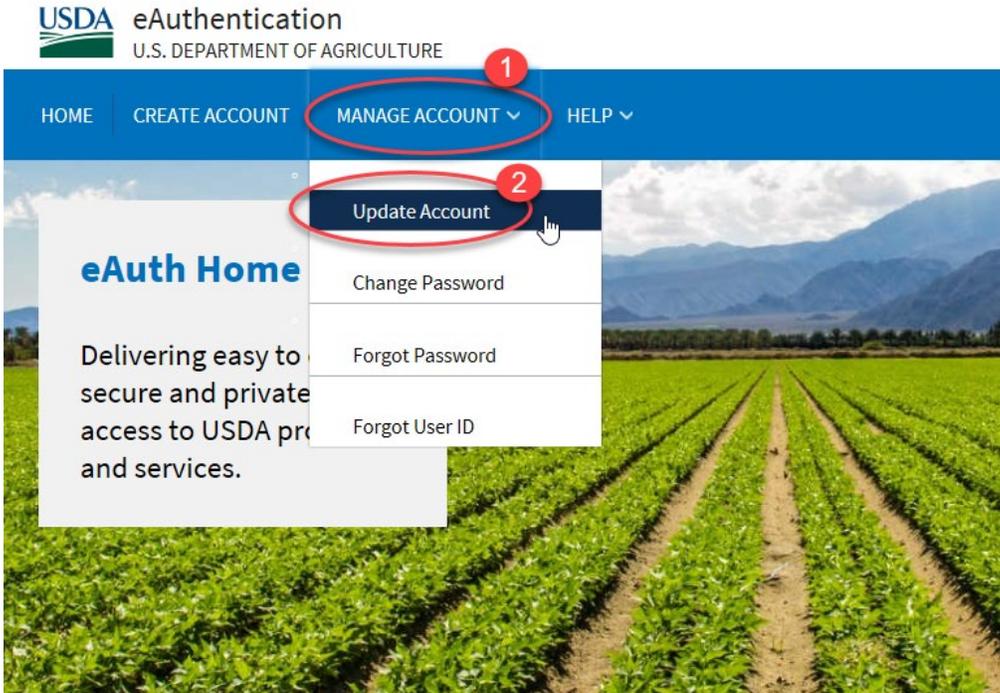
Show Password

Password Strength: Great!

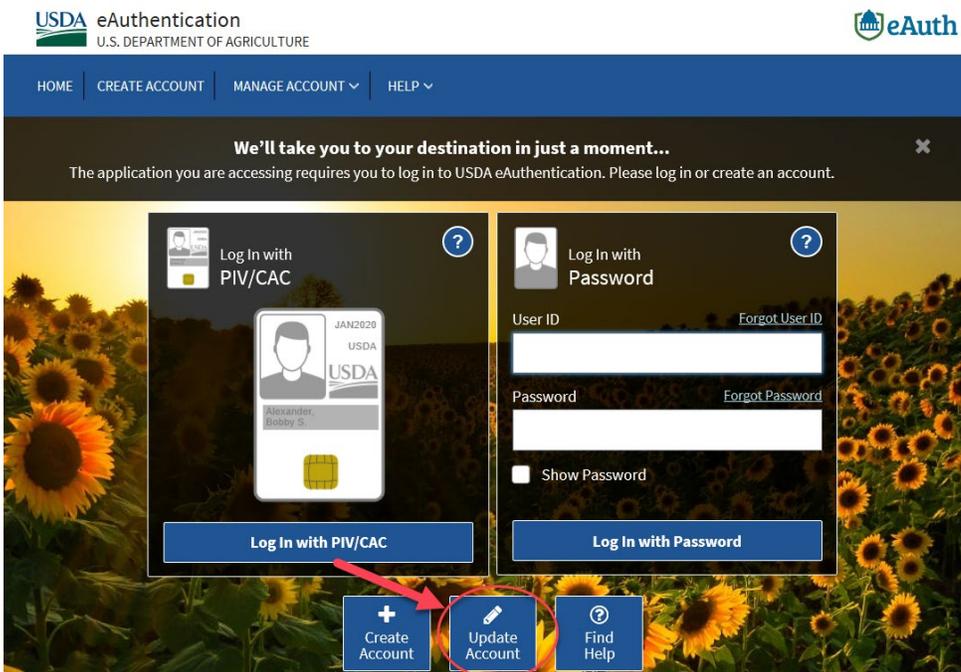


Upgrading to a Level 2 eAuth account

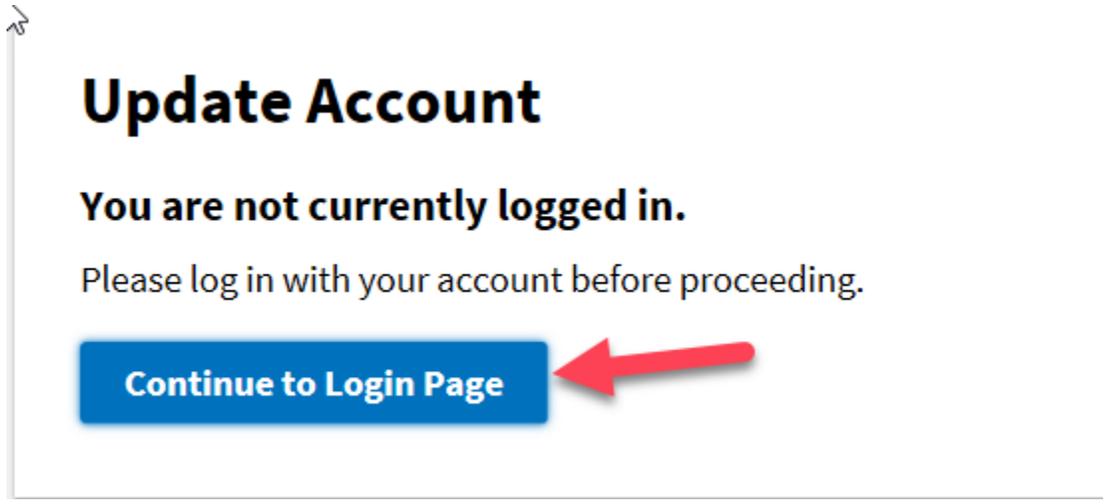
You will need to update your eAuth account to a Level 2 eAuth account. Go to the eAuth website and click Manage Account then click Update Account. <http://www.eauth.usda.gov/>



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

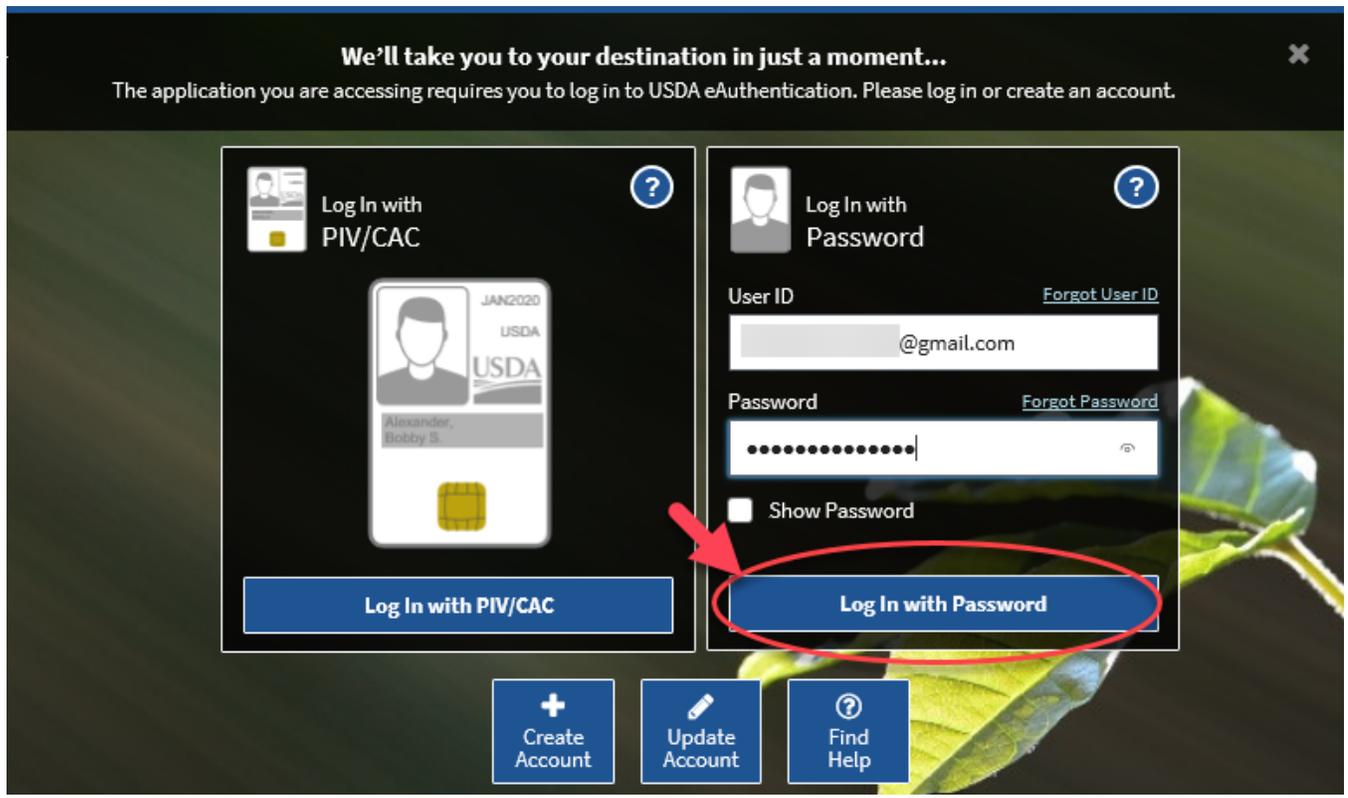


Click the 'Continue to Login Page' button.



Enter your eAuth userID and password.

Click Log In with Password.



Click the 'Verify My Identity' link.

Account Information ? Continue to Application Logout

Login Information

i Your User ID is c [redacted] @gmail.com

Email address: [redacted] @gmail.com

Password: ****

[Verify My Identity ?](#)

Personal Information Edit

Name: [redacted]

Multi-Factor Authentication (MFA)

PIV/CAC Linking: Not linked ? Link PIV/CAC

Select 'Verify my identity online (recommended)'.

Verify Identity ?

The application you are accessing requires identity verification. Your account does not currently meet these requirements. Before continuing your identity must be verified by selecting a method below.

Verify my identity online (recommended)

Visit a USDA Service Center for in-person identity verification

Continue

Click I Agree.

Verify Identity ?

By clicking the "I Agree" button, you are providing written consent to the United States Department of Agriculture (USDA) under the Fair Credit Reporting Act authoring the USDA to determine your identity based on information from your personal credit profile or other information from Experian. By clicking "I Agree", you agree to the Terms of Service, and you authorize the USDA to obtain such information solely to verify your identity for the purpose of avoiding fraudulent transactions in your name.

[Terms of Service](#)

I Agree Exit

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

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



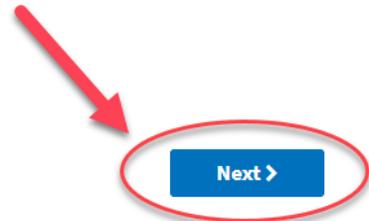
Answer all 5 identity verification questions.

Verify Identity ?

Identity Verification Quiz

Question 1 of 5:

Which state is associated with your relative



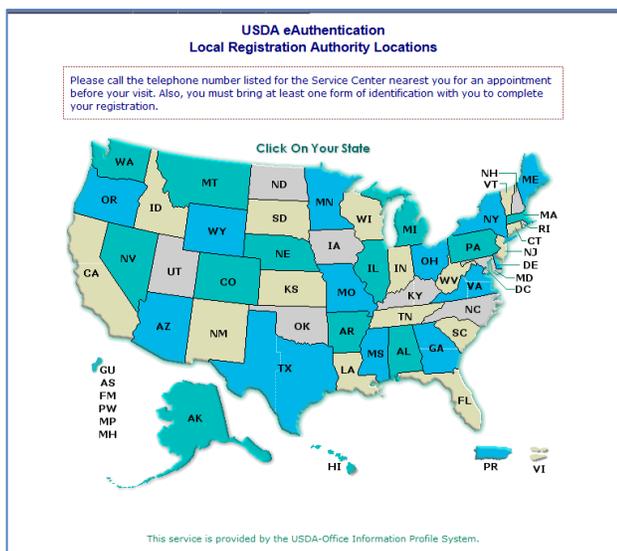
If you are unable to verify your identity using the On-Line Self-Service.

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 Lab Technician

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 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 title "Veterinary Services Process Streamlining". Below the title 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 system's purpose. There are three main sections: "VSPS Users:" with a "LOGIN" 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". At the bottom is a footer with various links like "VS Home", "APHIS Home", "USDA.gov", "FOIA", etc.

Login using your E-Auth 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 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

Email Address *

Name Information

Prefix

First Name *

Middle Name

Last Name *

Suffix

Nickname

Maiden Name

Professional Title

Business Name

Address Information

Address 1 *

Address 2

Postal Code *

City *

State *

Country *

Telephone Number(s)

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

Scroll down to Lab Technician. Click the 'Request Laboratory Authorization' link.

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]

Select your lab name and click Request.

Request Role

Role Name	Role Description
Lab Technician	I conduct laboratory tests for animal diseases. I am affiliated with an accredited laboratory.

Role Assignment Information

Laboratory *

Remarks

Request Cancel

****If you do not see your lab name in the list****

1. Follow the instructions under Step 3. In the email let them know your lab is not listed in VSPS and needs to be added. Along with the other information needed under Step 3 also give the lab name, city and State.
2. Someone will notify you when your lab has been added to VSPS so you can select it. When you log back into VSPS go to Personal Profile – My Roles and click the Request a Role tab.

Step 3: Email your USDA Certificate of Training given by NVSL for EIA Diagnostic Tests or an official memorandum from NVSL to the Federal Veterinarian in Charge for your State.

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

Email Subject Line: Laboratory Technician Access Request in VSPS

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

Include which role and which lab you need access to: Lab Technician ****Include the lab name.****

****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	VSMO@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 (Laboratory Technician), 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