



Welcome to VSPS!

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

To use VSPS to create electronic health certificates or create electronic Coggins Forms, you will need just two (2) things:

1. eAuthentication - Level 2 (a multi-step process) – eAuthentication is a USDA imposed identity proofing concept for security purposes
2. VSPS profile with the role of Accredited Veterinarian

If you do not already have Level 2 e-Authentication and/or a VSPS profile with the role of Accredited Veterinarian, you can use the information in this guide to complete the necessary steps.

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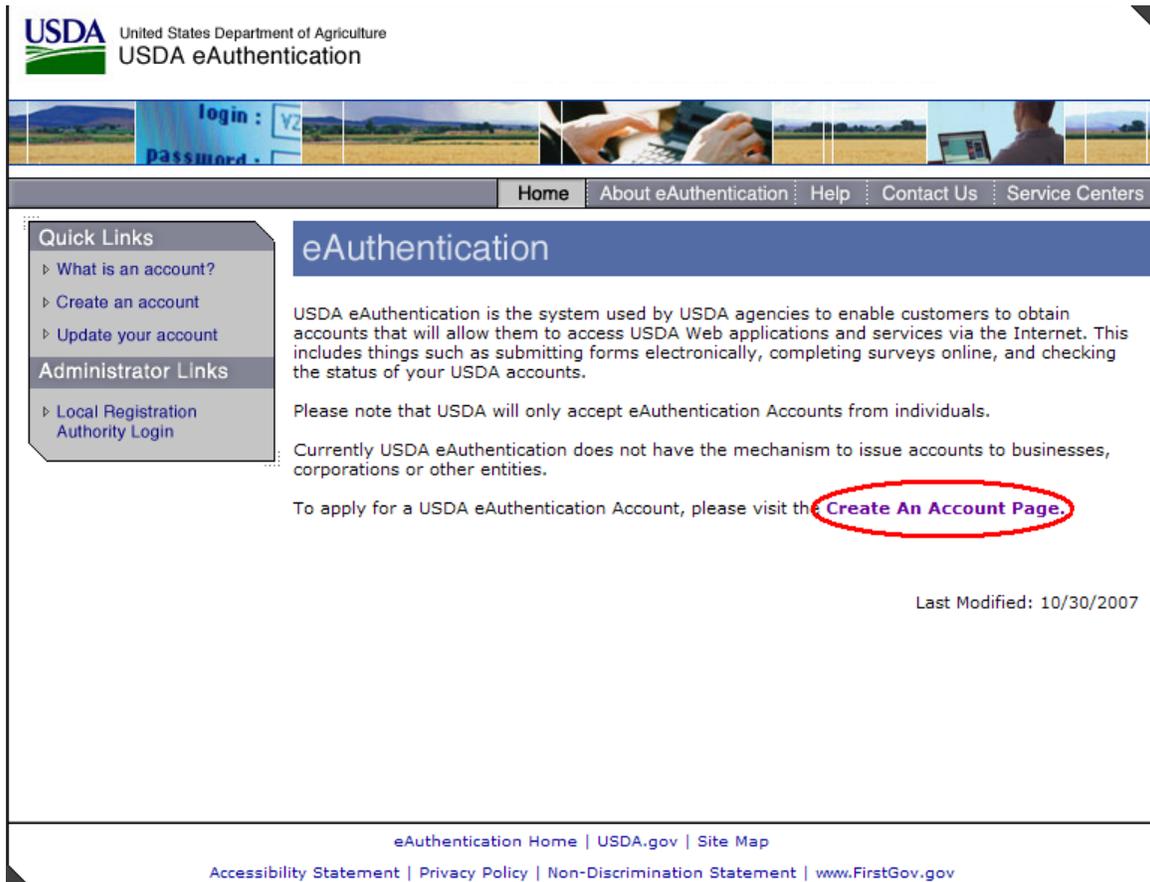
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Creating a Level 2 e-Authentication Account

If you do not have an e-Authentication account, go to <http://www.eauth.egov.usda.gov/> and apply for Level 2 access. The USDA e-Authentication website will guide you through the steps needed to create your account.

1. From the first screen, click on *Create an Account Page*:



USDA United States Department of Agriculture
USDA eAuthentication

login : Y2
password :

Home About eAuthentication Help Contact Us Service Centers

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

eAuthentication

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create An Account Page.](#)

Last Modified: 10/30/2007

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

2. From the next screen, click on the *Level 2 Access* link:

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee, you should visit the **USDA Employee Create an Account** page to create a USDA eAuthentication Employee Account.

If you are a customer (non USDA Federal Employee) of USDA, you should answer the following questions to determine the type of account you will need:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Submitting forms electronically via the Internet with a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have an account with Level 1 Access, **log into your profile** and apply for Level 2 Access.

Would you like to interact with the USDA doing the following?

- Customizing a Web portal page for specific information about USDA agencies?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 1 Access**.

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

3. On the next screen, complete Step 1 of 4 by filling in all the required fields on the User Information form and selecting Continue (see screen shots on the following pages of this document for more information on completing User Information fields):

Level 2 Access

Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA 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 marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

| | | |
|---|---|--|
| User ID*: | <input type="text"/> | 6-20 characters |
| Password*: | <input type="password"/> | 9-12 characters |
| | Click here for additional requirements | |
| Confirm Password*: | <input type="password"/> | |
| First Name*: | <input type="text"/> | |
| Middle Initial: | <input type="text"/> | |
| Last Name*: | <input type="text"/> | |
| Home Address*: | <input type="text"/> | |
| City*: | <input type="text"/> | |
| State*: | <input type="text"/> | |
| Home Postal/Zip Code*: | <input type="text"/> | |
| Country Name*: | <input type="text"/> | |
| | Email address must be valid to complete registration | |
| Email*: | <input type="text"/> | |
| Confirm Email*: | <input type="text"/> | |
| Home Phone: | <input type="text"/> (<input type="text"/>) <input type="text"/> - <input type="text"/> | |
| International Home Phone: (if applicable) | <input type="text"/> | |
| Alternate Phone: | <input type="text"/> (<input type="text"/>) <input type="text"/> - <input type="text"/> | |
| International Alternate Phone: (if applicable) | <input type="text"/> | |
| Mother's Maiden Name*: | <input type="text"/> | |
| 4 digit PIN*: | <input type="text"/> | NOTE: You cannot use a zero as the first digit |
| Your Date of Birth*: | <input type="text"/> | mm/dd/yyyy |

Please create your 6 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Click the **Continue** button to go to Step 2

[Reset](#) [Continue](#)



Create an Account Help

The information collected will be used to create your personal USDA account with Level 2 Access. Note: An account with Level 2 Access provides access to all the portals and applications that are covered by an account with Level 1 Access, and also provides the ability to conduct official electronic business transactions with the USDA via the Internet. You must have a valid email address to register for an account with Level 2 Access.

| | |
|----------------|---|
| User ID | Create a permanent User ID that you will remember. For example, your first initial and last name (e.g. jsmith). The User ID must be a minimum of 6 characters and cannot exceed 20 characters. |
| First Name | Enter your first name exactly as it appears on your government issued photo ID (e.g. state driver's license). |
| Middle Initial | The middle initial is limited to one character. |
| Last Name | Enter your last name exactly as it appears on your government issued photo ID (e.g. state driver's license). |
| Password | <p>Please create a password that you will remember. Your password is case sensitive.</p> <p>All passwords in eAuthentication (for Level 1 and Level 2 accounts) must adhere to the following criteria:</p> <ul style="list-style-type: none"> ● 9 to 12 characters long ● Contain at least one uppercase letter ● Contain at least one lowercase letter ● Contain at least one of the following: 1 2 3 4 5 6 7 8 9 ! # \$ % = + : ; , ? ~ - * <p>In addition:</p> <ul style="list-style-type: none"> ● Your password may not contain your first name, last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, security questions or answers. ● Do not use dictionary words, spaces, or tabs. ● Your password will expire after 180 days. |
| Email | The email address provided will be used to confirm your identity to activate your account initially. It also may be used for correspondence periodically. |
| Home Address | Enter your home address exactly as it appears on your government issued photo ID (e.g. state driver's license). |
| State | Required for the United States of America only. |
| Home Phone | If you are from the United States of America, please enter your phone number in the text boxes provided. If you have an international phone number please enter it in the international phone text box provided. You are only allowed to enter one or the other. |
| PIN | Create a four digit personal identification number (PIN) that you will remember. NOTE: You cannot use a zero as the first digit. |
| Birth Date | Please enter your date of birth using this format mm/dd/yyyy. The month, days, and years must be numbers. |

Close Window

4. Complete Step 2 of 4 by verifying your User Information and selecting Submit:

Create an Account

Level 2 Access

Step 2 of 4: User Information Confirmation

Verify your Level 2 access information.

Click the **Back** button to make changes or click the **Submit** button to create your account with Level 2 access.

| | |
|-----------------------|------------------------|
| User ID: | BensonRogers |
| Password: | ** Not Shown ** |
| First Name: | Benson |
| Middle Initial: | |
| Last Name: | Rogers |
| Email: | |
| Home Address: | |
| City: | Portsmouth |
| State/Province: | Indiana |
| Home Postal/Zip Code: | 75221 |
| Country Name: | United States |
| Home Phone: | 970-966-5512 |
| Alternate Phone: | -- |
| Mother's Maiden Name: | Cooper |
| 4 Digit Pin: | 6666 |
| Your Date of Birth: | |

Your 6 Security Questions and Answers:

Who was your prom date?

Who is your best friend from childhood?

What was your high school mascot?

What was your grandfather's occupation?

What was the name of high school where you graduated?

What is your father's middle name?

Please verify that your information is correct before clicking the **Submit** button.

Back

Submit

5. Complete Step 3 of 4 by printing the displayed page for future reference. This page contains the information you will need to complete the Level 2 e- Authorization process:

Create an Account

Level 2 Access

Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations , only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from eAuthHelpDesk@ftc.usda.gov with the subject line of 'Activate Your USDA Account with Level 2 Access within 7 Days'

Step 4 is contained within this email. Please refer to the instructions in the email to complete your registration.

The User ID you created is :

The email address you provided is:

Level 2 access activation process:

1. Click on the email confirmation link provided in the email within **7 days**. Be sure to follow the instructions provided in the confirmation email. **If you do not click on the email confirmation link within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

NOTE: Once you click the email confirmation link in the email, you will have an account with limited access that allows you to review your account information online.

2. Go to the eAuthentication web site at www.eauth.egov.usda.gov and click on "Update Your Account" link and login to review the account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your government issued photo ID).
3. Take your government issued photo ID (e.g. state issued driver's license) and present it in person to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. To find the nearest USDA Service Center office go to <http://offices.sc.egov.usda.gov>

NOTE: Until a USDA Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642. Please provide your User ID, first and last name, and email address.

Close Window

6. Within 24 hours, you will receive an email from the eAuthHelpDesk with the following information. Complete Step 4 of 4 by waiting approximately 20 minutes after receiving the email and then clicking the blue [ACTIVATE MY ACCOUNT](#) link. You must click on the [ACTIVATE MY ACCOUNT](#) link within 7 days of receiving the email.

eAuthHelpDesk@ftc.usda.gov
04/03/2008 11:36 AM

To
cc

Subject Action Required: Instructions to Activate Your USDA Account with Level 2 Access

Level 2 Access
Step 4 of 4: Link to Account Activation page

Congratulations, you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 2 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click [ACTIVATE MY ACCOUNT](#)

NOTE: Once you click the activation link, you will have an account with limited access that allows you to review your account information online.

4. Go to the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov> and click on "Update Your Account" link and login to review the same account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your govt. issued photo ID). You can also review or update your account information by clicking [UPDATE YOUR ACCOUNT](#).
5. 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, to find the nearest USDA Service Center office go to <http://offices.sc.egov.usda.gov>. 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.

NOTE: Until a USDA Service Center Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

The User ID you created is: The email address you provided is:

Please print and retain this message for your future reference.

One hour after your account with Level 2 access has been activated by the USDA Service Center employee, you should have access to conduct official electronic business transactions with the USDA via the Internet. The first time you use your account with Level 2 access, you will be asked to update your password to the Level 2 access password requirements.

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

- 7. The final step in completing the Level 2 e-Authorization process is presenting your government issued photo ID to a Local Registration Authority (LRA):**

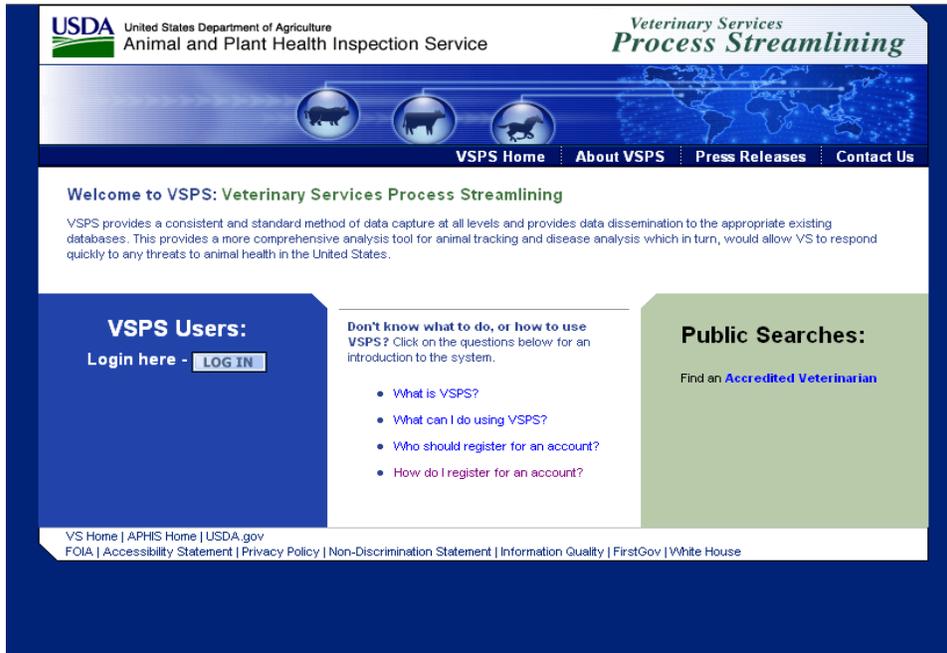
Take your government issued photo ID (e.g. state issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office, to find the nearest USDA Service Center office, go to <http://offices.sc.egov.usda.gov>. 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.

- 8. When your Level 2 e-Authentication account is activated, you can then access VSPS and create your profile and obtain the role of Accredited Veterinarian (see instructions beginning on page 10 of this document).**

Creating a VSPTS Profile with the Role of Accredited Veterinarian

1. Log on to VSPTS using the following url (web address) and clicking LOG IN:

<https://vsps.aphis.usda.gov/vsps/>



The screenshot shows the VSPTS 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: "VSPTS Home", "About VSPTS", "Press Releases", and "Contact Us". The main content area has a heading "Welcome to VSPTS: Veterinary Services Process Streamlining" followed by a paragraph describing the service. There are three main sections: "VSPTS Users:" with a "Login here - LOG IN" button; "Don't know what to do, or how to use VSPTS?" with a list of four questions; and "Public Searches:" with a link "Find an Accredited Veterinarian". At the bottom is a footer with various links like "VS Home", "APHIS Home", "USDA.gov", etc.

2. Select YES you want to proceed.

This page is used to hold your data while you are being authorized for your request.

You will be forwarded to continue the authorization process. If this does not happen automatically, please click the Continue button below.

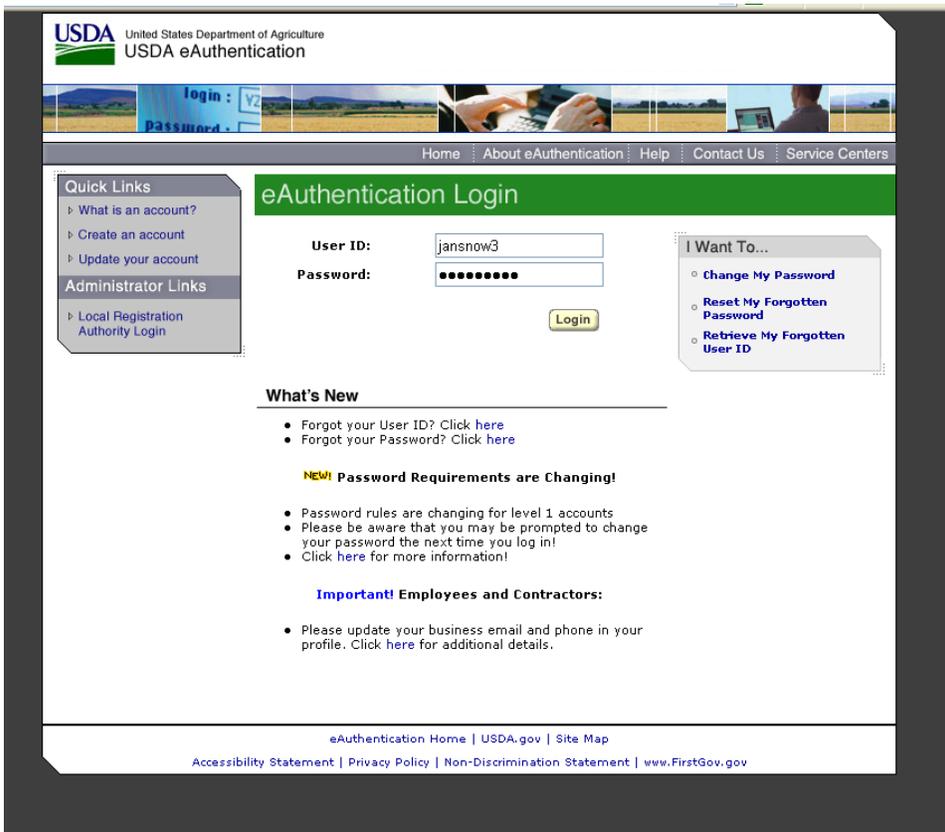


The screenshot shows a "Security Alert" dialog box. It contains a warning icon and the following text: "Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate." Below this are three items: a warning icon with "The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.", a checkmark icon with "The security certificate date is valid.", and another checkmark icon with "The security certificate has a valid name matching the name of the page you are trying to view." At the bottom, it asks "Do you want to proceed?" and has three buttons: "Yes", "No", and "View Certificate".

3. Select continue.



4. Enter your user id and password (eAuthentication Login) and select login.



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

VSPS Home

Please complete the profile contact information.

Contact Information

Email Address *

| Name Information | | Address Information | |
|--------------------|-----------------------------------|---------------------|---|
| Prefix | <input type="text"/> | Address 1 * | <input type="text"/> |
| First Name * | <input type="text" value="Jan"/> | Address 2 | <input type="text"/> |
| Middle Name | <input type="text"/> | City * | <input type="text"/> |
| Last Name * | <input type="text" value="Snow"/> | State * | Select a State <input type="button" value="v"/> |
| Suffix | <input type="text"/> | Postal Code * | <input type="text"/> |
| Nickname | <input type="text"/> | Country * | Select a Country <input type="button" value="v"/> |
| Maiden Name | <input type="text"/> | | |
| Professional Title | <input type="text"/> | | |

Telephone Number(s)

| Type | Country Code | Number (nnn) nnn-xxxx | Ext. |
|-----------|----------------------|-----------------------|----------------------|
| Fax | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mobile | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Phone * | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| TDD | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Toll Free | <input type="text"/> | <input type="text"/> | <input type="text"/> |

6. Choose the request a role tab.

VSPS Home

User profile has been created, please request at least one Role for your new account.

Current Roles

| Action | Requested Role | Additional Information | Status |
|--------|----------------|------------------------|----------|
| | Guest | | APPROVED |

7. Choose the role of veterinarian (towards the bottom of the screen).

VSPS Home

User profile has been created, please request at least one Role for your new account.

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 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) |
| Horse Transport Administrator | (Request Role) |
| Horse Transport Coordinator | (Request Role) |
| Importer | (Request Role) |
| Interstate Administrator | (Request Role) |
| Lab Technician | (Request Disease Authorization) |
| Laboratory Director | (Request Laboratory Authorization) |
| Lab Administrator | (Request Role) |
| Live Export Administrator | (Request Role) |
| Live Export Coordinator | (Request Port Authorization) |
| Live Import Administrator | (Request Role) |
| Live Import Coordinator | (Request Port Authorization) |
| IVAP Administrator | (Request Role) |
| IVAP Coordinator | (Request Avic Area Authorization) |
| Product Export Administrator | (Request Role) |
| Product Export Coordinator | (Request Avic Area Authorization) |
| Product Import Administrator | (Request Role) |
| Product Import Coordinator | (Request Avic Area Authorization) |
| Quarantine Enforcement Officers | (Request Import Center Authorization) |
| Riverdale Regional Staff | (Request Role) |
| State Regulatory Official | (Request State Authorization) |
| Veterinarian | (Request State Authorization) |
| Veterinarian Assistant | (Request Practice Authorization) |
| Veterinary Medical Officer | (Request Avic Area Authorization) |

8. Fill out the additional required questions to try to match your record in the veterinary accreditation module to your personal profile. Note – all questions must match what is in your veterinary accreditation “veterinary record”.

VSPS Home | Request Role

Request Role

| Role Name | Role Description |
|--------------|-------------------------------|
| Veterinarian | I am a licensed Veterinarian. |

| Role Assignment Information | Role Assignment Data |
|-----------------------------|---------------------------------|
| State * | South Dakota |
| State License * | 4619 |
| School of Graduation * | United States Auburn University |
| Year of Graduation * | 2000 |
| Last 4 SSN * | 0000 |
| Remarks | |

Request Cancel

9. The user's personal profile is automatically linked to their veterinary record and they are given the role of accredited veterinarian in the correct state. You will see the green confirmation boxes at the top of the screen and the role of accredited veterinarian will appear as APPROVED in the Current Roles tab. An email is sent to the NVAP coordinator in their state telling them a new veterinarian has accessed the system.

Veterinary Services
Safeguarding Animal Health

*Veterinary Services
Process Streamlining*

Jan Snow

Business Profile
Personal Profile
Contact Us

Help Desk:
877-944-8457: select
option 3, then option 2

VSPS Home

User profile linked successfully.

Role Assignments have been updated.

User profile has been updated.

Current Roles Request a Role

| Action | Requested Role | Additional Information | Status |
|--------|-------------------------|------------------------|----------|
| | Guest | | APPROVED |
| | Veterinarian | South Dakota | APPROVED |
| | Veterinarian | jan snow DVM | APPROVED |
| | Accredited Veterinarian | South Dakota | APPROVED |

10. If VSPS is unable to match your personal profile to your record in the veterinary accreditation module, an email is sent to the NVAP coordinator in your state letting them know that a match was attempted but was not successful. The NVAP coordinator in your state will research the records and contact you to link your profile and accredited veterinarian record so that the system can grant you the role of accredited veterinarian in VSPS.