Welcome to VSPS!

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

There are two levels of E-Authentication (E-Auth) accounts used in VSPS:

- A **Level 1 E-Auth** account is needed for Accredited Veterinarians that only need to renew their Accreditation in VSPS.

- A **Level 2 E-Auth** is needed for Accredited Veterinarians that want to create Health Certificates and Coggins forms in VSPS, you can also renew your accreditation with this level. Receiving a Level 2 E-Authentication is a USDA imposed identity proofing concept for security purposes. It verifies your identity.

A VSPS profile with a role approved is needed after receiving your E-Auth account.

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Creating a Level 1 e-Authentication Account

A Level 1 e-Authentication account is used for Accredited Veterinarians that only want to renew their Accreditation online in VSPS.

If the Accredited Veterinarian wants to also create electronic Coggins/CVI’s they will need a Level 2 e-Authentication.

Go to http://www.eauth.usda.gov/ and apply for an eAuth account. The USDA e-Authentication website will guide you through the steps needed to create your account.

From the first screen, click on Create Account:

**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

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

Click on the ‘Continue Registration’ button in the email from eAuth:

For more help, visit https://www.eauth.usda.gov/eauth/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: your_username@gmail.com

**Please set your password**

Password must be at least 12 characters long and cannot be a commonly used password.

- **Password**
- **Show Password**

Password Strength: Great!

Submit

If you only need a Level 1 eAuthentication account you can now continue to VSPS and request the role you need.

If you need a Level 2 eAuthentication account continue with the instructions below to verify your identity.
Upgrading to a Level 2 eAuthentication 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.

Select ‘Verify my identity online (recommended)’.

Click I Agree.
Complete all fields and click Continue.

**Verify Identity**

**Form Approved - ONID No. 0905-0014**

**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**

- **United States**

**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 Authentication does not retain your Social Security Number. It is only used for the identity verification purposes.

[Continue]
Answer all 5 identity verification questions.

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.
Creating a VSPS Profile and Requesting a Role

Log into VSPS by going to the following web address and click LOG IN:

https://vsapps.aphis.usda.gov/vsps/

Login using your E-Auth User ID and password.
Click Login with Password.
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**

<table>
<thead>
<tr>
<th>Name Information</th>
<th>Address Information</th>
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</thead>
<tbody>
<tr>
<td>Prefix</td>
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</tr>
<tr>
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<td>Address 2</td>
</tr>
<tr>
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<td>Postal Code</td>
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<tr>
<td>Last Name</td>
<td>City</td>
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<tr>
<td>Suffix</td>
<td>State</td>
</tr>
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</tr>
<tr>
<td>Maiden Name</td>
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<tr>
<td>ProfessionalTitle</td>
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</tr>
<tr>
<td>Business Name</td>
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### Telephone Number(s)

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<th>Ext.</th>
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</thead>
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<tr>
<td>Mobile</td>
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<tr>
<td>Toll Free</td>
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<td></td>
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</tr>
</tbody>
</table>

[Submit] [Cancel]
Veterinarians should scroll down to the **Veterinarian** role and click ‘Request State Authorization’.

![Current Roles](image)

If you are an accredited veterinarian please select Request State Authorization next to the word Veterinarian.
Select your State, enter your National Accreditation Number, and School of Vet Medicine. Click Request.

If the information entered matches the records we have for you, the role will automatically be approved.

If any of the information does not match, an email will be sent to the helpdesk. You will hear from the helpdesk after they verify any needed information and approve your role.

<table>
<thead>
<tr>
<th>Role Assignment Information</th>
<th>Role Assignment Data</th>
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</thead>
<tbody>
<tr>
<td>State</td>
<td>Select a State</td>
</tr>
<tr>
<td>National Accreditation Number</td>
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<tr>
<td>School of Veterinary Medicine</td>
<td>United States Select a School</td>
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<tr>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>

[Request] [Cancel]