Welcome to VSPS for Lab Technicians

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 three (3) things:

1. A Level 2 E-Authentication (E-Auth) account (a multi-step process): E-Authentication is a USDA imposed identity proofing concept for security purposes. It verifies your identity.

2. VSPS profile with the role of Lab Technician

3. 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.

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

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Creating a Level 2 e-Authentication Account

If you do not have an e-Authentication account, go to https://www.eauth.usda.gov/ and apply for Level 2 access. The USDA e-Authentication 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 2 Account* link:
Fill in all the required fields on the User Information form.

**User Information**

- First Name*
- Middle Initial
- Last Name*
- Suffix
- Home Address*
- Home City*
- Home State* (Select)
- Home Zip/Postal Code*
- Home Country* (United States)
- Birth Date*

**Contact Information**

- Home Phone
- Email*
- Confirm Email*

**Login Information**

- User ID*
- Password*
- Confirm Password*
Answer the Security Questions and click Continue.
Below is some information on creating your account and password.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>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.</td>
</tr>
<tr>
<td>First Name</td>
<td>Enter your first name exactly as it appears on your government issued photo ID (e.g. state driver’s license).</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>The middle initial is limited to one character.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter your last name exactly as it appears on your government issued photo ID (e.g. state driver’s license).</td>
</tr>
<tr>
<td>Password</td>
<td>Please create a password that you will remember. Your password is case sensitive. All passwords in eAuthentication (for Level 1 and Level 2 accounts) must adhere to the following criteria: 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 ! $ % ^ &amp; + : ; , ? ~ - *</td>
</tr>
<tr>
<td>Email</td>
<td>The email address provided will be used to confirm your identity to activate your account initially. It also may be used for correspondence periodically.</td>
</tr>
<tr>
<td>Home Address</td>
<td>Enter your home address exactly as it appears on your government issued photo ID (e.g. state driver’s license).</td>
</tr>
<tr>
<td>State</td>
<td>Required for the United States of America only.</td>
</tr>
<tr>
<td>Home Phone</td>
<td>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.</td>
</tr>
<tr>
<td>PIN</td>
<td>Create a 4 digit personal identification number (PIN) that you will remember. NOTE: You cannot use a zero as the first digit.</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Please enter your date of birth using this format mm/dd/yyyy. The month, days, and years must be numbers.</td>
</tr>
</tbody>
</table>

Close Window
Verify your User Information and selecting **Submit**. If you need to update anything select **Edit**.
Print the confirmation page for future reference. This page contains the information you will need to complete the Level 2 e-Authorization process.

Create an eAuthentication Account

Step 3 of 5 - Print Confirmation email

Account Created:

Your account has been created but you have two more steps required to complete your registration.

Your confirmation email with the subject line, "eAuthentication - Action Required - Instructions to Activate Your USDA Account With Level 2 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]@msn.com

Level 2 access activation process:

1. Click the ACTIVATE MY ACCOUNT link in the confirmation email
2. Select an option for identity verification. You will be prompted to select one of the following:
   a. Online identity verification
   b. In-person identity verification at a USDA Service Center

Note: You will NOT be able to use your account to conduct official electronic business transactions with the USDA until you have completed the identity verification process.

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 - Action Required - Instructions to Activate Your USDA Account With Level 2 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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**eAuthentication: Action Required - Instructions to Activate Your USDA Account with Level 2 Access**

Step 4 of 5 – Instructions to Activate Your USDA Account with Level 2 Access

“Congratulations, [username], you have successfully created a USDA eAuthentification account. Before you can use your account with Level 2 access you must do the following:

1. Click **ACTIVATE MY ACCOUNT**
2. When you have completed your account, you will be prompted to select one of the following options to verify your identity:
   - Option 1: Online Self-Service (Recommended) - Selecting this option will take you to the USDA online identity verification application.
   - Option 2: In-person Identity Verification - For in-person identity verification, you will need to present a government issued photo ID (e.g., state-issued driver’s license) to a Local Registration Authority (LRA). Most LRAs are located at a USDA Service Center office.

The User ID you created is [username].

The email address you provided is [email].

Please retain this information for future reference.

If you need further assistance, please contact the eAuthentication Help Desk at eAuthHelpDesk@fco.usda.gov or call 800-457-3642 (Option 1).

Please include the following information in the request:

- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:


Thank You,

-- The USDA eAuthentication Team
Your account is now activated. **The last step is to verify your identity.**

If you have never had a Level 2 E-Auth account or you aren’t sure if you have, click on the **Option 1: Online Self-Service (Recommended)** link. You will also receive an email with the link.

**NOTE:** If you already have a Level 2 E-Auth account on file you will not be able to verify your identity using the On-Line service. You will need to go to Option 2 and visit a local LRA. You can try the on-line option if you aren’t sure.
On-Line Self-Service Verification Process

After clicking on the Option 1: Online Self-Service (Recommended) link, enter your E-Auth user ID and password you created and click Login.
You must click “I AGREE” before continuing.

Below is the expanded Terms of Service information:
Step 1 of E-Auth Level 2 On-Line Self Service Verification
Verify your eAuth profile data. If not correct, use the ‘click here’ link to update your eAuth profile information. (This will take you to your profile in the EEMS/Identity Manager).

To continue on you must enter your SSN, and click Submit.
Step 2 of E-Auth Level 2 Verification
A quiz page is displayed if the identity verification service provider has enough data to provide a quiz for the user and if the system found no other Level 2 accounts on file for you.

There are 5 questions on the quiz. You must answer all questions before submitting.
**Online Identity Verification –Success Page**
This page is returned when you have successfully completed the identity verification process. The eAuth account is updated to Level 2 assurance, and an email is sent to you as confirmation. The account is now ready for use.

The below email is sent to you after successfully completing the online identity verification process.
If you are unable to verify your identity using the On-Line Self-Service, after you Validate your Identity (Step 1 above) you will receive the below screen if the system has another Level 2 E-Auth on file for you. You will have to visit a local LRA in order to validate your identity and get your Level 2 account. Select Go to find a local LRA.

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This will take you to a map to select your State where you can find the closest LRA to you.

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.

When your Level 2 e-Authentication account is activated and verified you can access VSPS and create your profile and obtain the role of Lab Technician.
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/vspsp/
Login using your E-Auth username and password. Click Login.

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transmitted or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transmitted or stored on this information system.

2. Any communications or data transmitted or stored on this information system may be disclosed or used for any lawful government purpose.

3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA’s Chief Information Officer.
Fill out your user profile (making sure to complete all fields with a red asterisk).

Please complete the profile contact information.
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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Request Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIC Administrator</td>
<td>Request Import Center Authorization</td>
</tr>
<tr>
<td>AIC Administrator National</td>
<td>Request National Authorization</td>
</tr>
<tr>
<td>AIC Coordinator</td>
<td>Request Import Center Authorization</td>
</tr>
<tr>
<td>AIC Financial Staff</td>
<td>Request Import Center Authorization</td>
</tr>
<tr>
<td>AVIC</td>
<td>Request Avio Area Authorization</td>
</tr>
<tr>
<td>AVIC Administrator</td>
<td>Request Avio Area Authorization</td>
</tr>
<tr>
<td>AVIC Office Staff</td>
<td>Request Avio Area Authorization</td>
</tr>
<tr>
<td>Animal Import Support Staff</td>
<td>Request Port Authorization</td>
</tr>
<tr>
<td>Full View NVAP</td>
<td>Request National Authorization</td>
</tr>
<tr>
<td>Horse Transport Administrator</td>
<td>Request Role</td>
</tr>
<tr>
<td>Horse Transport Coordinator</td>
<td>Request Role</td>
</tr>
<tr>
<td>Importer</td>
<td>Request Role</td>
</tr>
<tr>
<td>Interstate Administrator</td>
<td>Request Role</td>
</tr>
<tr>
<td>Lab Technician</td>
<td><strong>Request Laboratory Authorization</strong></td>
</tr>
<tr>
<td>Laboratory Director</td>
<td>Request Laboratory Authorization</td>
</tr>
<tr>
<td>Labs Administrator</td>
<td>Request Role</td>
</tr>
<tr>
<td>Limited View NVAP</td>
<td>Request National Authorization</td>
</tr>
<tr>
<td>Live Export Administrator</td>
<td>Request Role</td>
</tr>
<tr>
<td>Live Export Coordinator</td>
<td>Request National Authorization</td>
</tr>
<tr>
<td>Live Import Administrator</td>
<td>Request Role</td>
</tr>
<tr>
<td>NVAP Administrator</td>
<td>Request Role</td>
</tr>
<tr>
<td>NVAP Coordinator</td>
<td>Request Avio Area Authorization</td>
</tr>
<tr>
<td>NVAP Data Entry</td>
<td>Request National Authorization</td>
</tr>
<tr>
<td>Product Export Administrator</td>
<td>Request Role</td>
</tr>
<tr>
<td>Product Export Coordinator</td>
<td>Request Avio Area Authorization</td>
</tr>
<tr>
<td>Product Import Administrator</td>
<td>Request Role</td>
</tr>
<tr>
<td>Product Import Coordinator</td>
<td>Request Avio Area Authorization</td>
</tr>
<tr>
<td>Quarantine Enforcement Officer</td>
<td>Request Import Center Authorization</td>
</tr>
<tr>
<td>Riverside/Regional Staff</td>
<td>Request Role</td>
</tr>
<tr>
<td>State Office Data Entry</td>
<td>Request State Authorization</td>
</tr>
<tr>
<td>State Regulatory Official</td>
<td>Request State Authorization</td>
</tr>
<tr>
<td>System Administrator</td>
<td>Request Role</td>
</tr>
<tr>
<td>Veterinarian</td>
<td>Request State Authorization</td>
</tr>
<tr>
<td>Veterinary Medical Officer</td>
<td>Request Avio Area Authorization</td>
</tr>
<tr>
<td>Web Services Client</td>
<td>Request Web Service Authorization</td>
</tr>
</tbody>
</table>
Select your lab name and click Request.

Submit the NVSL Certificate for EIA Testing to the VS IT Helpdesk (fax to: 970-494-7294) or scan it in and send it in an email to the VS IT Helpdesk at help@aphis.usda.gov with VS IT Systems in the subject line indicating that you have requested the role in VSPS.

If you fax the certificate, please send an email to the above email stating that you faxed it.

The helpdesk must have the certificate on file in order to approve the role.

Once the VS IT Helpdesk has the role request in VSPS and the NVSL Certificate, they will approve the role. No email confirmation is sent to the user – you should check back (role approval typically takes 24 hours). If more than 3 days have elapsed, contact the helpdesk help@aphis.usda.gov.