Veterinary Services Process Streamlining

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

Welcome to VSPS
State Veterinarian Offices

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

With the **State Regulatory Official** (SRO) Role you can:
- ➤ Search for and View International Animal Imports that have a Destination of your State.
- ➤ View Interstate CVIs that have an Origin or Destination of your State and process Interstate Certificates coming into your State.
- ➤ Manage State Certification Statements for your State so Veterinarians entering Interstate Health Certificates can easily add the required statements.
- ➤ View Coggins tests completed in your State.
- ➤ View details on Accredited Veterinarians including accredited status, renewal date, category, etc.
- ➤ Export search results to an Excel file for Coggins and CVI searches.

With the **State Office Data Entry** Role you can:
- ➤ Enter Retrospective CVI's for your State.
- ➤ Search for Retrospective CVI's with an Origin or Destination of your State.
  The Retrospective-CVI feature enables State Veterinary Office personnel to transcribe data from a paper Certificate of Veterinary Inspection (CVI) into a standard electronic form, which is then saved into VSPS. Once in VSPS, the CVI's data can be searched for, edited, and duplicated (in order to create additional CVIs that share common data with the original CVI).

In order to use VSPS you will need to complete all steps below:

Step 1: Creating a Login.gov Account

USDA is transitioning from USDA eAuthentication to Login.gov (more information here).

As of September 11, 2023, new users who need a login to VSPS must register for a login.gov account:
- o Login.gov has step-by-step instructions here:
  https://www.login.gov/help/get-started/create-your-account/

- o Note that when you use login.gov, in addition to entering your password, you will be prompted to enter an authentication code depending on the multi-factor authentication methods selected when you created the Login.gov credentials.

If you need help with obtaining your login.gov account, visit: Contact us | Login.gov

Step 2: Verify your identity for your Login.gov account

After you have created your login.gov account, you must verify your identity by going to the link below.
https://www.eauth.usda.gov/eauth/b/usda/registration/oidp/elevate

For reference, the steps required to verify your identity are located on this Login.gov Help Center page:
https://www.login.gov/help/verify-your-identity/how-to-verify-your-identity/

Step 3: Email the designated mailbox for your State letting them know you will be requesting the role in VSPS.

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

Email the below information to the Point of Contact for your State located here:
https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa_area_offices/vs-area-offices

Email Subject Line: State Office Access Request in VSPS

In the email include: First Name, Last Name, Email address, login.gov username
Let them know you need to be added into the User Management System (UMS) to get access to VSPS.

Include which role you need: State Regulatory Official or State Office Data Entry and include which State you need access to.
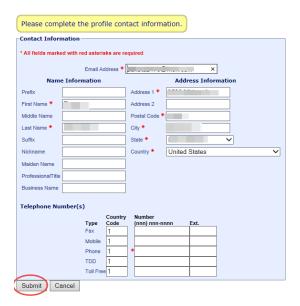**DO NOT include your password**

Step 4: Creating a VSPS Profile with the Role of State Regulatory Official or State Office Data Entry

Log into VSPS with your login.gov account by going to the following web address and click LOG IN:
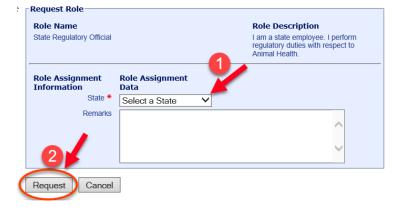**https://vsapps.aphis.usda.gov/vsps/**

Fill out your 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		Address 1 *	[██████████]
First Name *	[████]	Address 2	
Middle Name		Postal Code *	[████]
Last Name *	[████]	City *	[████]
Suffix		State *	[████]
Nickname		Country *	United States
Maiden Name			
ProfessionalTitle			
Business Name			

Telephone Number(s)

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

Submit Cancel

Click the **'Request State Authorization'** link next to the role you need, either **State Regulatory Official** OR **State Office Data Entry**

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]

Select your State and click Request.

Request Role

Role Name
State Regulatory Official

Role Description
I am a state employee. I perform regulatory duties with respect to Animal Health.

Role Assignment Information | **Role Assignment Data**

State * ① Select a State

Remarks

② Request Cancel

After you have completed all 3 steps, the State Regulatory Official or State Office Data Entry role will typically be approved in VSPS 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 <u>2 working days</u> have elapsed and your role is not approved, contact your point of contact listed for your State in the following document:

https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa_area_offices/vs-area-offices