Certificates of Veterinary Inspection (CVIs)

Some of the enhanced features include:

- An animal upload capability that allows an Excel spreadsheet or CSV file of animal information to be uploaded with multiple animal identifiers,
- The capability for a user to create a number of CVI templates and certificate statements and save them to an account for future use,
- Storage and access to commonly shipped individual animal or group descriptions for one click data-entry on future documents,
- Rapid addition of lab tests and vaccination information to each individual animal or a group of animals,
- Accredited veterinarians and labs can enter and process Coggins forms for multiple horses at one time,
- A quick-copy auto-fill feature that allows copying of age, breed, sex, test results, and more from one animal to all the following animals with just one click. If sequential identification numbers are being used, it can "add 1" to each subsequent line, and
- Storage of an electronic copy of an issued CVI for future reference.

More information about the Interstate Module in VSPS can be found at:
http://www.aphis.usda.gov/animal_health/vet_accreditation/accred_vets.shtml

WHY CREATE CERTIFICATES ELECTRONICIALLY IN VSPS?

VSPS is FREE to all users (accredited veterinarians, health technicians, NVSL-approved labs and State animal health officials). There are many benefits when you create an electronic certificate of veterinary inspection:

- It saves time!
- They're much easier to read than paper forms.
- They assist State health officials in tracking livestock movements in and out of their States.
- They're easily searchable to find animal identification and to locate animal certificates.
- You can electronically store all of your documents in one place.
- It's easier to share information with State and other animal health officials.
- It's easier to share documents between practice members.

Getting Started in VSPS

STEP 1: OBTAIN A LEVEL-TWO EAUTHENTICATION ACCOUNT

USDA recognizes the importance of electronic certificate information, to ensure the security of this information eAthentication is used.

Go to https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp

Fill out the required fields on the on-line form; password requirements are listed below.
Your password is case-sensitive and you are required to change it every 180 days.

Required Characters
- 9 to 12 characters long
- At least one uppercase letter (A, B, C, etc.)
- At least one lowercase letter (a, b, c, etc.)
- At least one of these characters: 1 2 3 4 5 6 7 8 9   ! # - $ % * = + : ; , ? ~

Do Not Use
- Dictionary words
- Profile info: Your name, mother's maiden name, date of birth, PIN, phone number, email, etc.

Within 24 hours, you will receive an email from the eAuthentication Help Desk. You must wait approximately 20 minutes after receiving the email and then click the blue **ACTIVATE MY ACCOUNT** link in that email.

NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to repeat the process.

Next, take your government issued photo ID (e.g. state issued driver's license)
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.

For questions about eAuthentication contact the ITS Service Desk at **eAuthHelpDesk@ftc.usda.gov** or 800-457-3642. Because eAuthentication and Veterinary Services Process Streamlining (VSPS) systems are two separate entities, they have two separate help desks. Make sure that you contact the correct one.

STEP 2: LOG INTO VSPS AND REQUEST THE ROLE OF A VETERINARIAN.

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

- If the profile contact information you enter into the fields below match the information in our record, you will automatically be given the role of "accredited veterinarian".

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- If the profile contact information you enter does not match our record, an email is sent to the VSPS Help Desk who will approve your "accredited veterinarian" role. You will know your role is approved when you log on to VSPS and you see the **Interstate** link on the left navigation bar.

- If it is not approved, please contact the VSPS Help Desk.

The VSPS Help Desk is available Mon-Fri 8:00 AM - 5:00 PM Mountain Time.
Any requests made outside of this window will be addressed on the next working day.

Phone: 877-944-8457: select option 3

Email: vsithelpdesk@aphis.usda.gov

STEP 3: SET UP YOUR VSPS USER PREFERENCES AND DETAILS.

You have the option to:
- Set up a practice to share documents with other veterinarians and technicians (for this job aid click here).
- Set your breed preferences so your most commonly used breeds appear first in the breed list (for this job aid click here).
- Create certification statements for display on the CVI, and for re-use on other CVIs (for this job aid click here).
- Add animals to your animal address book if those animals will be moved multiple times (for this job aid click here).
- Set up your personal and business address book (for this job aid click here).

STEP 4: START USING VSPS TO CREATE YOUR CVIs

- Go to the Interstate module
- Click, Create CVI

See additional handouts at: http://www.aphis.usda.gov/animal_health/vsps_int_lib/

For questions on how to use the eCVI system contact **Need Help with Your eCVI?**

To sign up for a free webinar contact Dr. Jamie Snow at jamie.l.snow@aphis.usda.gov