

Accessing VEHCS for the First Time - Accredited Veterinarians, Exporters, and Support Staff

The USDA APHIS Application Access website provides access to VEHCS (Veterinary Export Health Certificate System). Logging into VEHCS requires a “login.gov” login account. If you do not have this login account, you can create this as part of your VEHCS login process. If you need additional help with obtaining login credentials, visit: [USDA Login Credentials Contact Us](#)

***Please Note*:** Without valid login credentials, you will not be able to create your new VEHCS account.

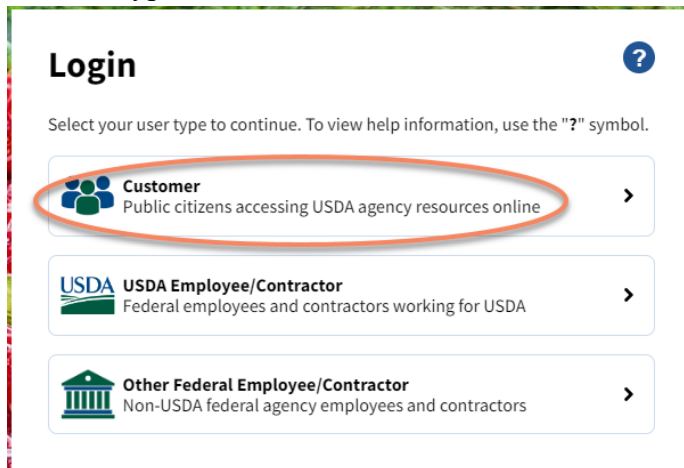
***Please Note*:** VEHCS is not intended for use by pet owners/animal owners. Pet owners/animal owners should work with their accredited veterinarian; the accredited veterinarian will log into VEHCS.

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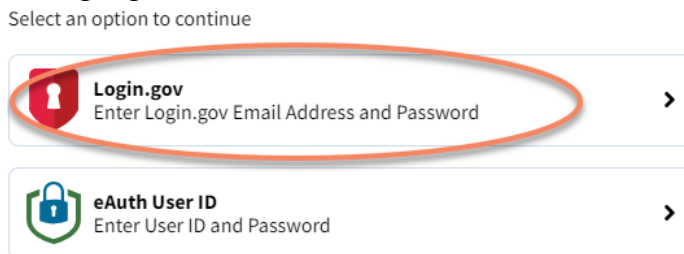
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Action One: Logging into VEHCS

1. Access the website <https://vehcs.aphis.usda.gov/> (bookmark this page for faster access in the future)
2. Click **Log In**. The Login page displays.
3. Choose the user type of “Customer”



- a.
4. Click on “Login.gov”



- a.
5. Choose one of the following paths:

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- a. Customers who don't have a login.gov credentials (see introductory paragraph in this guide) must create a login account. Please proceed to **Action Two: Creating a Login.gov account** in this guide.
- b. Customers who already have login.gov credentials, proceed to **Action Three: Linking your login account to VEHCS** in this guide.

Action Two: Creating a Login.gov Account

1. Click the Create Account tab in the blue banner.



USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.



- a.
2. **Follow the steps and instructions on the screen to complete the account creation process.**
 - a. You will be required to create a password and set up alternative authentication methods. Follow the steps on screen to add at least two different options in case you lose one of your methods.
 - b. **As the account creation process requires personal information, VS nor the VEHCS Helpdesk can assist you with this login.gov process.**
 - c. If the email address you are using was previously linked to a USDA eAuthentication login account, you will be required to link to link your existing USDA eAuth account with Login.gov.
 - i. Linking to an existing eAuth account will help to retain your content within VEHCS which you obtained using your eAuth account.
 - d. Click No/Continue without linking your existing USDA eAuthentication account.
3. The VEHCS home page appears. **Proceed to Action Three** in this guide.

Action Three: Linking Your Login.gov Account with VEHCS

1. Log in using your login.gov credentials.
2. Now that you've successfully used your login.gov account, you can access VEHCS.
3. You will be presented with the "VEHCS Initial Registration" page.

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Last Step! Before you can access VEHCS, please choose one of the following two options:

(**Note: You only need to do this once. If you need help, please reference Action Three of the [Initial Access Guide](#).)

Option 1

My business (non-USDA) does not have a VEHCS account, and I will be the first user and administrator for my business in VEHCS.

[Create Business Organization](#)

Option 2

I'm joining an existing business or USDA organization and my organization administrator has provided me with a Unique PIN.

Unique PIN: [Join](#)

****Currently, your eAuthentication User ID is not linked to a VEHCS User Account. Once you have completed Option 1 or Option 2 above and have successfully logged into VEHCS, your eAuthentication User ID will log you directly into VEHCS. If you have forgotten your Unique PIN, please contact your Organization Administrator or the [PCIT Help Desk](#).**

[USDA](#) | [APHIS](#) | [PCIT/VEHCS Training](#) | [PCIT Certificate Viewer](#) | [VEHCS Certificate Viewer](#) | [PE&D](#) | [PCIT Help/Contact Us](#) | [VEHCS Help/Contact Us](#)

- a.
4. At this point you can create a new VEHCS organization **or** join an existing VEHCS organization.
 - a. VEHCS is organization based, meaning that you will belong to an organizational group that can share data in VEHCS. **Each logged in user can only belong to one VEHCS organization.**
 - b. To join an **existing** VEHCS organization, the organization administrator would have provided you a PIN.
 - i. Organization administrators should review the “Manage Account” guide for instructions on adding a user (<https://vehcs.aphis.usda.gov/vehcs/faces/support/userguides.html>)
5. Proceed to the appropriate section of this guide:
 - a. Creating a New Organization in VEHCS – **Proceed to Action Four** in this guide
 - b. Joining an Existing Organization in VEHCS – **Proceed to Action Five** in this guide

Action Four: Creating a New Organization in VEHCS

1. To create a VEHCS account for your organization, click the **Create Business Organization** button on the left of the page.



Last Step! Before you can access VEHCS, please choose one of the following two options:

(**Note: You only need to do this once. If you need help, please reference Action Three of the [Initial Access Guide](#).)

Option 1

My business (non-USDA) does not have a VEHCS account, and I will be the first user and administrator for my business in VEHCS.

[Create Business Organization](#)

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I'm joining an existing business or USDA organization and my organization administrator has provided me with a Unique PIN.

Unique PIN: [Join](#)

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2. The **Registration – User Information** page appears. Enter your Name, E-mail Address, and select **either Veterinary Clinic or Exporter** as Organization Type [once you complete the registration, this organization type choice cannot be changed]. Then select a User Role. Click **Next**.
 - a. NOTE: If you select Accredited Veterinarian User Role, you will need to provide your License and Accreditation information.
3. The **Registration Wizard – Create New Organization** page appears. Complete the required fields to create a profile for your business organization and click **Submit**.
 - a. **The person who creates the organization will be the organization administrator.**
 - b. NOTE: Only one profile per business organization is needed. As the organization administrator, you are responsible for adding and maintaining other VEHCS user accounts for your company or organization. When entering additional user accounts to your business organization, you should also designate at least one other user as an administrator.
4. The **Registration Wizard – Create Successful** page appears. Click **Continue** to start using VEHCS.
5. Your login account is now synchronized with your organization’s new VEHCS account and you are now logged into the system.
6. The next time you access VEHCS, simply login with your login.gov credentials. You will not need to repeat the registration process.

For VEHCS questions or further assistance, contact the VEHCS Help Desk: pcithelpdesk@usda.gov. Note that the helpdesk cannot help with creating a login.gov account.

If you need help with obtaining login credentials, visit: [USDA Login Credentials Contact Us](#)