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## 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 credential, either USDA eAuthentication or login.gov credentials. USDA is transitioning from USDA eAuthentication to login.gov ([more information here](#)). As of September 11, 2023, new users who need a login to USDA systems should utilize login.gov credentials. Existing users can use their USDA eAuthentication login OR can transition to using login.gov credentials.

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.

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

### Action Two: Creating a Login.gov Account

1. Login.gov has step-by-step instructions here: <https://www.login.gov/help/get-started/create-your-account/>
2. Click the **Create Account** link in the blue banner toward the top left of the screen.
3. Enter your email address. Then click Submit. The Registration Email Sent page displays.
4. Access your email to follow the instructions provided on the **Login.gov– Confirm Email** to complete the account registration. **NOTE:** The link in the email will expire soon.
  - a. Create your Password and click **Continue**.
  - b. Login.gov requires you to 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.
  - c. Click **Agree and Continue**. Link with Login.gov displays.
  - d. If you previously had a USDA eAuthentication login account, you will be presented with two options.
    - i. Click **Yes** to link your existing USDA eAuth account with Login.gov.  
NOTE: Linking to an existing eAuth account will help to retain your content within VEHCS which you obtained using your eAuth account.
    - ii. Click **No/Continue** without linking your existing USDA eAuth account.
  - e. The VEHCS home page appears. Proceed to Action Three

Please visit the [USDA Login Account FAQs](#) for information on login account registration or account issues

### Action Three: Linking Your Login Account to VEHCS

1. On the Login page, login using your USDA eAuthentication or login.gov credentials.
  - a. Note that when you use login.gov, you will be prompted to retrieve an authentication code depending on the multi-factor authentication methods selected when you created the Login.gov credentials.

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3. Now that you've accessed VEHCS, you can create a new organization or join an existing one. VEHCS is organization based, meaning that you will belong to an organizational group that can share data in VEHCS. At this point you can create a new organization, or join an existing one. To join an organization, the organization administrator would have provided you a PIN. Make a selection based on the options below:
  - a. Creating a New Organization in VEHCS – Proceed to Action Four
  - b. Joining an Existing Organization in VEHCS – Proceed to Action Five

### 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.
2. The Registration – User Information page appears. Enter your Name, E-mail Address, and select either Veterinary Clinic or Exporter as Organization Type. 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.  
**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 the VEHCS website, simply enter your login credentials and click **Login**. This will log you all the way into VEHCS.

### Action Five: Joining an Existing Organization in VEHCS

1. Your organization's account administrator should provide you with a unique personal identification number (PIN) to connect to the organization's account. Under Option 2, enter this information and click **Join**.
2. Your login account is now synchronized with your organization's VEHCS account and you are now logged into VEHCS.

For VEHCS questions or further assistance,  
contact the PCIT Help Desk  
1-866-HLP-PCIT (457-7248) or [pcithelpdesk@usda.gov](mailto:pcithelpdesk@usda.gov)