



# Veterinary Export Health Certificate System (VEHCS)

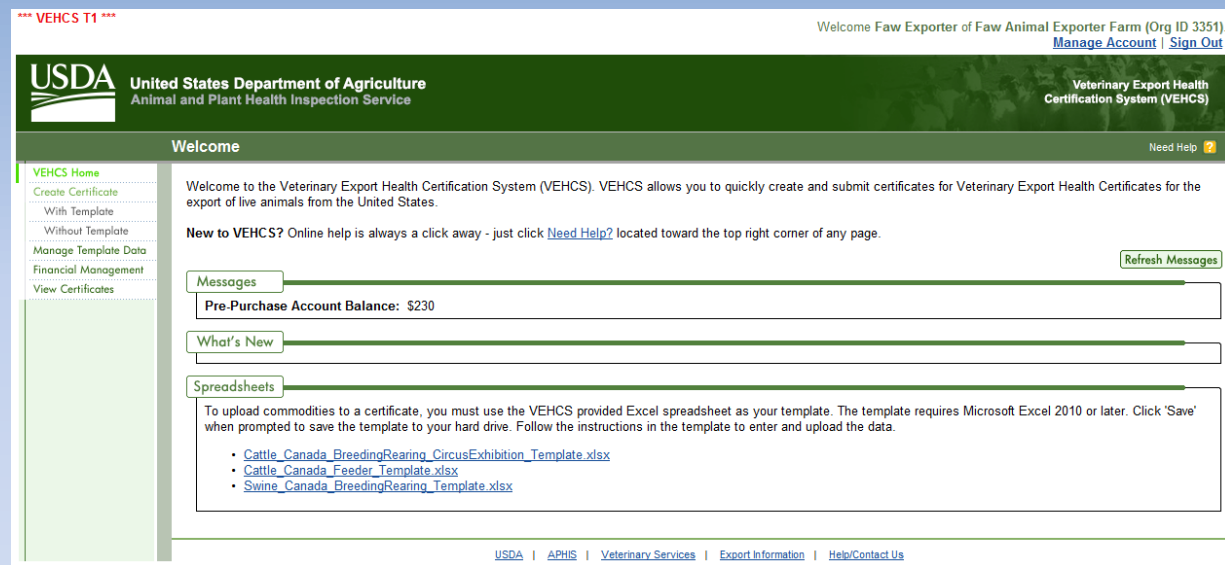
How to utilize VEHCS

For Exporters, Accredited Veterinarians (AV)  
and AV Support Staff

# Welcome to VEHCS

Upon logging into the system, you will see your **VEHCS Home** page containing:

- The **Messages** block alerting you of your pre-purchase account balance, returned health certificates and other notices.
- The **What's New** block displaying system messages.
- The **left menu** enabling you to move throughout VEHCS. In addition VEHCS Home currently displayed, the left menu contains:
  - **Create Certificate** enabling you to create certificates using previously saved template data or not.
  - **Manage Template Data** enabling you to maintain data frequently used for creating certificates.
  - **Financial Management** enabling you add funds to your pre-purchase account via a link to Department of Treasury's Pay.gov application
  - **View Certificates** enabling you to access your organization's certificates.



## Create a Certificate

- To create certificates without using previously saved data select **Create Certificate Without Template** from the left menu.
- Certificate Content**, the first of the Certificate Step by Step screens of the Creation of an International Animal Export Health Certificate process displays.
- To start creating a certificate, select the destination country. Once the country is selected additional fields are displayed.
- Select the remaining data and click Next to continue to the General screen.

NOTES: 1) The content of the Certificate Step By Step screens that follow is based on selections made on this screen.

2) A VEHCS 'defined', 'universal', or 'PDF upload' certificate (based on current bilateral agreements in place with trading partners) will result depending on your selection.

\*\*\* VEHCS T1 \*\*\*

Welcome Faw Exporter of Faw Animal Exporter Farm (Org ID 3351) [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

### Creation of an International Animal Export Health Certificate

Need Help ?

**Certificate Content**

Please enter the required information on each of the Certificate Step by Step pages. When complete, go to Summary/Submit to submit the certificate. If you would like to finish the certificate at a later time, you may save the certificate as a work in progress. You may also save the certificate as a template.

Items marked \* are required.

First, select your Destination Country.

\* Destination Country:

Then, choose your Commodity Type, Intended Use, and Type of Admission selection and click the 'Next' button.

\* Commodity Type:

\* Intended Use:

\* Type of Admission:

**Important:** The Destination Country and Commodity Type cannot be changed for this certificate after clicking the 'Next' button.

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# Create a Certificate (continued)

- The **General** screen displays when you click Next from Certificate Content. Note a unique tracking number is associated with the certificate and the previously entered data has been saved.
- Continue entering certificate data on the General screen.
- Fields marked with a red asterisk are required fields and must be completed prior to submitting the certificate to the VS for processing.
- Depending on the commodity selected for export, some fields are displayed or hidden. E.g., Importing Feedlot Information.
- Previously saved consignors and consignees can be selected for the current certificate or use the corresponding Add button to add new data. *Note:* Only Consignees from the country selected as the certificate's destination will display.
- Click Next to continue to the Export and Shipping screen.

NOTE: You can use the left menu to move to another Certificate Step by Step screen or to return to VEHCs Home.

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**Veterinary Export Health Certification System (VEHCS)**

**Creation of an International Animal Export Health Certificate** [Need Help](#)

VEHCS Home **Tracking # - 6305** [Certificate Content: Cattle to Canada](#) [Save as Work in Progress](#) [Save as Template](#) [View Certificate Draft](#) [Close](#) [Delete](#)

**General**

Items marked \* are required.

**Commodity Origin Information**

Enter the location where the commodities have been quarantined or gathered prior to shipment.

\* Place of Origin Name: Jerry's Cattle Farm of Missoula

\* Street Address: 1234 Cattle Farm Way

\* City: Missoula

\* State/Territory: Montana

\* Zip Code: 59802

Inspection Date: (Single date or date range)

Issuing VS Area Office: Montana

\* Consignor: Jerry's Cattle Farm of Missoula [Add](#)

\* Consignee: Animal Importer of Canada [Add](#)

Note: Only Consignees from the country selected as the certificate's destination country will be displayed.

**Importing Feedlot Information**

[Copy Consignee Information](#)

\* Name: Animal Importer of Canada

\* Street Address: 1234 Fairway Road

\* City: Halifax

State/Territory/Province: Nova Scotia

Postal Code:

\* Country: Canada

[Previous](#) [Save as Work in Progress](#) [Next](#)

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# Create a Certificate (continued)

- The **Export and Shipping** screen displays when you click Next from General.
- Continue entering certificate data on the Export and Shipping screen.
- VEHCS enables you to select an internal or an external veterinarian to submit the certificate to VS. *Note:* You will not be able to select an internal veterinarian until the commodity state of origin is selected on the General screen and only veterinarians licensed and accredited in the commodity state of origin will be listed.
- If your port of embarkation/border crossing is not listed, select "Other"; use the More Details field to enter your port/border crossing.
- If you know the container identification/seal numbers enter them individually in the field provided and click Add. The information will appear in the table.
- Click Next to continue to the Commodities screen.

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Creation of an International Animal Export Health Certificate [Need Help ?](#)

Tracking #: 6305  
Certificate Content: Cattle to Canada

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**Export and Shipping**

Items marked \* are required.

Country of Origin: USA  
State of Origin: Montana  
Country of Destination: Canada

\* Accredited Veterinarian: ☒ Internal Accredited Veterinarian ☐ External Accredited Veterinarian  
Anne Av  
License Number: 234123  
Accreditation Number: 34623462

\* Port of Embarkation/Border Crossing: Other  
If Other, More Details: Montana/Saskatchewan Border Crossing

\* Estimated Date Of Shipment: 02/26/2014  
mm/dd/yyyy

\* Means of Transport: Truck  
Means of Transport Identification: MT Lincese Plate

Number of Containers: 1  
Container Description: Truck  
If Other, More Details:

Identification/Seal Numbers: [Add](#)

List of Identification/Seal Numbers	
Identification/Seal Number	<a href="#">Delete</a> <a href="#">Select All</a>
PMM-9877	<input type="checkbox"/>

[Previous](#) [Save as Work in Progress](#) [Next](#)

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# Create a Certificate (continued)

- The **Commodities** screen displays when you click Next from Export & Shipping.
- The commodity data fields presented to manually enter data are based on country, commodity type and intended use initially specified on the Certificate Content screen. *Note:* An option to upload commodity data from an Excel is available for some commodities.
- To manually add rows with similar commodity data, enter the number of rows to add, complete the desired fields and click Generate Rows. The specified number of rows are added to the table.
- To add blank rows, enter the number of rows to add and click Generate Rows.
- Then update the commodity information in the table as needed.
- When using a universal format, check IREGS for the information needed in the table.
- For certificates requiring commodity images, **ONLY** identification pictures should be loaded here. All other attachments will be in the Attachment section.
- Click Next to continue to the Statements screen.

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### Creation of an International Animal Export Health Certificate

Tracking #: 6305  
Certificate Content: Cattle to Canada

Save as Work in Progress Save as Template View Certificate Draft Close Delete

#### Commodities

Remember to save your data periodically, especially when manually entering a large number of commodities or uploading a spreadsheet.

Description of Commodity: Cattle for Feeder

There are two ways to enter your commodities. Option 1 allows you to manually enter your commodity information while with Option 2 you can upload your commodity list as an Excel XML document. You can choose one option or complete both of them.

To continue, click on one of the Options below.

#### Option 1: Enter Commodities Manually

To enter commodity information, enter the number of rows to generate and click the 'Generate Rows' button. You can also select default data before clicking the 'Generate Rows' button.

If you need to add more rows after generating the table, enter the additional number in Number of Rows and click the 'Generate Rows' button. The rows will appear at the end of the existing table. Previously entered data will not be lost.

Please review the [guidelines](#) at USDA IREGS for detailed requirements.

Number of Rows:  Note: You may only add 100 rows at a time.

Default Breed/Category:

Default Other ID/Tattoo:

Default Age:  (Months)

Default Sex:

Default Additional Description:

Generate Rows

#### Option 2: Upload Commodities From An Excel Spreadsheet

Items marked \* are required.

Commodities							
Row	*Ear Tag	*Breed/Category	Other ID/Tattoo	*Age (Months)	*Sex	Additional Description	Delete
1	<input type="text"/>	Holstein	USA	90	Female	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	Holstein	USA	90	Female	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	Holstein	USA	90	Female	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	Holstein	USA	90	Female	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	Holstein	USA	90	Female	<input type="text"/>	<input type="checkbox"/>

Total Quantity: 5

Previous Save as Work in Progress Next

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## Create a Certificate (continued)

- The **Certification Statements** screen displays when you click Next from Commodities.
- If your user role is Exporter you cannot select certification statements.
- If your user role is AV Support of an AV organization you can enter date and test information to complete certification statements. You cannot select certification statements.
- If your user role is Accredited Veterinarian you can enter date and test information to complete certification statements as well as select the certification statements.
- When using a universal format, check IREGS for the information needed for this section.
- Click Next to continue to the Attachments screen.

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Creation of an International Animal Export Health Certificate [Need Help ?](#)

VEHCS Home  
Certificate Step by Step  
Certificate Content  
General  
Export & Shipping  
Commodities  
**Statements**  
Attachments  
Summary/Submit

Tracking #: 6305  
Certificate Content: Cattle to Canada

[Save as Work in Progress](#) [Save as Template](#) [View Certificate Draft](#) [Close](#) [Delete](#)

### Certification Statements

An Accredited Veterinarian must select the following certifications. (Check all that apply.)

**Important: All certification statements must be selected before submitting the health certificate to USDA. Please review the [guidelines](#) at USDA IREGS before certifying.**

☒ The cattle on this certificate are being exported to Canada as a restricted feeder under CFIA import permit number: .

☒ The animals were born after January 01, 1999 in the United States or Canada and have resided in either country for their entire life.

☒ The animals are identified by a permanent identification system recognized by the USDA and are not under restriction for movement, slaughter or destruction control.

☒ For at least sixty (60) days immediately prior to export, the animals were continually resident in: , a state that is designated by the USDA as a tuberculosis accredited-free state.

☒ The animals were inspected by the certifying veterinarian on:  (mm/dd/yyyy) which is within thirty (30) days preceding the date of importation and it was determined that:

☒ The animals are free from any communicable disease.

☒ The animals are, to the best of the knowledge and belief of a veterinarian, not exposed to any communicable disease within sixty (60) days preceding the date of the inspection.

☐ The animals are fit to travel and can be transported to Canada without undue suffering by reason of infirmity, illness, injury, fatigue, or any other cause.

☒ To the best of the knowledge and belief of the certifying veterinarian, the heifers/cows in the shipment are not in the second half of pregnancy and young stock included in the shipment have been weaned and are not on milk replacer.

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## Create a Certificate (continued)

- The **Attachments** screen displays when you click Next from Certification Statements.
- Attachments uploaded here should include any information that the reviewing USDA personnel would need to process the health certificate (i.e., import permit, laboratory results, etc. as needed)
- To add attachments click Add Attachments and the **File Upload** screen displays.
- Use **Browse** to locate the document to attach. Note: Only .gif, .jpg and .pdf files can be attached.
- Select the file description and click **Upload** to attach the file.
- Repeat the steps to upload additional attachments.
- Click Next to continue to the Summary/Submit screen.

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Creation of an International Animal Export Health Certificate [Need Help ?](#)

Tracking #: 6305  
Certificate Content: **Cattle to Canada**

[Save as Work in Progress](#) [Save as Template](#) [View Certificate Draft](#) [Close](#) [Delete](#)

**Attachments**

Attachments can be added to your certificate data but will NOT be printed as part of the health certificate. An example of an attachment is lab results. To add attachments to your certificate data, click the 'Add Attachment' button.

File Name	Description	Date Added
No attachments have been added.		

[Add Attachment](#)

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**File Upload**

Click the 'Browse' button to select the file from your computer to upload. Long file names will be truncated to 40 characters (including the file extension). Items marked \* are required.

\* File Location: C:\Users\woodyf\Documents\ Browse...

(.gif, .jpg, or .pdf)

\* File Description: Lab Results

If Other, More Details: (40 characters max)

[Cancel](#) [Upload](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

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Creation of an International Animal Export Health Certificate [Need Help ?](#)

Tracking #: 6305  
Certificate Content: **Cattle to Canada**

[Save as Work in Progress](#) [Save as Template](#) [View Certificate Draft](#) [Close](#) [Delete](#)

**Attachments**

Attachments can be added to your certificate data but will NOT be printed as part of the health certificate. An example of an attachment is lab results. To add attachments to your certificate data, click the 'Add Attachment' button.

File Name	Description	Date Added	
Lab Results 1.pdf	Lab Results	02/24/2014	<a href="#">Delete</a> <a href="#">Download</a>

[Add Attachment](#)

[Previous](#) [Save as Work in Progress](#) [Next](#)

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# Create a Certificate (continued)

- The **Summary/Submit** screen displays when you click Next from Attachments.
- The Summary/Submit screen displays all the information entered for a certificate enabling users to review the certificate data on one screen.
- If errors are found, click the corresponding Edit to return to appropriate Certificate Step by Step screen to correct the data.

NOTE: The Issuing VS office is displayed on the Summary/Submit screen. The Issuing VS office is determined by the Commodity Origin State entered on the General screen.

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Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Tracking #: 6305  
Certificate Content: Cattle to Canada

Save as Work in Progress Save as Template View Certificate Draft Close Delete

**Summary/Submit**

Please review the information that you have provided for the certificate. Select 'Edit' to make changes to the associated part of the certificate. Carefully review your certificate and then click the 'Submit Certificate' button.

Destination Country:	Canada	<a href="#">Edit</a>
Commodity Type:	Cattle	
Intended Use:	Feeder	
Type of Admission:	Permanent Import	
Certificate Type:	VEHCS Defined	

Business Contact Information:	Faw Animal Exporter Farm (Org ID 3351) 1234 Animal Exporter Farm Way Kingstowne, VA 22315 Phone: 703-541-1234 Fax: 703-541-1234 E-Mail Address: francesca.woody@faw.com	
Exporter:	Faw Animal Exporter Farm (Org ID 3351) 1234 Animal Exporter Farm Way Kingstowne, VA 22315 Phone: 703-541-1234 Fax: 703-541-1234 E-Mail Address: francesca.woody@faw.com	
Place of Origin Name:	Jerry's Cattle Farm of Missoula	
Place of Origin Address:	1234 Cattle Farm Way Missoula, MT 59802	<a href="#">Edit</a>
Inspection Date:		
Issuing VS Area Office:	Montana	
Consigner:	Jerry's Cattle Farm of Missoula 1234 Cattle Farm Way Missoula, MT 59802 Phone: Fax: E-Mail Address:	
Consignee:	Animal Importer of Canada 1234 Fairway Road Halifax, Nova Scotia Canada Phone: Fax: E-Mail Address:	

Accredited Veterinarian:	Anne Av License Number: 234123 Accreditation Number: 34823482	
Port of Embarkation/Border Crossing:	Montana/Saskatchewan Border Crossing	
Estimated Date of Shipment:	02/26/2014	
Means of Transport:	Truck	<a href="#">Edit</a>
Means of Transport Identification:	MT License Plate	
Number of Containers:	1	
Container Description:	Truck	
Identification/Seal Numbers:	PLM-9877	

Description of Commodity:	Cattle	
Total Quantity:	5	
Importing Feedlot Information:	Animal Importer of Canada 1234 Fairway Road Halifax, Nova Scotia Canada	

Commodities						
Row #	Ear Tag	Breed/Category	Other ID/Tattoo	Age (months)	Sex	Additional Description
1	387w89u	Holstein	USA	90	Female	

[Edit](#)

# Create a Certificate (Summary/Submit continued)

Total Quantity:		5				
Importing Feedlot Information:		Animal Importer of Canada 1234 Fairway Road Halifax, Nova Scotia Canada				

Commodities						
Row #	Ear Tag #	Breed/Category #	Other ID/Tattoo #	Age (months) #	Sex #	Additional Description
1	387w89u	Holstein	USA	90	Female	
2	d98ud08	Holstein	USA	90	Female	
3	df98a9sd	Holstein	USA	90	Female	
4	w7088yas	Holstein	USA	90	Female	
5	073298rwe	Holstein	USA	90	Female	

**Certification Statements:**

- The cattle on this certificate are being exported to Canada as a restricted feeder under CFIA import permit number: 987389-2014.
- The animals were born after January 01, 1999 in the United States or Canada and have resided in either country for their entire life.
- The animals are identified by a permanent identification system recognized by the USDA and are not under restriction for movement, slaughter or destruction control.
- For at least sixty (60) days immediately prior to export, the animals were continually resident in: Montana, a state that is designated by the USDA as a tuberculosis accredited-free state.
- The animals were inspected by the certifying veterinarian on: 02/17/2014 which is within thirty (30) days preceding the date of importation and it was determined that:
  - The animals are free from any communicable disease.
  - The animals are, to the best of the knowledge and belief of a veterinarian, not exposed to any communicable disease within sixty (60) days preceding the date of the inspection.
  - To the best of the knowledge and belief of the certifying veterinarian, the heifers/cows in the shipment are not in the second half of pregnancy and young stock included in the shipment have been weaned and are not on milk replacer.

**Attachments:** 1 attachment(s) added to this certificate.

**Additional Information:**  
(Will be printed on the certificate)

**Comments:**  
(Will NOT be printed on the certificate)

☐ By submission of this certificate, I certify that the information presented is accurate and I legally sign this document. I also acknowledge that any applicable fees will be charged upon endorsement and completion of this certificate.

☐ I have uploaded the appropriate lab results on the Attachments screen as applicable.

[Previous](#)
[Save as Work in Progress](#)
[Submit Certificate](#)

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## Create a Certificate (continued)

- If an External Accredited Veterinarian was selected on the Export and Shipping screen, click the Submit to Accredited Veterinarian button. The certificate data is now available to the accredited veterinarian to be completed and subsequently submitted to VS for endorsement.

5. The animals were inspected by the certifying veterinarian on: 02/17/2014 which is within thirty (30) days preceding the date of importation and it was determined that:

- The animals are free from any communicable disease.
- The animals are, to the best of the knowledge and belief of a veterinarian, not exposed to any communicable disease within sixty (60) days preceding the date of the inspection.
- To the best of the knowledge and belief of the certifying veterinarian, the heifers/cows in the shipment are not in the second half of pregnancy and young stock included in the shipment have been weaned and are not on milk replacer.

**Attachments:** 1 attachment(s) added to this certificate. [Edit](#)

**Additional Information:**  
(Will be printed on the certificate)

**Comments:**  
(Will NOT be printed on the certificate)

[Previous](#) [Save as Work in Progress](#) [Submit to Accredited Veterinarian](#)

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## Create a Certificate (continued)

- If an Internal Accredited Veterinarian was selected on the Export and Shipping screen, only that Accredited Veterinarian can submit the certificate.
- These are the options (“Previous” or “Save as Work in Progress”) available to the Exporter and AV Support users at the bottom of the Summary/Submit screen.

<p>b. The animals are, to the best of the knowledge and belief of a veterinarian, not exposed to any communicable disease within sixty (60) days preceding the date of the inspection.</p> <p>d. To the best of the knowledge and belief of the certifying veterinarian, the heifers/cows in the shipment are not in the second half of pregnancy and young stock included in the shipment have been weaned and are not on milk replacer.</p>	
<b>Attachments:</b> 1 attachment(s) added to this certificate. <span>Edit</span>	
<b>Additional Information:</b> (Will be printed on the certificate)	<div></div>
<b>Comments:</b> (Will NOT be printed on the certificate)	<div></div>
<p><b>Warning:</b> Only the selected Accredited Veterinarian can submit a certificate with his/her name attached to it. You can save this certificate as a work in progress for the AV to retrieve.</p>	
<div>Previous Save as Work in Progress</div>	

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## Create a Certificate (continued)

- If you are an Accredited Veterinarian you will see a Submit Certificate button at the bottom of the Summary/Submit screen.
- To submit to the VS Office for endorsement, you must check the two statements:
  - By submission of this certificate, I certify that the information presented is accurate and I legally sign this document. I also acknowledge that any applicable fees will be charged upon endorsement and completion of this certificate.
  - I have uploaded the appropriate lab results on the Attachments screen as applicable.
- Then click Submit Certificate. VEHCS verifies that all required fields are completed and that the user submitting the certificate is the Accredited Veterinarian noted on the Export and Shipping screen.

The screenshot displays the 'Create a Certificate' form in the VEHCS system. At the top, a green header bar contains the text: 'To the best of the knowledge and belief of the certifying veterinarian, the animals/cows in the shipment are not in the second half of pregnancy and young stock included in the shipment have been weaned and are not on milk replacer.' Below this, the 'Attachments' section shows '1 attachment(s) added to this certificate.' with an 'Edit' button. The 'Additional Information' section, labeled '(Will be printed on the certificate)', contains a large text area. The 'Comments' section, labeled '(Will NOT be printed on the certificate)', also contains a large text area. Below these sections, two checkboxes are visible: the first is checked and reads 'By submission of this certificate, I certify that the information presented is accurate and I legally sign this document. I also acknowledge that any applicable fees will be charged upon endorsement and completion of this certificate.'; the second is also checked and reads 'I have uploaded the appropriate lab results on the Attachments screen as applicable.' At the bottom of the form, three buttons are present: 'Previous', 'Save as Work in Progress', and 'Submit Certificate'. A footer bar at the very bottom contains links for 'USDA', 'APHIS', 'Veterinary Services', 'Export Information', and 'Help/Contact Us'.

## Create a Certificate (continued)

- If errors are found upon submission, VEHCS will lead the Accredited Veterinarian to the errors for correction.
- Click Review Errors to view the first error.
- Error messages are displayed at the top of the screen and the errors are highlighted.
- Make the necessary corrections and click Next. VEHCS will show the next error or the Summary/Submit page when all the errors have been addressed.

\*\*\* VEHCS T1 \*\*\*

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Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate [Need Help ?](#)

**Validation Results**

The validation process found errors in your certificate. You will need to correct the identified errors and resubmit the certificate.

**1 error(s) found in your certificate.**

The validation process will return you to the first error and will navigate you sequentially through the remaining pages with errors.

[Review Errors](#)

You can correct errors identified by the validation process later. The certificate will be saved as 'Work In Progress' and can be accessed from the 'View Certificates' page to correct the errors and submit the certificates.

[Save & Return to VEHCS Home](#)

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VEHCS Home  
Certificate Step by Step  
Certificate Content  
General  
Export & Shipping  
Commodities  
**Statements**  
Attachments  
Summary/Submit

Tracking #: 6305  
Certificate Content: Cattle to Canada

[Save as Work in Progress](#) [Save as Template](#) [View Certificate Draft](#) [Close](#) [Delete](#)

**Certification Statements**

**Error: Not all of the Certification Statements have been checked. Those unchecked statements are highlighted below.**

An Accredited Veterinarian must select the following certifications. (Check all that apply.)

**Important: All certification statements must be selected before submitting the health certificate to USDA. Please review the [guidelines](#) at USDA IREGS before certifying.**

☒ The cattle on this certificate are being exported to Canada as a restricted feeder under CFIA import permit number: 987389-2014

☒ The animals were born after January 01, 1999 in the United States or Canada and have resided in either country for their entire life.

☒ The animals are identified by a permanent identification system recognized by the USDA and are not under restriction for movement, slaughter or destruction control.

☒ For at least sixty (60) days immediately prior to export, the animals were continually resident in: Montana, a state that is designated by the USDA as a tuberculosis accredited-free state.

☒ The animals were inspected by the certifying veterinarian on: 02/17/2014 (mm/dd/yyyy) which is within thirty (30) days preceding the date of importation and it was determined that:

☒ The animals are free from any communicable disease.

☒ The animals are, to the best of the knowledge and belief of a veterinarian, not exposed to any communicable disease within sixty (60) days preceding the date of the inspection.

☐ **The animals are fit to travel and can be transported to Canada without undue suffering by reason of infirmity, illness, injury, fatigue, or any other cause.**

☒ To the best of the knowledge and belief of the certifying veterinarian, the animals in the shipment are not in the second half of pregnancy and young stock included in the shipment have been weaned and are not on milk replacer.

[Previous](#) [Save as Work in Progress](#) [Next](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)



## Create a Certificate (continued)

- If no errors are found upon submission, a confirmation that the certificate was successfully submitted is displayed.
- The certificate is submitted to the VS office based on the commodity origin noted on the General screen.
- To speed up the creation of future certificates, you can save this certificate as a template. Information from the General and Export and Shipping screens will be saved.
  - Click **Save as Template**.
  - Enter a name for the template.
  - Click **Save**.
- Otherwise, click an option on the left menu to continue using VEHCS.

Note: Please contact your local USDA APHIS VS office to ensure processing of your health certificate.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351) [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate [Need Help ?](#)

VEHCS Home  
Create Certificate  
With Template  
Without Template  
Manage Template Data  
Financial Management  
View Certificates

Your Veterinary Export Health Certificate for the Export of Cattle from the United States to Canada has been submitted on **Monday February 24, 2014 at 16:32**.

The Veterinary Services Area Office will review the certificate. Upon approval, they will generate and print the certificate. The certificate will then be mailed back to you. Please contact your local USDA APHIS VS office to ensure processing of your health certificate.

For any future communication about this certificate, please use the tracking number 6305.

To speed up the creation of future certificates, you can save this certificate as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using VEHCS.

[Save as Template](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351) [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

Save Certificate as Template [Need Help ?](#)

A certificate template simplifies creating a new certificate by reusing existing information, such as consignors and consignees. To save the current certificate as a template, enter a template name and click the 'Save' button. Please note that some information, such as commodities, will not be saved in the template. Items marked \* are required.

\*Template Name:

[Cancel](#) [Save](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351) [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate [Need Help ?](#)

VEHCS Home  
Create Certificate  
With Template  
Without Template  
Manage Template Data  
Financial Management  
View Certificates

**Template titled Feeder Cattle to Canada2 was successfully saved.**

Your Veterinary Export Health Certificate for the Export of Cattle from the United States to Canada has been submitted on **Monday February 24, 2014 at 16:32**.

The Veterinary Services Area Office will review the certificate. Upon approval, they will generate and print the certificate. The certificate will then be mailed back to you. Please contact your local USDA APHIS VS office to ensure processing of your health certificate.

For any future communication about this certificate, please use the tracking number 6305.

To speed up the creation of future certificates, you can save this certificate as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using VEHCS.

[Save as Template](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

## Manage Template Data

- To create and maintain reusable data to speed up the creation of certificates select **Manage Template Data** from the left menu.
- The Manage Certificate Templates screen is displayed and the options to Manage Consignors and Manage Consignees are available in the left menu.
- This data is available for use by all users in your organization.
- To edit a certificate template, click the corresponding Update button.
- To delete a certificate template, check the corresponding checkbox and click Delete at the top of the column.
- To create a new template, click **Create New Template**.

NOTE: This is the screen that displays when you select Create Certificate With Template from the left menu. To create a certificate, locate the desired template and click the corresponding Start New Cert button.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351). [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

**Manage Certificate Templates** [Need Help ?](#)

A certificate template simplifies creating a new certificate by reusing existing information, such as consignors and consignees. You may add, update, or delete certificate templates at any time. To start a new certificate based on a template, find the template and select 'Start New Cert'.

List of Certificate Templates					
Template Name ▲	Consignor ▼	Consignee ▼			<a href="#">Delete</a> <a href="#">Select All</a>
Day Old Chicks to Guatemala	Faw Animal Export Farm	Animal Importer of Guatemala	<a href="#">Start New Cert</a>	<a href="#">Update</a>	<input type="checkbox"/>
Feeder Cattle to Canada	Jerry's Cattle Farm of Missoula	Animal Importer of Canada	<a href="#">Start New Cert</a>	<a href="#">Update</a>	<input type="checkbox"/>
Swine to Canada	Faw Animal Export Farm	Animal Importer of Canada	<a href="#">Start New Cert</a>	<a href="#">Update</a>	<input type="checkbox"/>

[Create New Template](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

## Manage Template Data (continued)

- The **Template Details** screen displays when you click Create New Template from Manage Certificate Templates.
- Enter the desired data and click **Save**. Note: Only the Template Name is required, you can enter as much or as little data to assist in creating certificates.
- If the template will be used to create other than VEHCS predefined certificates you can select a Commodity Table Design. *Note:* If a commodity table design is selected and a VEHCS predefined commodity table exists, the selected commodity table design will not be used.
- Upon save the template appears on the Manage Certificate Templates screen.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351) [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health  
Certification System (VEHCS)

### Template Details

Need Help ?

Please enter details to be saved in this template. Select 'Save' to save the information and return to the list of templates. Items marked \* are required.

\* Template Name:

Type of Admission:

#### Commodity Origin Information

Place of Origin Name:

Street Address:

City:

State/Territory:

Zip Code:

Consignor:

Consignee:

Port of Embarkation/Border Crossing:

If Other, More Details:

Means of Transport:

If this template is used to create certificates that have a VEHCS predefined commodity table, do not select a commodity table design. Otherwise, select a commodity table design from saved commodity table templates to be used in conjunction with the data above.

**Note:** If a commodity table design is selected and a VEHCS predefined commodity table exists, the selected commodity table design will not be used.

Commodity Table Design:

USDA | APHIS | Veterinary Services | Export Information | Help/Contact Us

## Manage Template Data (continued)

- To create and maintain reusable Consignor data select **Manage Template Data** from the left menu, then select **Manage Consignors**.
- To edit a consignor, click the corresponding Update button.
- To delete a consignor, check the corresponding checkbox and click Delete at the top of the column.
- To create a new consignor, click **Add Consignor**.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351) [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

**Manage Consignors** [Need Help ?](#)

Creating a list of consignors allows anyone in your organization to select an consignor from a list when creating a certificate, eliminating the need to type the consignor information for each certificate. You may add, update, or delete consignors at any time.

List of Consignors					
Consignor Name / Business Name ▲	Alias Name ▲	City ▼	State ▼		<a href="#">Delete</a> <a href="#">Select All</a>
Faw Animal Export Farm	Faw Animal Export Farm - FL	Jacksonville	FL	<a href="#">Update</a>	<input type="checkbox"/>
Faw Animal Export Farm	Faw Animal Export Farm - GA	Atlanta	GA	<a href="#">Update</a>	<input type="checkbox"/>
Faw Animal Export Farm	Faw Animal Export Farm - TX	Lubbock	TX	<a href="#">Update</a>	<input type="checkbox"/>
Faw Animal Export Farm	Faw Animal Export Farm - VA	Kingstowne	VA	<a href="#">Update</a>	<input type="checkbox"/>
Jerry's Cattle Farm of Missoula	Jerry's Cattle Farm of Missoula	Missoula	MT	<a href="#">Update</a>	<input type="checkbox"/>

[Add Consignor](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

## Manage Template Data (continued)

- The **Consignor Details** screen displays when you click Update or Add Consignor from Manage Consignors.
- Enter the desired data and click **Save & Back**. *Note:* To add additional consignors, click Save & Add Another; the consignor is saved and a blank screen displays.
- Upon save the consignor appears on the Manage Consignors screen.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351) [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health  
Certification System (VEHCS)

### Consignor Details

Need Help ?

Please enter the required information for a consignor. Please note: If the Consignor Alias Name, which is the consignor name represented in a dropdown, is left empty, the first 40 characters from Consignor Name will be copied to it on save. Items marked \* are required.

\* Consignor Name/Business Name:

Consignor Alias Name:

Consignor Contact Person Name:

\* Street Address:

\* City:

\* State/Territory:

\* Zip Code:

Country:

Phone:

Fax:

E-Mail Address:

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

## Manage Template Data (continued)

- To create and maintain reusable Consignee data select **Manage Template Data** from the left menu, then select **Manage Consignees**.
- To edit a consignee, click the corresponding Update button.
- To delete a consignee, check the corresponding checkbox and click Delete at the top of the column.
- To create a new consignee, click **Add Consignee**.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351) [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

### Manage Consignees

Need Help ?

Creating a list of consignees allows anyone in your organization to select a consignee from a list when creating a certificate, eliminating the need to type the consignee information for each certificate. You may add, update, or delete consignees at any time.

List of Consignees				
Consignee Name / Business Name ^	Location ^	Country ^		
Animal Importer of Canada	Halifax, Nova Scotia	Canada	<a href="#">Update</a>	<input type="checkbox"/>
Animal Importer of Guatemala	Guatemala City	Guatemala	<a href="#">Update</a>	<input type="checkbox"/>

[Add Consignee](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)



## Manage Template Data (continued)

- The **Consignee Details** screen displays when you click Update or Add Consignee from Manage Consignees.
- Enter the desired data and click **Save & Back**. *Note:* To add additional consignees, click Save & Add Another; the consignee is saved and a blank screen displays.
- Upon save, the consignee appears on the Manage Consignees screen.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351). [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

Veterinary Export Health  
Certification System (VEHCS)

Need Help ?

### Consignee Details

Please enter the required information for a consignee. Items marked \* are required.

\* Consignee Name/Business Name:

Consignee Contact Person Name:

Street Address:

\* City:

State/Territory/Province:

Postal Code:

\* Country:  ▼

Phone:

Fax:

E-Mail Address:

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

## Manage Template Data (continued)

- To create and maintain reusable Commodity Table data select **Manage Template Data** from the left menu, then select **Manage Commodity Table Templates**.
- User defined commodity tables are used with the universal certificates, universal certificates do not have VEHCS defined commodity tables.
- To edit a commodity table, click the corresponding Update button.
- To delete a commodity table, check the corresponding checkbox and click Delete at the top of the column.
- To create a new commodity table, click **Add Table Template**.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351). [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

**Veterinary Export Health Certification System (VEHCS)**

### Manage Commodity Table Templates

Need Help ?

Creating commodity table templates allows anyone in your organization to select a commodity table design from a list when creating a certificate, eliminating the need of redesigning a commodity table for each certificate. You may add, update, or delete commodity table templates at any time.

List of Commodity Table Templates			
Template Name ^	Column Headers		<a href="#">Delete</a> <a href="#">Select All</a>
Pet commodity table	Name, Sex, Age in months, Rabies Vaccine, Bord/Para/Hep Vaccine, DH2PP Vaccine	<a href="#">Update</a>	<input type="checkbox"/>

[Add Table Template](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

## Manage Template Data (continued)

- The **Commodity Table Template Details** screen displays when you click Update or Add Commodity Table Template from Manage Commodity Table Templates.
- This template describes the data that will be collected for commodities. This data could include, but is not limited to: animal ID, age, test dates, vaccination dates, other distinguishing marks.
- Enter the desired table data definition and click **Save**.
- Upon save, the commodity table template appears on the Manage Commodity Table Templates screen.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351). [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

**Veterinary Export Health Certification System (VEHCS)**

**Commodity Table Template Details** [Need Help ?](#)

Please enter details to be saved in this commodity table template. Select 'Save' to save the information and return to the list of templates. Items marked \* are required.

\* **Template Name:**

Commodity Table Properties <a href="#">Show All</a>			
*Column Header	*Data Type	Maximum Characters	<a href="#">Delete</a> <a href="#">Select All</a>
<input type="text" value="Rabies Vaccine"/>	<input type="text" value="Date"/>	<input type="text" value="20"/>	<input type="checkbox"/>
<input type="text" value="Bord/Para/Hep Vaccine"/>	<input type="text" value="Date"/>	<input type="text" value="20"/>	<input type="checkbox"/>
<input type="text" value="DH2PP Vaccine"/>	<input type="text" value="Date"/>	<input type="text" value="20"/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="checkbox"/>

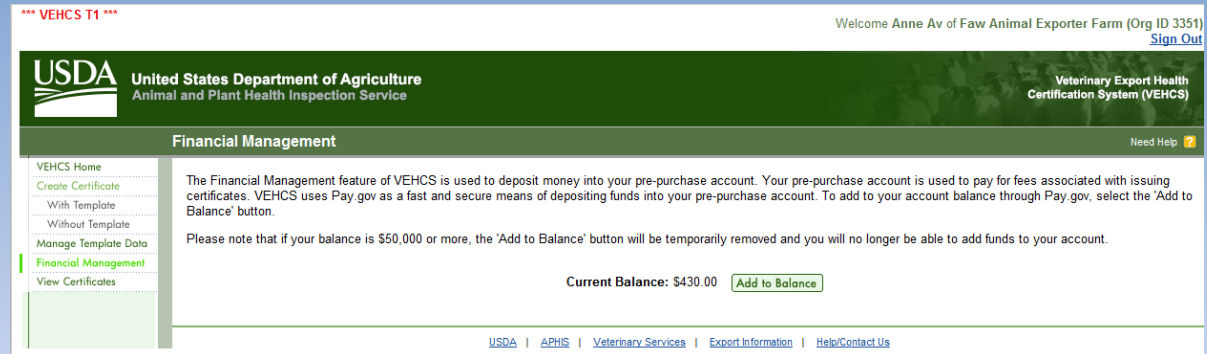
[Cancel](#) [Save](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

# Add Funds to your Pre-Purchase (debit) Account

In addition to the traditional methods of payment, your organization can fund a pre-purchase (debit) account in VEHCS to fund the payment for certificates. VEHCS provides a link to Department of Treasury's Pay.gov application to securely process financial transactions. There is no need to create an account at Pay.gov. The pre-purchase account is automatically created, with a zero balance, when an organization is created in VEHCS.

- To fund your organization's pre-purchase account select **Financial Management** from the left menu.
- Click Add to Balance. At this point you are re-directed to Department of Treasury's Pay.gov site.



## Add Funds to your Pre-Purchase Account (continued)

- The first of three Pay.gov screens displays.
- To add funds from a bank account, use the top half of the screen
- To add funds using a credit card, use the bottom half of the screen.
- Click the corresponding Continue button.

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2 | 3

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

**Option 1: Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name: \*

Payment Amount: \*

Account Type: \*

Routing Number: \*

Account Number: \*

Confirm Account Number: \*

Check Number:

Routing Number: 10 26 94 6 7 6 3  
Account Number: 9 2 4 3 7 6 7 3 9 0  
Check Number: 1 2 3 4

Payment Date: 01/24/2013  
VEHCS Organization ID: 207

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

[Continue with ACH Payment](#) [Cancel](#)

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)**

Required fields are indicated with a red asterisk \*

Account Holder Name: \*

Payment Amount: \*

Billing Address: \*


Billing Address 2:

City:

State / Province: \*

Zip / Postal Code: \*

Country: United States

Card Type: \* 

Card Number: \* (Card number value should not contain spaces or dashes)

Security Code: [Help finding your security code](#)

Expiration Date: \* / \*

VEHCS Organization ID: 207

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

## Add Funds to your Pre-Purchase Account (continued)

- The second of three Pay.gov screens displays when you click Continue.
- Review the information provided.
- If you want an email receipt, enter the email address information.
- Check the authorization to debit your bank account or charge your credit card checkbox.
- Click Submit Payment.

Note: The 'Payment' is a deposit of funds into the pre-purchase (debit) account that can then later fund the payment of processing health certificates created in the system.

**Online Payment**[Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2 | 3

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Anne Av 123 Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> <b>City:</b> <b>State / Province:</b> <b>Zip / Postal Code:</b> <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****2222 <b>VEHCS Organization ID:</b> 3351	<b>Payment Amount:</b> \$200.00 <b>Transaction Date:</b> 02/24/2014 <b>and Time:</b> 22:44 EST

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.  
**Email Address:**   
**Confirm Email Address:**   
**CC:**  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
**Required fields are indicated with a red asterisk \***  
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ \*  
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.



## Add Funds to your Pre-Purchase Account (continued)


- The third of three Pay.gov screens displays when you click Submit Payment.
- You can print a copy of the confirmation of payment to the pre-purchase account.
- Use the link at the bottom of the screen “Return to your agency website” to return to VEHCS.

**Online Payment**

**Step 3: Confirm Payment**

1 | 2 | 3

Thank you.  
Your transaction has been successfully completed.  
It is recommended you [print a copy](#) for your records.

 [Print this window.](#)

**Pay.gov Tracking Information**

Application Name: APHIS VEHCS  
Pay.gov Tracking ID: 3FOMPOIN  
Agency Tracking ID: VEHCS\_3106  
Transaction Date and Time: 02/24/2014 22:50 EST

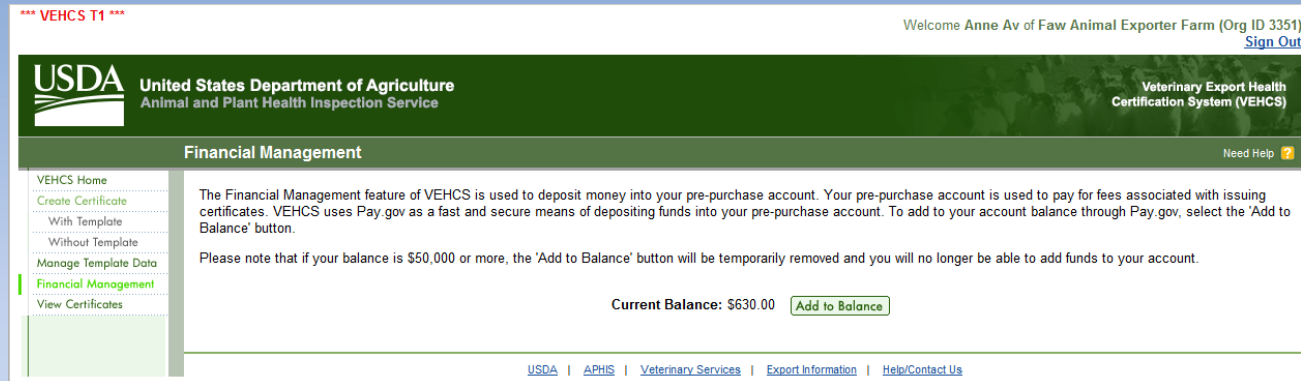
**Payment Summary**

Address Information	Account Information	Payment Information
Account Holder Name: Anne Av 123 Main Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****2222 VEHCS Organization ID: 3351	Payment Amount: \$200.00 Transaction Date 02/24/2014 and Time: 22:50 EST

[Return to your agency website](#)

## Add Funds to your Pre-Purchase Account (continued)

- The Financial Management screen displays when you click return to your agency website.
- The updated pre-purchase account balance is displayed. This is the balance available to pay certificate fees.



The screenshot shows the USDA VEHCS (Veterinary Export Health Certification System) Financial Management interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture Animal and Plant Health Inspection Service". The user is logged in as "Anne Av of Faw Animal Exporter Farm (Org ID 3351)" and can click "Sign Out". The main heading is "Financial Management". A left sidebar contains a menu with options: "VEHCS Home", "Create Certificate" (sub-options: "With Template", "Without Template", "Manage Template Data"), "Financial Management" (highlighted), and "View Certificates". The main content area explains that the Financial Management feature is used to deposit money into a pre-purchase account for paying certificate fees. It states that the account is used for fees associated with issuing certificates and that funds are deposited via Pay.gov. A note specifies that the "Add to Balance" button is removed for balances of \$50,000 or more. The current balance is shown as \$630.00, and there is an "Add to Balance" button. The footer includes links for "USDA", "APHIS", "Veterinary Services", "Export Information", and "Help/Contact Us".

## Retrieving Certificates

- Select **View Certificates** from the left menu to retrieve certificates.
- Use Status and Date Range to filter the certificates displayed or enter a tracking number or certificate number to retrieve a specific certificate. *Note:* a certificate number is generated when the VMO endorses a certificate.
- To update certificates that have not been submitted (Work in Progress) or certificates that have been returned by the Area Office, click the corresponding **View/Edit** button. To delete one of these certificates, click **Delete**.
- To view other certificates click the corresponding **View** button.
- To view the VMO's return comments click **Comments**.
- To print a copy of a completed certificate click **Manage**.

\*\*\* VEHCS T1 \*\*\*

Welcome Anne Av of Faw Animal Exporter Farm (Org ID 3351). [Sign Out](#)

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

**Veterinary Export Health Certification System (VEHCS)**

**View Certificates** [Need Help ?](#)

Please enter search criteria to view a list of certificates. From the resulting list, you will have the option to view, edit, and delete certain certificates. You may also manage the completed certificates by clicking on the 'Manage' button.

**Status:**

**and**

**Date Range:**  to   
mm/dd/yyyy mm/dd/yyyy

☒ Create Date  
☐ Submitted Date  
☐ Submitted To AV  
☐ Endorsed Date

or

**Tracking Number:**

or

**Certificate Number:**

List of Certificates							
Tracking / Certificate Number	Status	Est. Date of Shipment	Endorsed Date	Species	Destination Country		
6280	Work in Progress			Adult Poultry	Canada	<a href="#">View/Edit</a>	<a href="#">Delete</a>
6281	Reviewed	02/26/2014		Cattle	Canada	<a href="#">View</a>	
6352	Submitted	02/26/2014		Adult Poultry	Canada	<a href="#">View</a>	
6354	Returned	02/26/2014		Day Old Chicks	Guatemala	<a href="#">View/Edit</a>	<a href="#">Comments</a>
VS-MT-14-CA-004-00006305	Completed	02/26/2014	02/25/2014	Cattle	Canada	<a href="#">View</a>	<a href="#">Manage</a>

USDA | APHIS | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

- The View Certificate Details screen displays when you select **View** from the View Certificates screen.
- This is a read only screen.
- If the certificate has not been Endorsed by VS, you can view a draft of the certificate by clicking **View Certificate Draft**, located at top of the screen.
- Click **Back**, located at top or bottom of the screen, to return to the View Certificates screen.

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A Certificate Draft displays in a new window when you select **View Certificate Draft** from the View Certificate Details screen.

Close the new window to return to an unobstructed view of VEHCS.

Page 1 of 2Page 2 of 2

- Click **Manage** on the View Certificates screen to display the Manage Certificate screen.
- Select Generate Copy and click **Select**.
- The Certificate Copy displays in a new window.
- Close the new window to return to an unobstructed view of VEHCS.

[illegible][illegible]



# Friendly Reminders

- Screen help is available; simply click 'Need Help ?' at the top right of any VEHCS screen.
- Online Help and Quick Reference Guides are available on the VEHCS Support screen under Training. Click the 'Help/Contact Us' link at the bottom of any VEHCS screen to view the VEHCS Support screen.
- VEHCS does not send email notifications of certificates submitted for VS review or certificates returned to the AV. Please communicate with your VS office and periodically review the Messages block on your VEHCS Welcome screen.
- If you have any questions, please contact the PCIT help desk at 1-866-HLP-PCIT (1-866-457-7248) or [pcithelpdesk@usda.gov](mailto:pcithelpdesk@usda.gov).