

In VEHCS, users are grouped by organizations. An **Organization Administrator (Org Admin)** is responsible for maintaining the organization. A VS Org Admin (normally the Service Center Director or their designee) can add new users, update the existing users, and assign user roles and locations. Each individual user can maintain his/her own account profile.

To determine if you are an Org Admin, please check with your upper Org Admin user, or check if you have access to the Organization Account Information by following Steps 1 and 2 below.

New VS Users Access VEHCS for the First Time

Important: Before proceeding, make sure you have a PIN provided by your organization administrator (Org Admin). If a PIN was previously provided and misplaced, your Org Admin can **Look Up PIN** from their Manage Account to provide to you.

- I. Access the website <https://pcit.aphis.usda.gov/pcit/>.
- II. Click **Log In**. The eAuthentication Login page displays.
- III. On the *eAuthentication Login* page, enter your PIV card OR eAuthentication User ID and password and click **Login**.
- IV. The APHIS Application Access page should appear showing your successful login to eAuthentication. If this is the case, your eAuthentication ID is working correctly. Now you can choose to either continue to PCIT or VEHCS.
Click **Continue to VEHCS**.
NOTE: Your eAuthentication ID can access VEHCS or PCIT, not both. It's very important that you make the correct selection.
- V. When prompted, click **Yes** to confirm to become a VEHCS user.
- VI. On the *VEHCS Initial Registration* page, enter the Unique PIN provided by your Org Admin in Option 2 and click **Join**.
- VII. Your eAuthentication account is now synchronized with your organization's VEHCS account and you are now logged into VEHCS. Your VEHCS registration is now completed.
- VIII. You will need to follow the instructions for the training site to gain access. The training site mirrors the active site, but separate initial access is required.

To manage your organization and VEHCS account, complete the following steps as appropriate:

Step 1: VEHCS Home

- I. From *VEHCS Home*, click Manage Account link on the top right corner of the page.



Step 2: Manage Account

- I. In Manage Account – Choose an Option page, you can choose to update your organization’s account information or your own profile information:

- A. To make changes to your organization’s information including adding new users and updating existing users, select the **Organization Account Information For:** *<Your Organization Name>* option and click **Next** – Proceed to Step 3 or Step 4.
- B. To make changes to your own profile, select the **My Own Profile Information** option and click the **Next** button – Proceed to Step 5.

Step 3: Add New Users

- I. To add a user to your organization, click Add New User from the left hand navigation bar.

- II. On the *User Details* page, complete the fields as follows:

User Details Need Help ?

Please add or change the user's information, including roles and locations. To save your changes, click the 'Save' button. To cancel and return to the previous screen, click the 'Cancel' button.
Items marked * are required.

Name:
* First Name M.I. * Last Name

Printed Name:
Printed name will be displayed on the Health Certificate and should be formatted as First Name M.I.(optional) Last Name, Credential(s), such as John A. Smith, MPH, DVM

Phone:

*** User Role:**

*** Unique PIN:** PIN allows this user to join your organization. It must begin with the letter "V" followed by 7 numeric digits.

*** User Status:** Active Inactive

List of Assigned Locations		
Assigned Location	Update	Primary
No locations have been assigned.		

- A. **Name:** First Name (required), Middle Initial, and Last Name (required) of the user.
- B. **Printed Name:** This will be displayed on the Health Certificate and should be formatted as First Name Middle Initial Last Name, Credential(s); such as John A. Smith, MPH, DVM. This can be edited by the user as needed.
- C. **Phone:** Ten-digit telephone number. Include the area code. Not required.
- D. **User Role:** (required) Select either Export Document Examiner or Veterinary Medical Officer. Area Veterinarian in Charge is an outdated option that should not be used at this time.
- E. **Unique PIN:** (required) The Personal Identification Number (PIN) allows the user to join your organization. You can click the **Generate PIN** button to have one automatically created for you, or you can create one. The PIN must begin with the letter "V" followed by 7 numeric digits.
IMPORTANT: You must provide the new user with the PIN so the user can join your area/organization when accessing VEHCS for the first time.
- F. **User Status:** (required) Select Active or Inactive.
- G. **Assigned Locations:** (required) A user must have at least one assigned location. Locations are State based and determine the what the user will have access to see. **IMPORTANT:** The system currently sorts submitted health certificates by the State selected as the "Place of origin" of the export animals as submitted by the issuing veterinarian.

One location must be designated as the user's primary location. The first location assigned defaults to the primary location; this can be changed if additional locations are assigned. The primary location will show first, but the user will have access to assigned locations.

To assign locations, in the **List of Assigned Locations** table, click the **Update** button.

- 1) In *AddLocations* page, select the Location from the drop-down list and click the **Add** button.
- 2) Once a location has been added, you can set it as the user's primary location and/or grant the user Admin Privileges (Org Admin) to that location. You can assign more than one location to the user if available, but only one location can be the primary.
- 3) Click the **Back** button to return to the User Details page.

List of Assigned Locations			
Assigned Location	Update	Primary	Admin
No locations have been assigned.			

Add Locations

Need Help ?

Please choose a location and select 'Add' to assign a location to this user. Once a location has been added, you can set it as the members primary location and/or grant the member administrative rights to that location. You can also delete previously added locations but you cannot delete a primary location. Click the 'Back' button to return to the User Details screen. Any updates will be saved by clicking the 'Save' button on the User Details screen.

Location:

List of Added Locations			
Location	Primary Location	Admin Privileges	
Alabama VS Field Office	Y	N <input type="button" value="Grant"/>	
Georgia VS Field Office	<input type="button" value="Select"/>	N <input type="button" value="Grant"/>	<input type="button" value="Delete"/>

III. On the *User Details* page

User Details

Need Help ?

Please add or change the user's information, including roles and locations. To save your changes, click the 'Save' button. To cancel and return to the previous screen, click the 'Cancel' button.

Items marked * are required.

Name:
* First Name M.I. * Last Name

Printed Name:
Printed name will be displayed on the Health Certificate and should be formatted as First Name M.I.(optional) Last Name, Credential(s), such as John A. Smith, MPH, DVM

Phone:

* User Role:

* Unique PIN: PIN allows this user to join your organization. It must begin with the letter "V" followed by 7 numeric digits.

* User Status: Active Inactive

List of Assigned Locations			
Assigned Location	Update	Primary	Admin
No locations have been assigned.			

A. Click the **Save** button to save the new user information.

Important: You will need to provide the PIN to the new user, and ask the new user to follow [New VS User Access VEHCS for the First Time](#) (top of this reference guide) to complete the registration process.

B. Or click the Cancel button to abandon the update.

Step 4: Update Existing Users

I. To update the existing users' information, click [Manage Existing Users](#) from the left hand navigation bar.

Manage Your Organization Need Help ?

VEHCS Home
 Manage Account
Manage Existing Users
 Add New User

To find and update users in your organization, enter a last name and/or select a location and/or a role and select 'Search'. Once the search is complete, you can update their information. Users listed in *red italics* are inactive and can be reactivated by updating their information.

To add a user to your organization, select either 'Add Existing User' or 'Add New User' from the left hand navigation bar.

User's Last Name: Note: Blank lists all members. Can use [wildcards](#). *

and

Location: Include Subordinates

and

Role:

Search Results Total: 391

List of Organization Members

Name	Role	Primary Location	Admin
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II. To find and update users in your organization, enter a last name and/or select a location and/or a role, and click **Search**.

Note: Users listed in *red italics* are inactive and can be reactivated by updating their information.

III. Once the search is complete, you can update information by clicking the **Update** button that corresponds to the member's name.

IV. On the *User Details* page, update the information as needed.

V. Click the **Save** button to save the change, or click **Cancel** to abandon the update.

Step 5: Manage My Own Profile Information

I. To make changes to your profile, on the *Manage Account – Choose an Option* page, select the **My Own Profile Information** option and click the **Next** button.

Manage Account - Choose an Option

Please select an option below. As an organization administrator, you may view or update the account information managing a member's role and locations.

Organization Account Information For:

My Own Profile Information

II. Review your personal information and edit your profile as needed.

III. Click the **Save** button to keep the changes to your profile.