

### Step 1: Access the Certificate

- I. From the left navigation menu, click [My VS Area Office Workload](#). Search for the certificate and click the **Process** button.

### Step 2: Review the Certificate Details

- I. Review the certificate details. Add comments to the Reviewer Notes section as necessary.  
**Note:** If Certificate Type is Universal, commodity data and certification statements have been typed in by the Accredited Veterinarian.
- II. Choose one of the following options.
  - a. Click the **Endorse** button to officially sign the certificate. The status of the certificate will be set to 'Endorsed'. Continue to Step 3: Choose a Signature Option.
  - b. Click the **Mark as Reviewed** button if you have reviewed the certificate and its attachments, and verified all of the certification statements. The certificate can be endorsed at a later date.
  - c. Click the **Save as Review in Progress** button to save the reviewer notes and indicate that the certificate is in a 'Review in Progress' status. The certificate can be endorsed at a later date.
  - d. Click the **Return Certificate** button to return the unprocessed certificate back to the organization. The Accredited Veterinarian (AV) can then make corrections and resubmit the certificate for processing, or delete the certificate.

### Step 3: Choose a Signature Option

- I. Choose one of the following options.
    - a. Print out and physically sign the health certificate.  
Then click the **Next** button. Continue to Step 5: Complete the Certificate.
    - b. Digitally sign and upload the digitally signed health certificate.  
Then click the **Next** button. Continue to Step 4: Apply Digital Signature.
- Note:** If you choose to digitally sign, you will have an option to physically sign the certificate after the fee has been charged.

### Step 4: Apply Digital Signature

- I. Applying a digital signature is optional and you must have your USDA LincPass inserted in you machine to proceed. Click the **Apply Digital Signature** button to begin.  
**Note:** You can follow step by step instructions by clicking the [How to Apply a Digital Signature](#) link.
- II. After you have applied your digital signature, click the **Add/Replace Certificate** button to upload the digitally signed health certificate.
- III. Click the **Next** button. Continue to Step 5: Certificate Payment.

### Step 5: Certificate Payment

- I. Determine the certificate payment method.
  - a. If the certificate is going to be paid for using the organization's Pre-Purchase Account in VEHCS, enter the fee in the Certificate Fee field.  
**Note:** There must be enough money in their Pre-Purchase account in order to cover the fees. Refer to the Responsible Payor Funds in VEHCS data located at the top left of the screen to verify available balance. Use the **Add Funds to Pre-Purchase Account** button to record payments made by check

or money orders received or credit card swiped. This will increase the available balance.

- b. If payment is going to be made through the User Fee system, enter "0" in the Certificate Fee field.

II. Choose one of the following options.

- a. Click the **Charge Fee** button to charge the fee and complete the certificate. The status of the certificate will be set to 'Completed'. Continue to Step 6: Print the Certificate.
- b. Click the **Save Fee for Later** button if you would like to charge a certificate fee at a later time. The certificate status will remain as 'Endorsed'. The certificate can be completed and printed at a later date.

### Step 6: Print the Certificate

I. Choose one of the following options.

- a. To print the original certificate, click the Generate Original Certificate button. The certificate will be created without a watermark.

**Note:** The printed Original Certificate should be signed, crimped, and returned to the AV for inclusion with the shipment.

- b. To print a copy of the Certificate, click the Generate Certificate Copy button. The certificate will be created with the "Copy" watermark.

### Step 5: Return to VEHCS Home

I. After generating the certificate, click a link in the left hand navigation menu to continue using VEHCS.