

Managing Your VEHCS Account and Profile

Accredited Veterinarian (AV), Exporters, or AV Support Staff users must create or join an organization to use the Veterinary Export Health Certification System (VEHCS). Users can then manage their own profile or the profile of their organization (if they are an organization administrator).

****Note that AV users' license and USDA accreditation information is managed in their profile. License and accreditation information must be kept up-to-date in order to use VEHCS successfully.**

The person who initially registers the organization becomes the **Organization Administrator (Org Admin)**. The Org Admin is responsible for adding other VEHCS user accounts for the organization and can designate other org members to be admins as well. **Only one company profile per organization is needed.** The Org Admin may view or update the company's account information and add/remove/edit members in their organization.

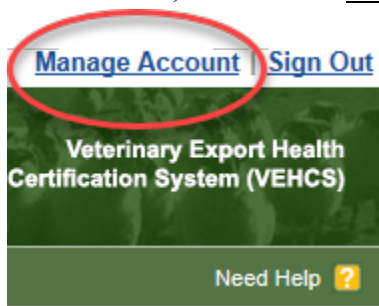
To manage your VEHCS account (personal profile or organization profile), complete the following steps as appropriate:

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Step 1: Log In and VEHCS Home

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



2. Continue to the appropriate section of this guide:
 - a. If you are an org admin and need to update the information for your organization or manage organization members, continue to **step 2** of this guide.

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- b. If you are not an org admin OR you need to update your own profile information, skip to **step 5** of this guide.

Step 2: Manage Your VEHCS Organization Account

- 1. To manage your organization information, including adding/removing/editing members, select the **Organization Account Information For: [your organization name]** option and click the **Next** button.

Manage Account - Choose an Option Need Help ?

Please select an option below. If you are an administrator of your organization, you may view or update the account information of members in your organization. You can also add members to or remove members from your organization.

My Own Profile Information

My Organization and Coworkers Information For: [redacted]

- 2. To update the profile of your organization (such as address and contact information, including email addresses), complete the fields on the *Manage Organization Profile* page and click the **Save** button.
NOTE: Be sure to list up-to-date email addresses.

Manage Organization Profile Need Help ?

Please review the organization profile information and list of members. You may update the profile of the organization, grant or remove members' administrative privileges, reset passwords, and add and delete members from the organization. Items marked * are required.

*Business Organization Name: [redacted]
*Street Address: [redacted]
*City: [redacted]
*State/Territory: [redacted]
*Zip Code: [redacted]
*Phone: [redacted] Fax: [redacted]

Notification Email Addresses

You can optionally add up to five email addresses for your organization. One or more of these default emails can be selected to receive an email notification when a certificate is submitted to VS, endorsed by VS or returned by VS.

Email Address (1): [email1@email.com]
Email Address (2): [email2@email.com]
Email Address (3): [redacted]
Email Address (4): [redacted]
Email Address (5): [redacted]

List of Organization Members

Last Name ↑⇅	Role ↑↓	Update Profile	Admin Privileges	Delete Account	
[redacted] Accredited Vet	Accredited Veterinarian		Y		<input type="button" value="Lookup PIN"/>
[redacted] Internal Support Staff	AV Support	<input type="button" value="Update"/>	N <input type="button" value="Grant"/>	<input type="button" value="Delete"/>	<input type="button" value="Lookup PIN"/>
[redacted] Test	Accredited Veterinarian	<input type="button" value="Update"/>	N <input type="button" value="Grant"/>	<input type="button" value="Delete"/>	<input type="button" value="Lookup PIN"/>

- 3. If you have previously entered information to add someone and they cannot locate their PIN for

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the initial access, you can also **Look Up PIN** to provide it again.

4. You can also add/remove/edit members of your organization. More details in steps 3 and 4.

Step 3: Add Members to Your VEHCS Organization

1. To add a member to your organization, click the **Add Member to Organization** button at the bottom of the screen. (see screenshot above)

****NOTE:** Log ins into VEHCS requires a login.gov login credential. Each member of the organization must have their own personal login credentials (no sharing of logins allowed) and VEHCS Personal Identification Number (PIN) to gain initial access, and then will be able to use the organization's health certificate templates and other organization information.

Any user who wishes to join an organization's VEHCS account must create their own personal login credential account. Refer to the "New to this site? Click here." link located under the **Log In** button on the VEHCS website <https://vehcs.aphis.usda.gov/> for new VEHCS user guidance.

2. On the *Member Details* page, complete the fields as follows:
 - a. Name: First Name (required), Middle Initial (optional), and Last Name (required) of the user.
 - b. Unique PIN: The Personal Identification Number (PIN) allows the user to join your organization. Click the **Generate PIN** button to have one automatically created for you, or you can also create one that must begin with the letter "V" followed by 7 numeric digits.

****IMPORTANT:** You must provide the new member with the PIN so the member can join your organization when accessing VEHCS for the first time.
 - c. Org Admin Rights?: Select Yes or No. This option allows the member to manage the organization's profile and add and delete other members.
 - d. User Role: Select either AV Support or Accredited Veterinarian. If you select Accredited Veterinarian, you will see the following message and additional data fields:

Important: In order to submit health certificates, valid license and accreditation information must be entered. If you choose to skip this step at this time, you will not be able to submit health certificates until you enter this information under Manage Account.

Managing Your VECHS Account and Profile

Member Details Need Help ?

VEHCS is organization-based, in that all members of an organization have access to the same templates, consignors, consignees, and available funds to create and submit health certificates.

Please enter the required information to add a member to your organization. Create or generate a PIN that the user will enter to join your organization. After creating the new member account, please provide the PIN number to the new member.

Items marked * are required.

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

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

Org. Admin Rights?: Yes No

*User Role:

- e. Enter the Printed Name. This will be displayed on the Health Certificate and should be formatted as First Name, Middle Initial (optional), Last Name, Credential(s); such as John A. Smith, MPH, DVM.
- f. In the License Information table, enter the License Number, Expiration Date (mm/dd/yyyy), and State. Click **Add A Row** as necessary.
- g. In the Accreditation Information table, enter the Accreditation Number, Expiration Date (mm/dd/yyyy), and State. Click **Add A Row** as necessary.

*User Role:

***Required for Accredited Veterinarians**

Important: In order to submit health certificates, valid license and accreditation information must be entered. If you choose to skip this step at this time, you will not be able to submit health certificates until you enter this information under Manage Account.

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

License Information <input type="button" value="Add A Row"/>			Accreditation Information <input type="button" value="Add A Row"/>		
License Number	Expiration Date mm/dd/yyyy	State	Accreditation Number	Expiration Date mm/dd/yyyy	State
<input type="text"/>	<input type="text"/> <input type="button" value="🗑"/>	Select	<input type="text"/>	<input type="text"/> <input type="button" value="🗑"/>	Select
<input type="text"/>	<input type="text"/> <input type="button" value="🗑"/>	Select	<input type="text"/>	<input type="text"/> <input type="button" value="🗑"/>	Select
<input type="text"/>	<input type="text"/> <input type="button" value="🗑"/>	Select	<input type="text"/>	<input type="text"/> <input type="button" value="🗑"/>	Select
<input type="text"/>	<input type="text"/> <input type="button" value="🗑"/>	Select	<input type="text"/>	<input type="text"/> <input type="button" value="🗑"/>	Select

- 3. Click the **Save** button add the person to your organization’s information. Send the person the unique PIN so that they can gain access to your organization.
- 4. If you have previously entered information to add someone and they cannot locate their PIN for the initial access, you can also use **Look Up PIN** to provide it again.

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Step 4: Update Member Information OR Delete Members From Your VECHS Organization

Deleting a member

1. To **delete a member** from your organization, click the “delete” button corresponding to the member’s name. NOTE that deleting a member will not remove their certificates or past data; it will merely unlink them from your VECHS organization such that when they log in next, they will not be able to access your VECHS organization.

List of Organization Members							
First Name ↑↓	M.I.	Last Name ↑⇅	Role ↑↓	Update Profile	Admin Privileges	Delete Account	
		Accredited Vet	Accredited Veterinarian		Y		
te		as	AV Support	<input type="button" value="Update"/>	N <input type="button" value="Grant"/>	<input type="button" value="Delete"/>	<input type="button" value="Lookup PIN"/>
VEH-		Internal Support Staff	AV Support	<input type="button" value="Update"/>	N <input type="button" value="Grant"/>	<input type="button" value="Delete"/>	<input type="button" value="Lookup PIN"/>

Updating a Member

List of Organization Members							
First Name ◦	M.I.	Last Name ▲	Role ◦	Update Profile	Admin Privileges	Delete Account	
Test		AV	Accredited Veterinarian	<input type="button" value="Update"/>	N <input type="button" value="Grant"/>	<input type="button" value="Delete"/>	<input type="button" value="Look Up PIN"/>
Av	A	User	Accredited Veterinarian		Y		<input type="button" value="Look Up PIN"/>
Av	B	User	Accredited Veterinarian	<input type="button" value="Update"/>	Y <input type="button" value="Deny"/>	<input type="button" value="Delete"/>	<input type="button" value="Look Up PIN"/>
Support	A	User	AV Support	<input type="button" value="Update"/>	N <input type="button" value="Grant"/>	<input type="button" value="Delete"/>	<input type="button" value="Look Up PIN"/>
Support	B	User	AV Support	<input type="button" value="Update"/>	N <input type="button" value="Grant"/>	<input type="button" value="Delete"/>	<input type="button" value="Look Up PIN"/>

1. To update a member’s information, click the **Update** button that corresponds to the member’s name.
2. On the *Member Details* page complete the fields as follows:
 - a. Name: First Name (required), Middle Initial (optional), and Last Name (required) of the user.
 - b. Unique PIN: THIS IS ONLY NEEDED IF THE PERSON HAS NOT ACCESSED THE SYSTEM: The Personal Identification Number (PIN) allows the user to join your organization. It must begin with the letter “V” followed by 7 numeric digits. You can also click the **Generate PIN** button to have one automatically created for you.
Important: You must provide the new member with the PIN so the member can join your organization when accessing VECHS for the first time.
If you have previously entered information to add someone and they cannot locate their PIN for the initial access, you can also use **Look Up PIN** to provide it again.
 - c. Org Admin Rights?: Select Yes or No. This option allows the member to manage the organization's profile and add or delete other members.
 - d. User Role: Select either AV Support or Accredited Veterinarian.

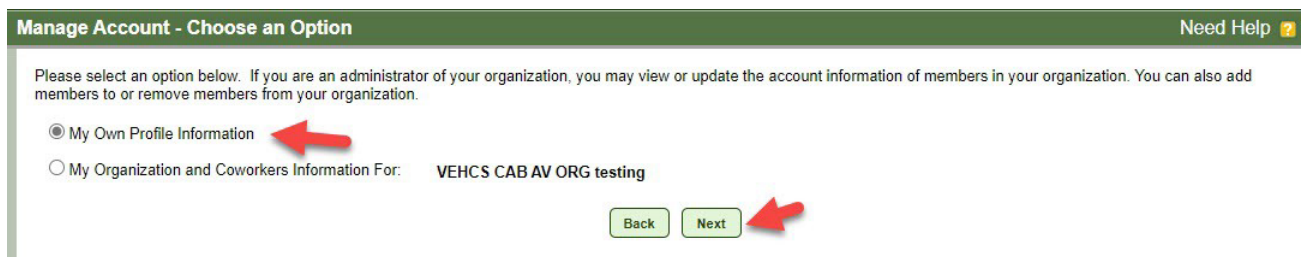
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Important: For Accredited Veterinarians, valid license and accreditation information must be on file in VECHS in order for health certificates to be submitted. If the information is incomplete, the Accredited Veterinarian will not be able to submit health certificates until all license and accreditation information is entered.

- i. Enter the Printed Name. This will be displayed on the Health Certificate and should be formatted as First Name, Middle Initial (optional), Last Name, Credential(s); such as John A. Smith, MPH, DVM.
 - ii. In the License Information table, enter the License Number, Expiration Date (mm/dd/yyyy), and State. Click **Add A Row** as necessary.
 - iii. In the Accreditation Information table, enter the Accreditation Number, Expiration Date (mm/dd/yyyy), and State. Click **Add A Row** as necessary.
3. Click the **Save** button to keep the changes to your organization's information.


Step 5: Update My Own Profile Information

1. To manage your profile information, including updating your license or accreditation information [for Accredited Veterinarians only], select the **My Own Profile Information** option and click the **Next** button.



Manage Account - Choose an Option Need Help ?

Please select an option below. If you are an administrator of your organization, you may view or update the account information of members in your organization. You can also add members to or remove members from your organization.

My Own Profile Information 

My Organization and Coworkers Information For: VECHS CAB AV ORG testing

2. Review your personal information and edit your profile as needed.
3. Click the **Save** button to keep the changes to your profile.