USP-NF Instructions for Creating an Account.

The creation of a USP-NF account is a two part process:

> The creation of an USP Access Point account (Steps 1 – 8)
> Completion of a VA form that will allow administrators to link your VA email to your USP Access Point account (Steps 9 – 11)
>
> If you already have a USP Access Point account, please complete the 2nd part by following steps 9-11.

1. Go to https://www.uspnf.com
2. Select the Login tab
3. Select USP-NF online

4. At the bottom of the next screen, click on Create a new USP Access Point account, if you do not have one.

5. Complete the form. You MUST use your va.gov email address.
   - The red asterisk fields are required.
   - You do not need to enter street address, city, etc.
   - Company – Please enter VA
   - The Subscription Key field is not required

6.   Once you have submitted your account, you'll see the following screen.

Your account is not created yet. To complete the account creation process, please follow instructions in the activation email sent to **faith.steele@va.gov**. The activation link sent in the email is valid for 30 days. If you do not receive the email shortly, please contact support@usp.org

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7. Once the Access Point account is created, a verification e-mail will be sent: New USP Access Point Account Verification. Please click on the link in the e-mail to activate the Access Point account. The following screen will display. Click on Continue.

Your new Access Point account is ready for use. Please click the Continue button to proceed to login page.

Continue

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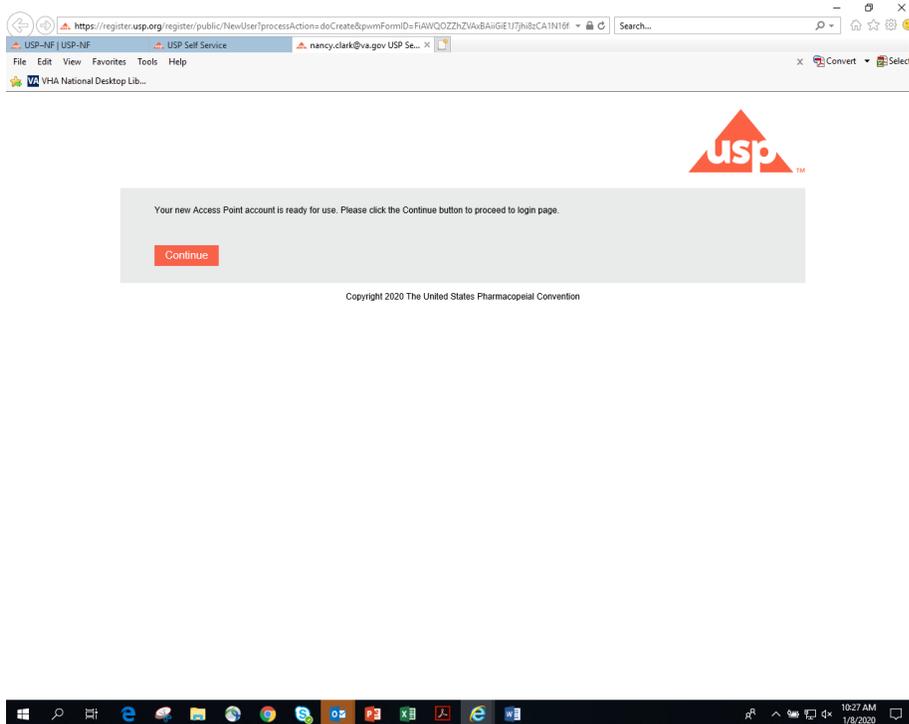
8. You will be asked to login to the site. Once you've login, you'll see a screen that states you do not have access. This is because a VA administrator still needs to link your account.

USP-NF

No Access

You do not have access to the USP-NF Online.

Click here to logout.

9. You will **not** have access to the USP-NF until the account you have created is linked to the VA license by a VA account administrator.

10. To notify a VA account administrator that you have created a new USP-NF account, please complete this form.

- Step 1 – General Information

    o Contact Info – This is prepopulated for you
    o Service – From the drop down, select 1-LNO
    o Priority – Leave as Normal
    o Title of Request – Type in: USP

- Step 2 – Select Type of Request
    o Check 1-USP-NF Access (Subscribe to LNO's USP-NF)

- Then Click to Proceed

On the next screen, complete the required fields:
    First Name
    Last Name
    VA Email Address
    What is your Job Title?

Do not delete or edit the fields for Company or Country.

Then Click on Next Question

Click on Submit Request at the top of the page.

The screen will display a banner that says, "Pending Submit to Records Management".

11. Accounts will be linked once a day. Once your account has been linked you will receive an email.

12. Once you receive that confirmation, simply login!

- Go to uspnf.com
- Select the Login tab
- Select USP-NF online
- Enter your username (VA email address) and the password you created.