BVP Account Creation Checklist

Checklist for creating a new user account:

1. Go to the BVP homepage: http://www.ojp.gov/bvpbasi/ and select **Login** in the left menu.
2. Select the **Create new account** link. (You can also go directly to the following web page: https://grants.ojp.usdoj.gov/bvp/userRegistration.do.)
3. On the User Registration form, enter all the required information indicated with an asterisk (*) and select the **Submit** button. The system will populate the **Username** field from the **Email Address** field, removing any dashes or apostrophes from the email address. Please ensure that the Username is in an email format.
4. After submitting the User Registration form, enter your new username in the OJP system access form and select the **Continue** button.
5. Type in the password you entered on the User Registration form and select the **Continue** button.
6. Select a question for Security Questions 1-3, from the dropdown menus and enter the appropriate answer in the field below each question. The answers are case sensitive.
7. Select the **Browse for more images** link to choose a personal image. This system will present this image to you on future login screens.
8. Enter a meaningful security phrase into the **Security Phrase** field. The system will present this phrase to you on future login screens.
9. Indicate whether you are accessing the BVP system from your personal computer or a public computer by selecting the appropriate radio button.
10. Once all the security verification information has been entered, select the **Continue** button.
11. Complete the required fields in the BVP User Profile and select the **Submit** button.
12. Upon successful submission, the BVP Welcome page will be displayed.
13. Select the **Associate New Agency** link to associate with an agency using payment or receipt history information:
    a. Enter the zip code for your jurisdiction/LEA and select the **Retrieve Information** button.
    b. Select the **Associate this jurisdiction** or **Associate this agency** link in the agency's Action column to associate your account.
    NOTE: If your agency has not utilized the BVP system or is listed in the search results with a status of "Not Registered," then you must contact the BVP Helpdesk to register the agency in the system before you can associate your user account. Upon successful registration, your user account will be automatically associated with the newly registered agency.
    c. If you are offered Association Options, select the **Click Here** link next to the association option of your choice.
    d. On the Transactional Information screen, enter the required information and select the **Associate** button.
    NOTE: You have three attempts to correctly enter receipt or payment information. After three attempts, you will be locked out of the BVP system and must contact the BVP Helpdesk for assistance.
14. Upon successful association, the BVP Status Screen for your agency will appear and the Registration Association process is complete.
    *NOTE: If the registration process was interrupted at any point after completing the initial User Registration form, select the **Login** link on the "Please login or select registration option" page to resume the registration process.*