

U.S. DEPARTMENT OF LABOR
OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION AND MANAGEMENT
OFFICE OF CHIEF INFORMATION OFFICER
BUSINESS APPLICATION SERVICES

VPP-ONLINE FORMS: EXTERNAL USERS SELF-REGISTRATION HELP FILE

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Help File Document provides External users a working familiarity with Registration to the VPP-Online Forms Application, navigation flow (high-level), and registration screens descriptions. Includes screen displays and field descriptions for screen labels that are not self-explanatory.

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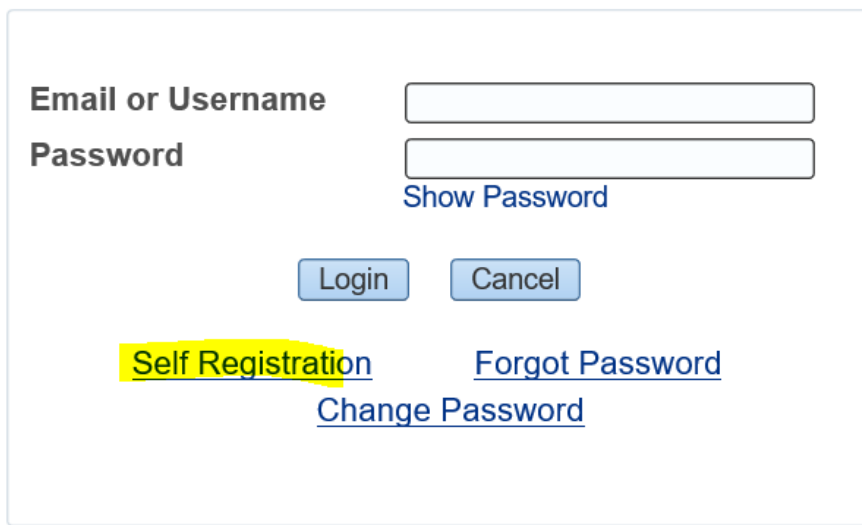
New User Account Creation Link

New users, please go to the [Self Registration](#)

Sign in to Application

Information

Check your registered email for activation.



The screenshot shows a sign-in form with the following elements:

- Email or Username**: A text input field.
- Password**: A text input field with a "Show Password" link below it.
- Login**: A blue button.
- Cancel**: A blue button.
- Self Registration**: A blue hyperlink, highlighted in yellow in the original image.
- Forgot Password**: A blue hyperlink.
- Change Password**: A blue hyperlink.

Figure 1. VPP Online Landing Page Screen

Step 1:

For New Users Only - Select Self Registration hyperlink to begin VPP Online Application process.

Create your Self Registration Profile

Create your Self Registration Profile

First Name

Last Name

Email

Password

[Show Password](#)

Confirm Password

Are you already a participant in VPP (Star, Merit, Mobile Workforce)?

New Applicants: Enter the name of your Company/Site.

Company/Site Name

I accept the [Important Notice for Application Users](#)

Figure 2. VPP Online Registration Screen

Step 2:

Enter Applicant information in the provided fields. Please select “No” for “Are you already a participant in VPP”. Check the checkbox “I accept the Important Notice for Application Users” and then click the “Register” button.

Email Activation

New users, please go to the [Self Registration](#)

Sign in to Application

ⓘ Information

Check your registered email for activation.

Email or Username

Password

Show Password

Login Cancel

[Self Registration](#) [Forgot Password](#)

[Change Password](#)

Figure 3. VPP Online Email Activation Notice Screen

Step 3:

After clicking the “Register” button, you will be shown this screen and ask to check for the activation email sent to the email address entered during “Create Profile” process.

Email Receipt to Activate VPP Online

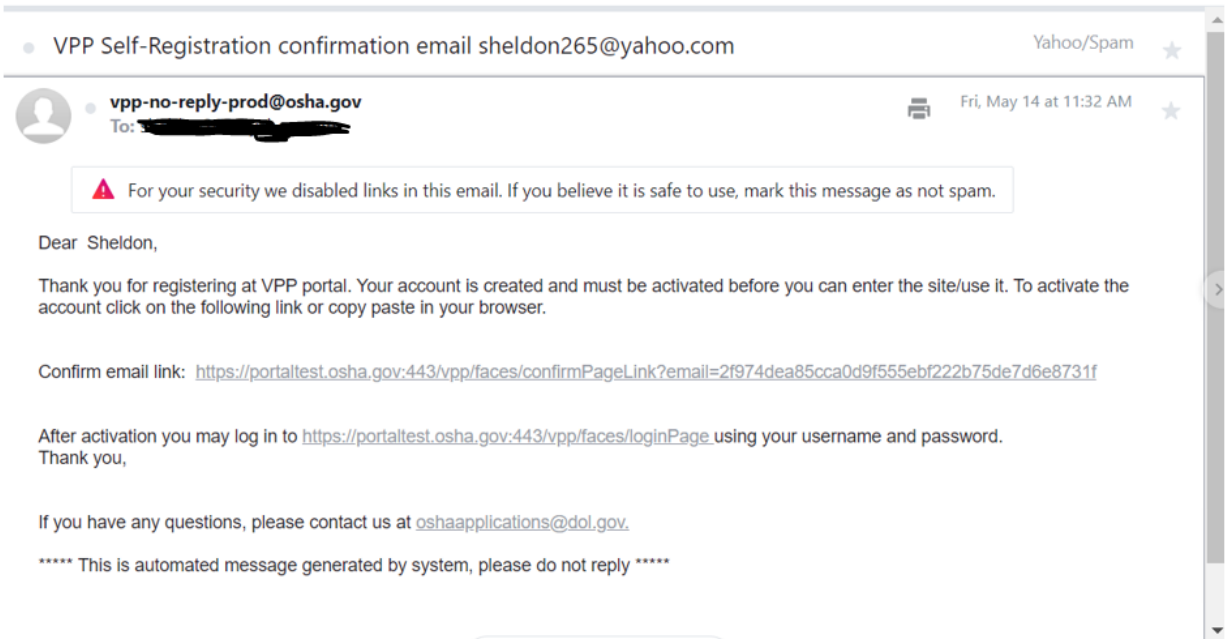


Figure 4. VPP Online Email Receipt to Activate

Step 4:

Locate VPP Self-Registration confirmation email sent to your email inbox (if confirmation email is not in your inbox, please check your junk or spam folders). Once confirmation email is open, click the "Confirm email link" hyperlink.

VPP Online Confirmation

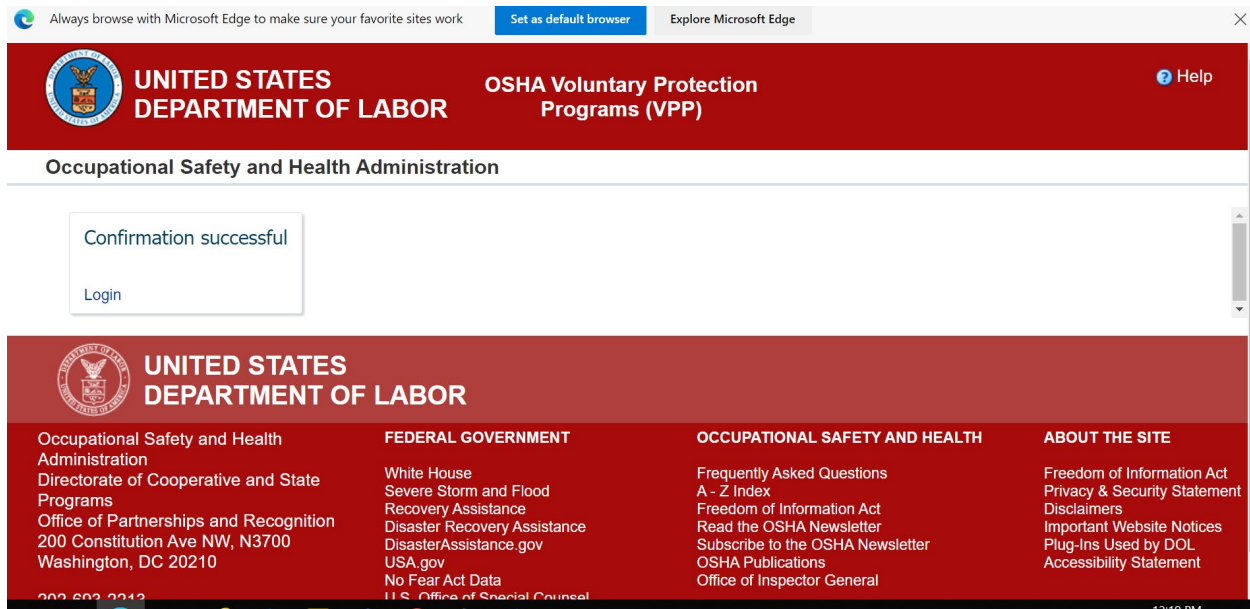


Figure 5. VPP Online Activation Confirmation Screen

Step 5:

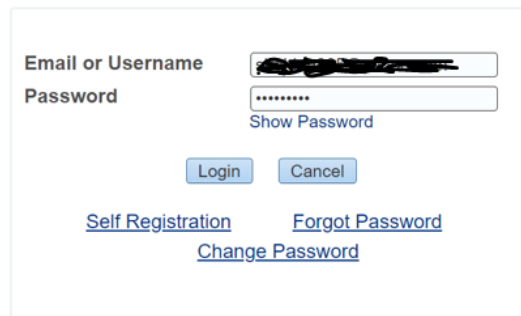
After selecting the “Confirm email link” hyperlink, application should be displayed and “Confirmation successful” message is shown. Click the “Login” link under the confirmation message.

VPP Online Registration Completed, Sign-On screen to access application with newly created credentials

Occupational Safety and Health Administration

New users, please go to the [Self Registration](#)

Sign in to Application



Email or Username

Password

Show Password

Login Cancel

[Self Registration](#) [Forgot Password](#)

[Change Password](#)

Figure 6. VPP Online Sign-on Screen

Step 6:

Once the “Login” link is clicked, the VPP Online landing page is displayed. Enter your VPP Online user credentials created during the “Create Self Registration Profile” step. Click the “Login” button after entering user credentials.

Enter VPP Applicant Information Details

UNITED STATES DEPARTMENT OF LABOR OSHA Voluntary Protection Programs (VPP) Sheldon White

Occupational Safety and Health Administration

VPP Applicant Information

Injury and Illness Rates

Work Performed and Products Produced

Typical Hazards

Applicant Information (Incomplete)

Injury and Illness Rates (Incomplete)

Work and Products (Incomplete)

Typical Hazards (Complete)

VPP Applicant Information (Profile)

Site Information

Establishment Name SheldonWhite

Applicant Type

Site Address Line 1

Address Line 2

City

State

Zip Code Search Search to add a Zip Code

Region/Area Office REGION

Copy Site Address to Mailing Address

Mailing Address Line 1

Address Line 2

City

State

Zip Code Search Search to add a Zip Code

Figure 7. VPP Online Applicant Information Details Screen

Step 7:

After logging into the application, the “Applicant Information Details” screen will be displayed. Enter applicant information in the provided fields.

Continuation of VPP Applicant Information Details

Site/ DGA VPP Contact	
VPP Contact Name	<input type="text"/>
VPP Contact Phone	<input type="text"/>
VPP Contact Email Address	<input type="text"/>
Small Employer	<input type="checkbox"/>
PSM	<input type="checkbox"/>
No. of Site Employees	<input type="text"/>
No. of Site Contract Employees	<input type="text"/>
NAICS Code	<input type="text"/>
Industry	<input type="text"/>
Union Support of VPP Application	<input type="checkbox"/>
Application POC Details	
First Name	<input type="text" value="Sheldon"/>
Last Name	<input type="text" value="White"/>
Email Address	<input type="text" value="sheldon265@yahoo.com"/>
Phone Number	<input type="text"/>
Alternate POC Details (Optional)	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Before verifying that profile is complete, please ensure that appropriate information has been entered into all tabs above. Application does not save data automatically, so please click the Save button while navigating to another section.

Figure 8. VPP Online Applicant Information Details Screen – Cont'd

Step 8:

If all applicant information is not entered, the application allows any entered information to be saved as a draft. Just select the “Save as Draft” button. If all applicant information is entered, the “Verify all sections are complete” button will be enabled. Select this button to verify that entered applicant information is correct and to complete VPP Online applicant process. Your next step will be to enter your Application information.