BVP Account Creation Checklist

Checklist for creating a new user account:

1. Go to the BVP homepage: http://www.ojp.usdoj.gov/bvpbasi/, and select 'Login'.
2. Click the "Create new account" link: https://grants.ojp.usdoj.gov/bvp/userRegistration.do
3. On the User Registration form, enter all the required information indicated with asterisk(*) and click the Submit button. The system will populate the User Name from the Email address field from above removing any dashes or apostrophes from the email address. Please ensure that the User Name is in an email format.
4. After submitting the User Registration form, enter your new username in the resulting OJP system access form and click the Continue button.
5. Enter the password you used on the 'User Registration' form and click 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. Click the 'Browse for more images' link to select a personal image. This system will present this image to you on future login screens.
8. Enter a meaningful security phrase. 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 clicking on the appropriate radio button.
10. Once all the security verification information has been entered, click the Continue button.
11. Complete the required fields in BVP User Profile and click the Submit button.
12. Upon successful submission, the BVP Welcome page will be displayed.
13. If you know your previous BVP User Name and Password select the link 'Associate Using Agency-Level User ID' and when after entering the requested information select the 'Associate' button.
14. If you do not know your previous BVP User Name and Password, select the 'Associate New Agency' to associate with payment or receipt history.
15. The familiar BVP Status Screen for your agency will appear and the Registration Association with the previous account information 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" to resume the registration process.