

OJP TRAINING AND TECHNICAL ASSISTANCE

USER GUIDE



BULLETPROOF VEST PARTNERSHIP (BVP)

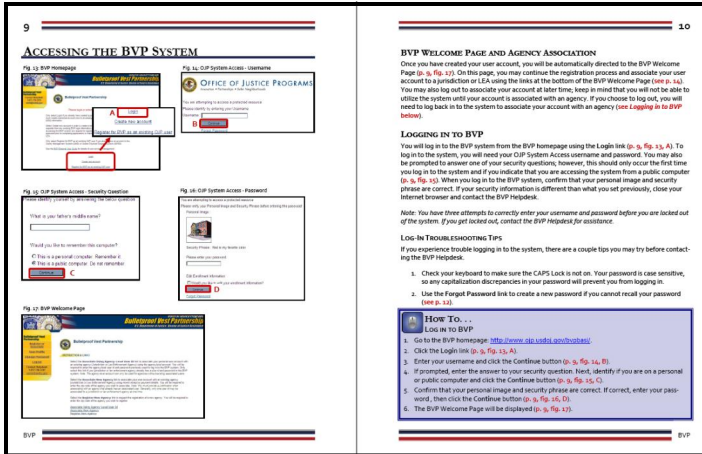
USER AND AGENCY REGISTRATION

Guide Provided By
Office of Justice Programs
Bureau of Justice Assistance



HELPFUL RESOURCES

USING THE GUIDE



This guide is designed as a reference guide to help you access the Bulletproof Vest Partnership system. All the pages follow the same basic format. On the **left** page, figures such as screenshots and diagrams will be displayed. Often, figures will be annotated in red to highlight important concepts. On the **right**, text provides information and instructions related to each topic. References in red [e.g., (p. 1, fig. 1, A)] correspond with the annotations on associated figures.

KEY CONTACTS

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BUREAU OF JUSTICE ASSISTANCE

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USER SUPPORT

BVP HELPDESK

vests@usdoj.gov

(877) 758-3787

RESOURCE LINKS

BVP Home Page: <http://www.ojp.usdoj.gov/bvpbasi/>

BVP FAQs: <http://www.ojp.usdoj.gov/bvpbasi/bvpfaqs.htm>

BVP Program Resources: <http://www.ojp.usdoj.gov/bvpbasi/bvpprogramresources.htm>

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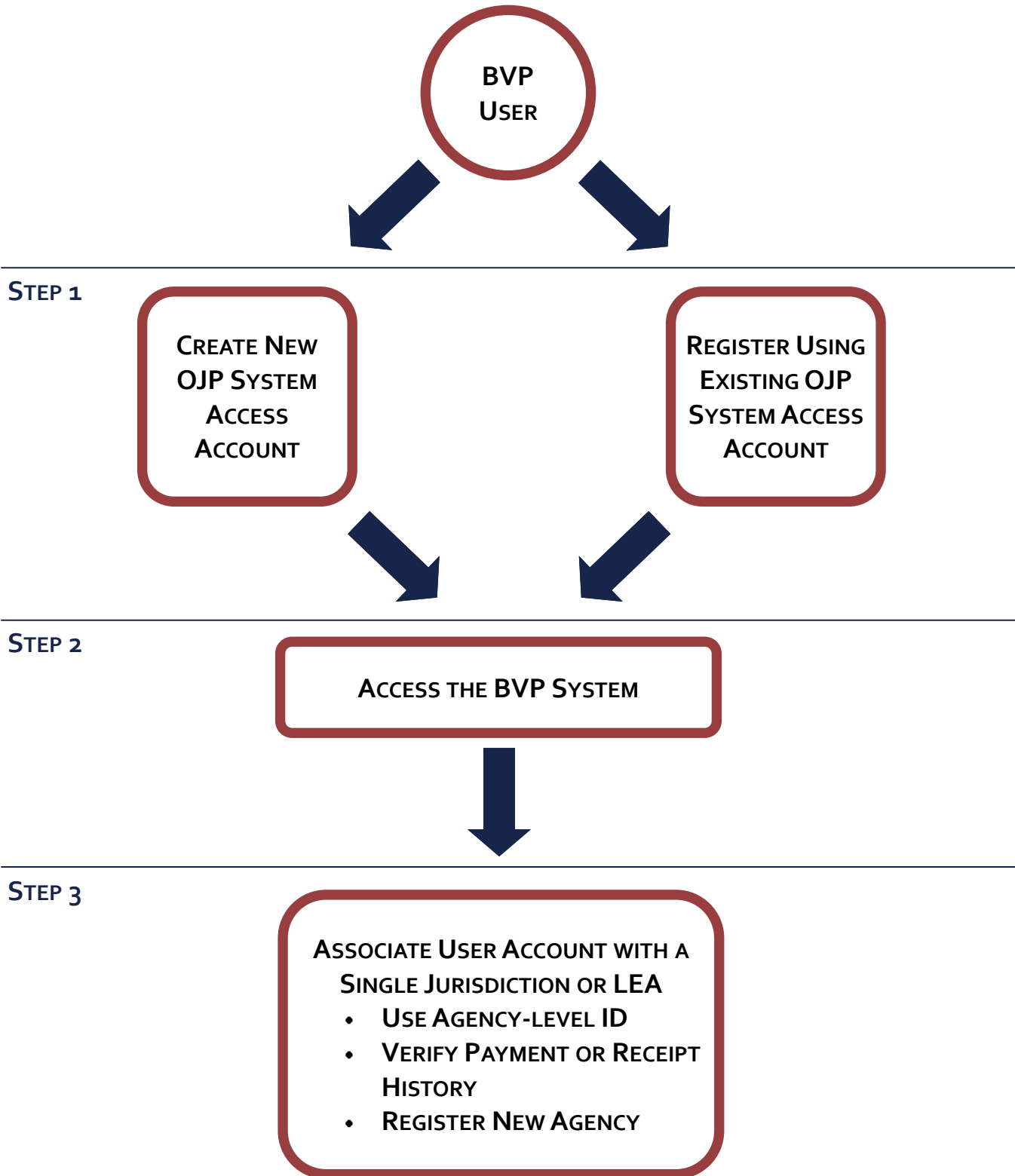
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GETTING STARTED WITH BVP REGISTRATION

Fig. 1: BVP Registration Workflow



Welcome to the *Bulletproof Vest Partnership (BVP) User and Agency Registration* user guide. This guide will provide you detailed instructions on creating a user account to access the BVP system and associating your user account with a jurisdiction or law enforcement agency (LEA). This guide will also cover several account actions that you can perform while logged in to the system, such as updating your security information and updating your user account.

REGISTERING WITH THE BVP SYSTEM

Registering with the BVP system may be accomplished by following the steps listed below (**fig. 1**). Each of these steps will be explained in further detail throughout this guide. If you require any assistance during this process, contact the BVP Helpdesk at (877) 758-3787 or send an email to vests@usdoj.gov.

STEP 1: CREATE A USER ACCOUNT

To create an account to access the BVP system, each user must establish a unique Office of Justice Programs (OJP) System Access username and password as well as create a BVP user profile. There are two ways in which you can create an account to access the BVP system:

- Create a new OJP System Access user account and BVP user profile (**see p. 4**).
- Use your active OJP System Access account that was established with another OJP System, such as the Grants Management System (GMS) or Grant Payment Request System (GPRS), then create your BVP user profile (**see p. 8**).

Note: The former shared agency-level log-in accounts will no longer be used to access the BVP system.

STEP 2: ACCESS THE BVP SYSTEM

Once you have created a user account, you will be able to access the BVP Welcome Page to perform several registration actions, such as associating your account to a jurisdiction or LEA and updating your user account information. In order to complete the registration process and fully utilize the BVP system, you must associate your user account with a jurisdiction or LEA.

STEP 3: ASSOCIATE USER ACCOUNT WITH A JURISDICTION OR LEA

After establishing a user account, you must associate your user account with an existing jurisdiction or LEA. You may associate your user account with an agency in one of the following ways:

- Use the former agency-level username and password (**see p. 14**).
- For a registered agency, verify the amounts from a previous payment or receipt (**see p. 16**).
- For a new or unregistered agency, submit an agency registration (**see p. 18**).

CREATING A USER ACCOUNT

Fig. 2: BVP Homepage

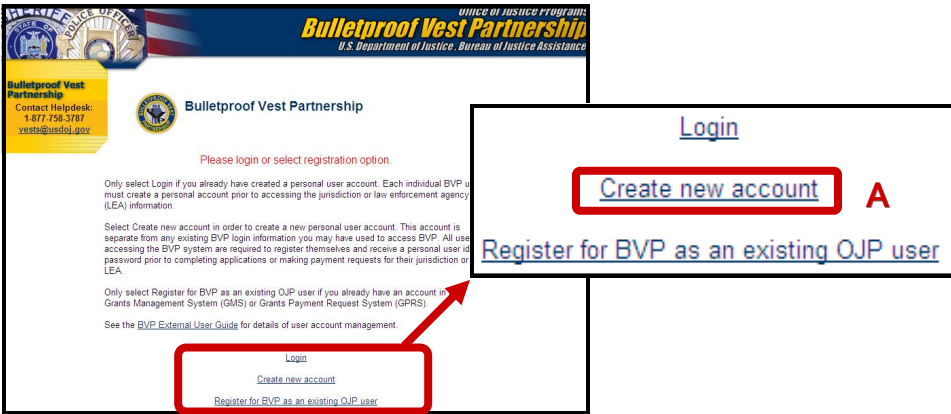


Fig. 3: OJP System Access - User Registration

| User Registration | |
|---|--------------------------|
| Email Address * | <input type="text"/> |
| Password * | <input type="password"/> |
| Confirm Password * | <input type="password"/> |
| First Name * | <input type="text"/> |
| Middle Initial | <input type="text"/> |
| Last Name * | <input type="text"/> |
| Username * | <input type="text"/> |
| B Submit | |

Fig. 4: OJP System Access - Username

The screenshot shows the OJP System Access Username page with the following elements:

- Header:** "OFFICE OF JUSTICE PROGRAMS", "Innovation • Partnerships • Safer Neighborhoods".
- Main Content:**
 - "You are attempting to access a protected resource"
 - "Please identify by entering your Username."
 - Username:
 - C Continue
 - [Forgot Password](#)

Fig. 5: OJP System Access - Password

The screenshot shows the OJP System Access Password page with the following elements:

- Main Content:**
 - "You are attempting to access a protected resource"
 - "Please enter your password."
 - Password:
 - D Continue
 - [Forgot Password](#)

NEW USER ACCOUNT REGISTRATION

To create a new account to access the BVP system, you will need to complete the OJP System Access user profile and security verification, as well as provide information to create a BVP profile. All users must use an OJP System Access user account to access the BVP system. The former shared agency-wide log-in accounts can no longer be used to access the system. If you already have an OJP System Access account that was established with another OJP system (e.g. GMS or GPRS), you do not need to create a new one to access the BVP system (**see p. 8**).

OJP SYSTEM ACCESS USER PROFILE

OJP System Access allows you to access OJP supported systems in an environment that provides increased security for both the user and the system. This user-level account should not be shared among users within the agency. In order to complete the user profile, information must be provided in all required fields (**p. 3, fig. 3**). Once your profile has been submitted and accepted by the system, you will be directed to log in to the system to complete the account creation process (**p. 4, figs. 4-5**).

Note: You have three attempts to correctly enter your username and password before you are locked out of the system. If you get locked out, contact the BVP Helpdesk for assistance.

USERNAME

Your username must be unique and in an email format (i.e. name@myagency.com). The username must also only contain alphanumeric characters (A-Z and 0-9) and the following special characters: dashes (-), underscores (_), dots (.), and the at sign (@). The Username field will be automatically populated with email address you provide in Email Address field. You can modify your username; however, it must remain in an email address format and adhere to the character requirements to be accepted by the system. If your email address contains any special characters that are not accepted by the system, they will be removed from your username. For example, if your email address is chris.o'malley@myagency.com, the apostrophe (') will be removed from your username to be chris.omalley@myagency.com.

Note: Once your account has been created, your username cannot be changed throughout the life of the account. Therefore, any changes to your email address after the account is created will not change your username.

PASSWORD

Your password must be 8-20 characters long, and cannot contain your username or any part of your full name. It also must contain at least three of the following characters:

1. An uppercase letter (A-Z)
2. A lowercase letter (a-z)
3. A number (0-9)
4. A non-alphanumeric character (e.g., \$, !, #, &)

CREATING A USER ACCOUNT

Fig. 6: OJP System Access - Security Verification Set-up

Enroll Questions

Please provide answers to the following security questions.
You will be asked to answer these questions when you login from an unregistered computer.


1. Security Question :
Security Answer : *

2. Security Question :
Security Answer : *

3. Security Question :
Security Answer : *

Personal Image and Security Phrase

Please choose a Personal Image and provide a Security Phrase.
This will be presented during the logon process to confirm the identity of the web site.

Personal Image : 
[Browse for more images](#) ← **E**
(A popup window will open. Please turn off your popup blocker)

Security Phrase : * Please enter alphanumerics only (A-Z,a-z,0-9) **F**

Register your computer

Please choose the option if you want to remember this computer.

This is a personal computer. Remember it.
 This is a public computer. Do not remember.

G

Fig. 7: BVP User Profile

| User Profile | |
|-----------------|--|
| Username | <input type="text" value="first.last@name.com"/> |
| Title * | <input type="text" value="Mr."/> <input type="button" value="v"/> |
| First Name * | <input type="text" value="First"/> |
| Middle Initial | <input type="text" value="M"/> |
| Last Name * | <input type="text" value="Last"/> |
| Phone Number * | (<input type="text" value="220"/>) <input type="text" value="456"/> - <input type="text" value="7890"/> x <input type="text"/> |
| Fax Number | (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/> |
| Email Address * | <input type="text" value="first.last@name.com"/> |
| Address * | <input type="text" value="312 Washington Street"/> <input type="text"/> |
| City * | <input type="text" value="Washington D.C."/> |
| State * | <input type="text" value="District of Columbia"/> <input type="button" value="v"/> |
| Zip * | <input type="text" value="22200"/> - <input type="text"/> |

H

SECURITY VERIFICATION INFORMATION

After completing the user profile, you will be required to provide information for the security verification section that will be used at various instances as you access the BVP system (p. 5, fig. 6). The security verification section includes:

- **Security Questions:** Used to verify user identity when logging in to or requesting account information from the system. You must select a different question from each dropdown menu and enter an appropriate answer. Answers are not case sensitive.
- **Personal Image:** Serves as a personal identifier that you need to verify each time you log in. You must select an image from the available image options that you will remember as your personal image. Upon every log-in, verify that the system is displaying the image you selected before proceeding.
- **Security Phrase:** Serves as an additional personal identifier that you need to verify each time you log in. You must enter a phrase in the Security Phrase field that is meaningful to you, but should not include or represent any personal or sensitive information (e.g., I graduated from Washington High School or red is my favorite color).

BVP USER PROFILE

To complete the account creation process, you must create a BVP User Profile (p. 5, fig. 7). The system will automatically populate several fields in your BVP user profile with information that is shared with your OJP System Access profile. These shared fields include your username, legal name, and email address. If you change either your legal name or email address in your BVP user profile, these changes will be reflected in your OJP System Access profile. Keep in mind, your BVP user profile is *your* personal profile in the BVP system, which is separate from the jurisdiction/LEA profile or any profile that is apart of other OJP systems.



How To . . .

CREATE A NEW USER ACCOUNT

1. Go to the BVP homepage: <http://www.ojp.usdoj.gov/bvpbasi/>.
2. Click the **Create new account** link (see p. 3, fig. 2, A).
3. On the user profile page, enter all the required information indicated with asterisk(*) and click the **Submit** button (see p. 3, fig. 3, B).
4. Enter your recently created username and click the **Continue** button (see p. 3, fig. 4, C). Next, enter your recently created password and click the **Continue** button (see p. 3, fig. 5, D).
5. Select a question for Security Questions 1-3 from the dropdown menus and enter the appropriate answer in the field below each question. (p. 5, fig. 6)
6. Click the **Browse for more images** link (E) and select a personal image.
7. Enter a meaningful security phrase (F).
8. Indicate whether you are accessing the BVP system from your personal computer or a public computer by clicking on the appropriate radio button.
9. Once all the security verification information has been entered, click the **Continue** button (G).
10. Complete the required fields in BVP User Profile and click the **Submit** button (p. 5, fig. 7, H).
11. Upon successful submission, the BVP Welcome page will be displayed (see p. 10).

CREATING A USER ACCOUNT

Fig. 8: BVP Homepage

Fig. 9: OJP System Access - Username

Fig. 10: OJP System Access - Security Question

Fig. 11: OJP System Access - Password

Fig. 12: BVP User Profile

| User Profile | |
|-----------------|-----------------------|
| Username | first.last@name.com |
| Title * | Mr. |
| First Name * | First |
| Middle Initial | M |
| Last Name * | Last |
| Phone Number * | (220) 456 - 7890 x |
| Fax Number | () - x |
| Email Address * | first.last@name.com |
| Address * | 312 Washington Street |
| City * | Washington D.C. |
| State * | District of Columbia |
| Zip * | 22200 - |

EXISTING USER ACCOUNT REGISTRATION

All users must use an OJP System Access user account to access the BVP system. If you have an active OJP System Access account that was established with another OJP system (e.g. GMS or GPRS), your username and password from that system can be used to register in the BVP system. To use your existing OJP System Access account, you will need to provide your username and password, respond to a security verification question, and create a BVP profile. If you do not have an OJP System Access account, you will need to create a new one to access the BVP system (see p. 4).

BVP USER PROFILE

To complete the account creation process, you must create a BVP user profile (p. 7, fig. 12). The system will automatically populate several fields in your BVP user profile with information that is shared with your OJP System Access profile. These shared fields include your username, legal name, and email address. If you change either your legal name or email address in your BVP user profile, these changes will be reflected in your OJP System Access profile for other systems you have access to. Keep in mind, your BVP user profile is *your* personal profile in the BVP system, which is separate from the jurisdiction/LEA profile or profiles in other OJP systems.



How To . . .

REGISTER FOR BVP AS AN EXISTING OJP USER

1. Go to the BVP homepage: <http://www.ojp.usdoj.gov/bvpbasi/>.
2. Click the **Register for BVP as an existing OJP User** link (p. 7, fig. 8, A).
3. Enter your username and click the **Continue** button (p. 7, fig. 9, B).
4. Enter the answer to your security question, identify if you are on a personal or public computer, and click the **Continue** button (p. 7, fig. 10, C).
5. Confirm that your personal image and security phrase are correct, enter your password, and click the **Continue** button (p. 7, fig. 11, D).
6. Complete your **BVP User Profile** by entering information in all the required fields indicated with asterisk(*) and click the **Submit** button (p. 7, fig. 12, E).
7. Upon successful submission, the BVP Welcome page will be displayed (see p. 10).

ACCESSING THE BVP SYSTEM

Fig. 13: BVP Homepage

Bulletproof Vest Partnership
U.S. Department of Justice, Bureau of Justice Assistance

Please login or select:

Only select Login if you already have created a personal account prior to accessing (LEA) information.

Select Create new account in order to create a new separate from any existing BVP login information. accessing the BVP system are required to register password prior to completing applications or making LEA.

Only select Register for BVP as an existing OJP user if you already have an account in the Grants Management System (GMS) or Grants Payment Request System (GPRS).

See the [BVP External User Guide](#) for details of user account management.

[Login](#)
[Create new account](#)
[Register for BVP as an existing OJP user](#)

Fig. 14: OJP System Access - Username

OFFICE OF JUSTICE PROGRAMS
Innovation • Partnerships • Safer Neighborhoods

You are attempting to access a protected resource
Please identify by entering your Username.

Username:

[Continue](#)
[Forgot Password](#)

Fig. 15: OJP System Access - Security Question

Please identify yourself by answering the below question :

What is your father's middle name?

Would you like to remember this computer?


This is a personal computer. Remember it.
 This is a public computer. Do not remember.

[Continue](#)

Fig. 16: OJP System Access - Password

You are attempting to access a protected resource
Please verify your Personal Image and Security Phrase before entering the password

Personal Image :



Security Phrase : Red is my favorite color

Please enter your password:

Edit Enrollment Information
 Would you like to edit your enrollment information?

[Continue](#)
[Forgot Password](#)

Fig. 17: BVP Welcome Page

Bulletproof Vest Partnership
U.S. Department of Justice, Bureau of Justice Assistance

[Register or Associate](#)
[User Profile](#)
[Change Password](#)
[Logout](#)

Contact Helpdesk:
1.877.758.3787
vests@usdoj.gov

Bulletproof Vest Partnership

INSTRUCTION & LINKS

Select the **Associate Using Agency-Level User ID** link to associate your personal user account with an existing agency (Jurisdiction or Law Enforcement Agency) using the agency-level account. You will be required to enter the agency-level user id and password previously used to log in to the BVP system. Only select this link if your jurisdiction or law enforcement agency already has a user id and password in the BVP system. *Note: The agency-level account can only be used for agencies without existing associated users.*

Select the **Associate New Agency** link to associate your user account with an existing agency (Jurisdiction or Law Enforcement Agency) using recent receipt or payment details. You will be required to enter the zip code of the agency you wish to associate. *Note: You must provide a justification when associating with an agency that already has an associated user. Generally, only one user id may be associated to a jurisdiction or law enforcement agency at one time.*

Select the **Register New Agency** link to request the registration of a new agency. You will be required to enter the zip code of the agency you wish to register.

[Associate Using Agency-Level User Id](#)
[Associate New Agency](#)
[Register New Agency](#)

BVP WELCOME PAGE AND AGENCY ASSOCIATION

Once you have created your user account, you will be automatically directed to the BVP Welcome Page (p. 9, fig. 17). On this page, you may continue the registration process and associate your user account to a jurisdiction or LEA using the links at the bottom of the BVP Welcome Page (see p. 14). You may also log out to associate your account at a later time; keep in mind that you will not be able to utilize the system until your account is associated with an agency. If you choose to log out, you will need to log back in to the system to associate your account with an agency (see *Logging in to BVP below*).

LOGGING IN TO BVP

You will log in to the BVP system from the BVP homepage using the **Login** link (p. 9, fig. 13, A). To log in to the system, you will need your OJP System Access username and password. You may also be prompted to answer one of your security questions; however, this should only occur the first time you log in to the system and if you indicate that you are accessing the system from a public computer (p. 9, fig. 15). When you log in to the BVP system, confirm that your personal image and security phrase are correct. If your security information is different than what you set previously, close your Internet browser and contact the BVP Helpdesk.

Note: You have three attempts to correctly enter your username and password before you are locked out of the system. If you get locked out, contact the BVP Helpdesk for assistance.

LOG-IN TROUBLESHOOTING TIPS

If you experience trouble logging in to the system, there are a couple tips you may try before contacting the BVP Helpdesk.

1. Check your keyboard to make sure the CAPS Lock is not on. Your password is case sensitive, so any capitalization discrepancies in your password will prevent you from logging in.
2. Use the **Forgot Password** link to create a new password if you cannot recall your password (see p. 12).



How To . . . LOG IN TO BVP

1. Go to the BVP homepage: <http://www.ojp.usdoj.gov/bvpbasi/>.
2. Click the **Login** link (p. 9, fig. 13, A).
3. Enter your username and click the **Continue** button (p. 9, fig. 14, B).
4. If prompted, enter the answer to your security question. Next, identify if you are on a personal or public computer and click the **Continue** button (p. 9, fig. 15, C).
5. Confirm that your personal image and security phrase are correct. If correct, enter your password, then click the **Continue** button (p. 9, fig. 16, D).
6. The BVP Welcome Page will be displayed (p. 9, fig. 17).

ACCESSING THE BVP SYSTEM

Fig. 18: OJP System Access - Username

You are attempting to access a protected resource
Please identify by entering your Username.

Username:


A

Fig. 19: OJP System Access - Username and Image Text

OJP User

Enter your credentials to change your password.

Enter Username *



(Letters are case-sensitive)


Enter Image Text *

B

Fig. 20: Verify Image & Phrase

Site to User

Verify Your Personalized Authentication Image



Verify your Current Personalized Authentication Phrase:
Red is my favorite color

If you do not recognize your image and/or phrase, DO NOT continue.

C

Fig. 21: OJP System Access - Security Questions

Credentials Challenge

Provide answers for the following questions

1. What street did your best friend in high school live on? (Enter full name of street only)

2. What is your father's middle name?

D

Fig. 22: OJP System Access: New Password Confirmation

Change Password

You've verified your account details and your new password will be emailed to you.

FORGOT USER ACCOUNT PASSWORD

If you are experiencing issues logging in to the BVP system or cannot remember your OJP System Access password, you may create a new password by using the Forgot Password link (p. 11, fig. 18, A). You will be required to verify your security information and provide answers to your security questions. Upon successful completion of the account verification, a temporary password will be sent to the email address that is listed in your OJP System Access profile. After you receive the email and log in with the temporary password, you will be prompted to create a new password. Your new password cannot be the same as any of the last six (6) passwords you have created for your OJP System Access account. If you do not receive your temporary password email or still cannot log in to the system, contact the BVP Helpdesk.

Note: The temporary password email message will be sent to the email address currently in your OJP System Access account profile. Keep in mind that if your OJP System Access account can access another OJP system (e.g. GMS or GPRS) and you update your email address from those systems, it will update your email address in your OJP System Access account. However, it will not update the email address in your BVP user profile. Therefore, the last update to your email address in your OJP System Access account will be the email address the temporary password is sent to.



How To . . .

RETRIEVE A NEW PASSWORD

1. Go to the BVP homepage: <http://www.ojp.usdoj.gov/bvpbasil/>.
2. Click the **Login** link (see p. 9, fig. 13, A).
3. Click the **Forgot Password** link (p. 11, fig. 18, A).
4. On the next page, enter your username, enter the text that appears in the image in the **Enter Image Text** field and click the Submit button (p. 11, fig. 19, B). *Note: The **Enter Image Text** field is case sensitive.*
6. Verify that your personal image and security phrase are correct. If correct, click the **Continue** button (p. 11, fig. 20, C).
7. Enter answers for the security questions and click the **Validate Answers** button (p. 11, fig. 21, D).
8. Upon successful submission, a confirmation page will be displayed indicating the new temporary password has been sent via email to your current OJP System Access email address.
9. Obtain the temporary password from the sent email message, return to the BVP homepage, and click the **Login** link.
10. Log in to the system using your username and temporary password. Upon successful login, you will be prompted to create a new password (see p. 23, fig. 41). Enter a new password that meets the password requirements and click the **Change Password** button.

ASSOCIATE USER ACCOUNT WITH AN AGENCY

Fig. 23: BVP Welcome Page

The screenshot shows the BVP Welcome Page with a navigation menu on the left and a main content area. The navigation menu includes: Register or Associate, User Profile, Change Password, Logout, and Contact Helpdesk (1-877-758-3787, vests@usdoj.gov). The main content area has a header for 'Bulletproof Vest Partnership' and a section titled 'INSTRUCTION & LINKS'. A red box labeled 'A' highlights the following links: Associate Using Agency-Level User Id, Associate New Agency, and Register New Agency. A red arrow points from the 'Associate Using Agency-Level User Id' link to a red box labeled 'B' in the next figure.

Fig. 24: BVP Association - Agency-Level User ID

The screenshot shows the 'BVP Association - Agency-Level User ID' page. It features the BVP logo and the title 'Bulletproof Vest Partnership'. Below the title is a section titled 'User Association via Login Credentials'. The text reads: 'You have chosen to associate your user account with your jurisdiction or agency. Please enter the original BVP Username and Password information that you would normally enter to gain access to the BVP system in the fields below to complete the association. Do NOT enter your user account information user id or passwords in these fields. This is a one-time association between your user account and your jurisdiction or agency in the BVP system.' Below this text is a form titled 'Association Information' with two input fields: 'Original Username:' and 'Original Password:'. At the bottom of the form are three buttons: 'Reset', 'Cancel', and 'Associate'. A red box labeled 'B' highlights the 'Associate' button.

AGENCY ASSOCIATION METHODS

Once you establish a user account, you must then associate your user account with one jurisdiction or LEA to utilize the BVP system. There are three methods for associating your account:

Method 1: Associate Using Agency-Level User ID - Use the former agency-level username and password that was previously assigned to your agency. This may only be used by the first user to associate with that jurisdiction or LEA. If you do not have an agency-level user ID, you will need to complete Method 2 or 3 instead.

Method 2: Associate Using Payment or Receipt History - Verify the payment or receipt amounts for a previous transaction for your agency in the BVP system ([see p. 16](#)).

Method 3: Register a New or Unregistered Agency - If your agency is new or not registered in the BVP system, you must first register the agency to associate your account. The user registering the agency will be automatically associated with that agency upon completion. ([see p. 18](#)).

SINGLE ASSOCIATION RULE

The BVP system only allows a user to be associated with one jurisdiction or LEA. Additionally, an agency may only have one user associated at any given time unless an exception has been approved by the Bureau of Justice Assistance (BJA). To have more than one user associated to an agency, the agency must submit a written justification document on your agency letterhead, signed by the agency's CEO or equivalent head of the agency, that explains why more than one user is necessary. The signed letter must be scanned and attached to an email to the BVP Helpdesk (vests@usdoj.gov). BJA will review the association request and decide whether to approve or deny the request.

METHOD 1: ASSOCIATE USING AGENCY-LEVEL USER ID

An agency-level ID is a single login that was assigned to a jurisdiction/LEA for all users to access the BVP system. These accounts can no longer be used to access the system; however, they can be used to associate one user account with an agency. To use this method, there must not be any active or pending user associations for the agency in the BVP system. If your jurisdiction or LEA has an agency-level user ID and there are currently no users associated with your agency, then you can associate your account by providing the agency-level username and password. After one or more user accounts have been associated with a jurisdiction or LEA by any association method, the agency-level ID association method can no longer be used.



How To . . .

ASSOCIATE YOUR USER ACCOUNT USING THE AGENCY-LEVEL USER ID

1. Log in to the BVP System ([see p. 10](#)).
2. Click the **Associate Using Agency-Level User Id** link ([p. 13, fig. 23, A](#)).
3. Enter the jurisdiction or LEA's original username, original password, and click the **Associate** button ([p. 13, fig. 24, B](#)).
4. Upon successful association, the agency page will be displayed.

ASSOCIATE USER ACCOUNT WITH AN AGENCY

Fig. 25: BVP Homepage

The screenshot shows the BVP Homepage with a navigation menu on the left and a main content area. The navigation menu includes: Register or Associate, User Profile, Change Password, Logout, and Contact Helpdesk (1-877-758-3787, vests@usdoj.gov). The main content area features the 'Bulletproof Vest Partnership' logo and the text 'OFFICE OF JUSTICE PROGRAMS U.S. Department of Justice, Bureau of Justice Assistance'. Under the heading 'INSTRUCTION & LINKS', there are three links: 'Associate Using Agency-Level User Id', 'Associate New Agency', and 'Register New Agency'. A red box highlights the 'Associate Using Agency-Level User Id' link, with a red arrow pointing to a red box containing the same text. Another red box highlights the 'Associate New Agency' link, with a red letter 'A' next to it. A third red box highlights the 'Register New Agency' link.

Fig. 26: Agency Zip Code Search

The screenshot shows a 'Registration' form with a 'Zip Code(12345-6789)' field. To the right of the field is a red box containing the text 'Retrieve Information', with a red letter 'B' next to it.

Fig. 27: Agency Search Results

The screenshot shows the 'Jurisdiction Search Results' table. The table has three columns: 'Jurisdiction Name', 'Contact Information', and 'Status'. The first row is highlighted with a red box around the 'Northville Township' entry, with a red letter 'C' next to it. Below the table, there is a message: 'No Law Enforcement Agencies Found. There are no Law Enforcement Agencies for the zip code you entered. If you are unable to find your agency in either of the above lists, your agency may not yet be registered. Return to Register or Associate to begin the registration process for your agency. Please call the BVP help desk at 1-877-758-3787 or email us at vests@usdoj.gov for further assistance.' At the bottom, there is a 'Back to Search' button.

| Jurisdiction Name | Contact Information | Status |
|---------------------|---|-------------------|
| Northville Township | Gregory, Rhodes (248) 349-9400 41600 Six Mile , Northville MI 48168-2397 testbvp@reisys.com | Registered (2010) |

Fig. 28: Receipts or Payments Verification Option

The screenshot shows the 'Association Options' form. It has two rows: 'Receipts:' and 'Payments:'. Each row has a 'Click Here' link. A red box highlights the 'Click Here' link for 'Payments', with a red letter 'D' next to it.

Fig. 29: Receipt Verification

The screenshot shows the 'Receipt Details' form. It has a table with the following data: Model Name: VXIII A, Manufacturer: Point Blank Body Armor, Vendor: Cuda Uniform Inc., Reported Date: 08/22/2009, Ordered Date: 05/18/2009, Received Date: 06/15/2009. Below the table, there is a message: 'Please provide the following information for the receipt above:'. Under the heading 'Association Information', there are fields for 'Quantity:' and 'Unit Price:'. At the bottom, there are 'Reset', 'Associate', and 'Cancel' buttons. A red box highlights the 'Associate' button, with a red letter 'E' next to it.

Fig. 30: Payment Verification

The screenshot shows the 'Payment Request Details' form. It has a table with the following data: Date Requested: 08/22/2009, Payment Date: 12/07/2009. Below the table, there is a message: 'Please provide the following information for the payment request above:'. Under the heading 'Association Information', there are fields for 'Total Vests Received:' and 'Paid Amount:'. At the bottom, there are 'Reset', 'Associate', and 'Cancel' buttons. A red box highlights the 'Associate' button, with a red letter 'F' next to it.

METHOD 2: ASSOCIATE USING PAYMENT OR RECEIPT HISTORY

You may associate your user account to a jurisdiction or LEA using your agency's transaction history. To use this method, you will be given the option to verify amounts on a previous payment or receipt transaction in the BVP system. Based on the option you select, the system will display information on a specific transaction (**figs. 29-30**); you will be required to provide the quantity and dollar amounts for that transaction. The values must match exactly as they appear in your transaction documentation, including decimals for dollar amounts. Do not enter a dollar sign (\$) or any other special characters.

Not all agencies will have both receipt and payment information in the BVP system; therefore, you may only be given one option to select. If your agency does not have receipt and payment history in the BVP system, contact the BVP Helpdesk for assistance with associating your user account.

Note: You have four attempts to correctly enter the receipt or payment information. After four attempts, you will be locked out of the BVP system and must contact the BVP Helpdesk for assistance.



HOW TO . . .

ASSOCIATE YOUR USER ACCOUNT WITH AN EXISTING AGENCY

1. Log in to the BVP System (**see p. 10**).
2. Click the **Associate New Agency** link (**p. 15, fig. 25, A**).
3. Enter the zip code for your jurisdiction/LEA and click the **Retrieve Information** button (**p. 15, fig. 26, B**).
4. Review your search results to find your agency. Once found, click the agency name link to associate your account (**p. 15, fig. 27, C**).
5. Select the association option by clicking on one of the **Click Here** links next to your choice (**p. 15, fig. 28, D**).
6. *Receipts option:* Enter the **Quantity** and **Unit Price** for the transaction receipt specified in the **Receipt Details**. Next, click the **Associate** button (**p. 15, fig. 29, E**).
Payments option: Enter the **Total Vests Received** and **Paid Amount** based on the **Payment Request Details**. Next, click the **Associate** button (**p. 15, fig. 30, F**).
7. Upon successful association, the agency page will be displayed.

ASSOCIATE USER ACCOUNT WITH AN AGENCY

Fig. 31: BVP Homepage

Bulletproof Vest Partnership
U.S. Department of Justice, Bureau of Justice Assistance

INSTRUCTION & LINKS

Select the **Associate Using Agency-Level User ID** link if you are an existing agency (Jurisdiction or Law Enforcement Agency) user and are required to enter the agency-level user id and password previously used to access the system. Note: The agency-level account can only be used for a single agency.

Select the **Associate New Agency** link to associate your user account with an existing agency (Jurisdiction or Law Enforcement Agency) using the contact receipt or payment details. You will be required to enter the zip code of the agency you wish to associate. Note: You must provide a justification when associating with an agency that already has an associated user. Generally, only one user id may be associated to a jurisdiction or law enforcement agency at one time.

Select the **Register New Agency** link to request the registration of a new agency. You will be required to enter the zip code of the agency you wish to register.

[Associate Using Agency-Level User Id](#)
[Associate New Agency](#)
[Register New Agency](#)

Fig. 32: Zip Code Search

Registration

Zip Code(12345-6789) -

B

Fig. 33: Search Results

| Law Enforcement Agencies of WASHINGTON D C CITY with Zip Code 20001 | | |
|---|--|----------------------|
| Agency Name | Contact Information | Status |
| WASHINGTON D C CITY | Marvin, Johnson (202) 727-2173 300 Indiana Avenue, NW Room 5080 , WASHINGTON DC 20001-1606 testbvp@reisys.com | Registered (2011) |
| WASHINGTON METROPOLITAN POLICE DEPT | 300 INDIANA AVE NW RM 4156 , WASHINGTON DC 20001 -2106 | Not Registered |

| Law Enforcement Agencies of WASHINGTON METRO AREA TRANSIT AUTHORITY with Zip Code 20001 | | |
|---|--|----------------------|
| Agency Name | Contact Information | Status |
| WASHINGTON METRO AREA TRANSIT AUTHORITY | Ronald, Pavlik (202) 962-2176 600 FIFTH STREET N W , WASHINGTON DC 20001-2610 testbvp@reisys.com | Registered (2005) |

If you are unable to find your agency in either of the above lists, your agency may already be registered. Return to [Register or Associate](#) to begin the process of associating with the desired agency.

Please call the BVP help desk at 1-877-758-3787 or email us at vests@usdoj.gov for further assistance.

Fig. 34: Confirm Registration Initiation

LEA Available for Registration

You have chosen to register as **WASHINGTON METROPOLITAN POLICE DEPT**. If you are **WASHINGTON METROPOLITAN POLICE DEPT** please click on the 'Continue to Registration' button otherwise click on 'Return to Search' to go back and find your agency.

| WASHINGTON METROPOLITAN POLICE DEPT | |
|-------------------------------------|----------------------------|
| Address | 300 INDIANA AVE NW RM 4156 |
| City, State | WASHINGTON, DC |
| Zip Code | 20001 - 2106 |

D

METHOD 3: REGISTER A NEW OR UNREGISTERED AGENCY

If your agency has not utilized the BVP system, then you must register the agency in the system before you can associate your user account. To register your agency, you will need to conduct a search for your agency in the BVP system using your agency's zip code (fig. 32). Based on the outcome of the search, you will have two options:

- If your agency appears in the search results and the status is "Not Registered," then you can open the registration page and complete the registration. You must complete all the required fields for each section of the registration page (see p. 19, fig. 35). Upon successful registration, your user account will be automatically associated with the newly registered agency.
- If your agency is not listed in the search results or your agency is new, contact the BVP Helpdesk to request that your agency be added to the BVP system.

Note: You cannot register and associate with an agency if you have a pending or active association with another agency in the BVP system. You will be required to disassociate your user account from the current agency before registering another agency (see p. 20).



How To . . .

REGISTER A NEW OR UNREGISTERED AGENCY

1. Log in to the BVP System (see p. 10).
2. Click the **Register New Agency** link (p. 17, fig. 31, A).
3. Enter the zip code for your jurisdiction/LEA and click the **Retrieve Information** button (p. 17, fig. 32, B).
4. Review your search results to find your agency. Once found, click the agency name link to begin the registration process (p. 17, fig. 33, C).
5. Confirm that you wish to register the jurisdiction/LEA by clicking the **Continue to Registration** button (p. 17, fig. 34, D).
6. Complete the **Registration Form** by entering information in all the required fields indicated with an asterisk(*) and click the **Submit Registration** button (see p. 19, fig. 35, E).
7. Upon successful registration, the agency registration confirmation page will be displayed (see p. 19, fig. 36).

ASSOCIATE USER ACCOUNT WITH AN AGENCY

Fig. 35: Agency Registration Form

| Law Enforcement Registration Form | |
|---|--|
| Agency Information | |
| Agency Name | WASHINGTON METROPOLITAN POLICE DEPT |
| Government Census ID | 9200100160200 |
| Agency Type | Police |
| * Address Line 1 | 300 INDIANA AVE NW |
| Address Line 2 | |
| * City | WASHINGTON |
| * State | DC |
| * Zip Code | 20001 - 2106 Need Help with Zip+4? |
| County | |
| Congressional District 01, 02 | |
| FBI ORI Number (7 digits) | |
| Primary POC Information | |
| All registration and electronic correspondence will be with this person. It is extremely important that the Email address is correct. | |
| * First Name | |
| * Last Name | |
| * Phone Number | |
| Fax Number | |
| * Email | |
| Alternate POC Information | |
| * First Name | |
| * Last Name | |
| * Phone Number | |
| Fax Number | |
| * Email | |
| Yellow Pages | |
| Do you wish to have your Law Enforcement Agency listed in the BVP program Yellow Pages? If you select 'Yes', other Law Enforcement Agencies and Jurisdictions will be able to access only general information such as Agency name, Agency address, and contact information regarding your Law Enforcement Agency. If you answer 'No', others will not have access to the above information, making contact between agencies more difficult. | |
| List in Yellow Pages | <input type="checkbox"/> Yes |
| E Submit Registration | |

Fig. 36: Agency Registration Confirmation

| Initial Registration Complete | |
|---|---------------------|
| Description: | |
| Your registration was successfully received on August 26, 2011. A confirmation email has been sent to: testbvp@reisis.com and a@a.com. | |
| To assist you in coordinating this program, your jurisdiction information is provided in the table below. | |
| Registration Results | |
| After your registration is approved, you may begin the online application process, to select the make, model, cost, and number of vests for which you seek federal funding, when the program is accepting online applications and submissions. | |
| As a law enforcement agency, you will only be able to submit the application for your agency to the jurisdiction for inclusion in the application that will be submitted by the jurisdiction to the BVP Program for funding consideration. The deadline for information you provide regarding vest needs is sent to the jurisdiction contact person noted below for review and approval; it is therefore important that you establish and maintain routine contact with this individual to ensure the application process moves forward in keeping with established guidelines and deadlines. If your jurisdiction has not started the BVP Program for the current fiscal year, your application for funding cannot be submitted to the Department of Justice for approval. Using the information provided below, please contact your jurisdiction to determine the status of their current application. The jurisdiction's contact is the only person authorized to submit the application to the Department of Justice and to submit requests for payment, once you have indicated that vests have been received. | |
| Your Agency's Jurisdiction | |
| Jurisdiction Name | WASHINGTON D C CITY |
| City | WASHINGTON |
| County | |
| State | DC |
| Zip Code | 20001-1606 |
| Point of Contact | Marvin Johnson |
| Phone | (202) 727-2173 |
| Email | testbvp@reisis.com |

ASSISTANCE WITH AGENCY ASSOCIATION

The BVP Helpdesk is available to assist you with associating your user account with a jurisdiction or LEA if you are experiencing problems. The common instances that require the Helpdesk's assistance for associating your user account are:

- Your agency is not listed in the BVP system.
- Your agency is registered in the BVP system; however, you do not have the previous agency-level ID or your agency does not have payment/receipt transaction history in the system.
- You are attempting to associate your user account using payment/receipt history method and the transaction information you provided is not being accepted by the system.
- You are unable to associate your account with the agency because another user has a pending or active association with that agency.

To resolve the association situations above or any other association problems you encounter, contact the BVP Helpdesk at (877) 758-3787 or send an email to vests@usdoj.gov.

DISASSOCIATING FROM A JURISDICTION OR LEA

There are circumstances when a user account must be disassociated from an agency (e.g., the user is no longer with the agency). The BVP system does not have a user mechanism to disassociate an account from an agency; therefore, you must contact the BVP Helpdesk for assistance. Be prepared to provide the Helpdesk with the user account to be disassociated, the agency information, and the new user account to be associated if applicable.

UPDATING YOUR USER ACCOUNT

Fig. 37: OJP System Access - Username



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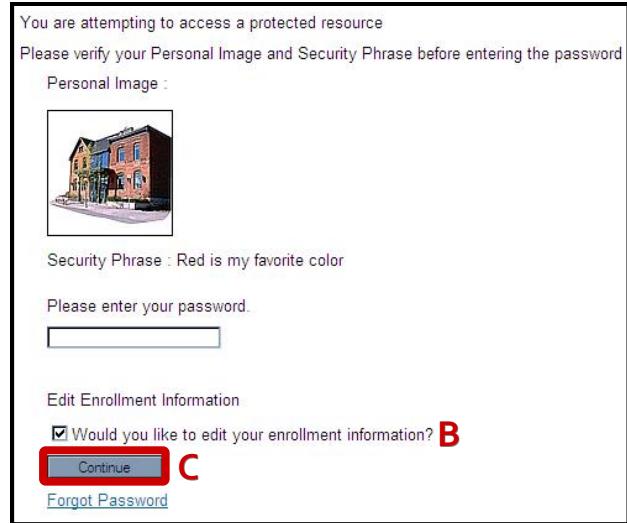
You are attempting to access a protected resource
Please identify by entering your Username.

Username:

A


[Forgot Password](#)

Fig. 38: OJP System Access - Password and Edit Information



You are attempting to access a protected resource
Please verify your Personal Image and Security Phrase before entering the password

Personal Image :



Security Phrase : Red is my favorite color

Please enter your password.

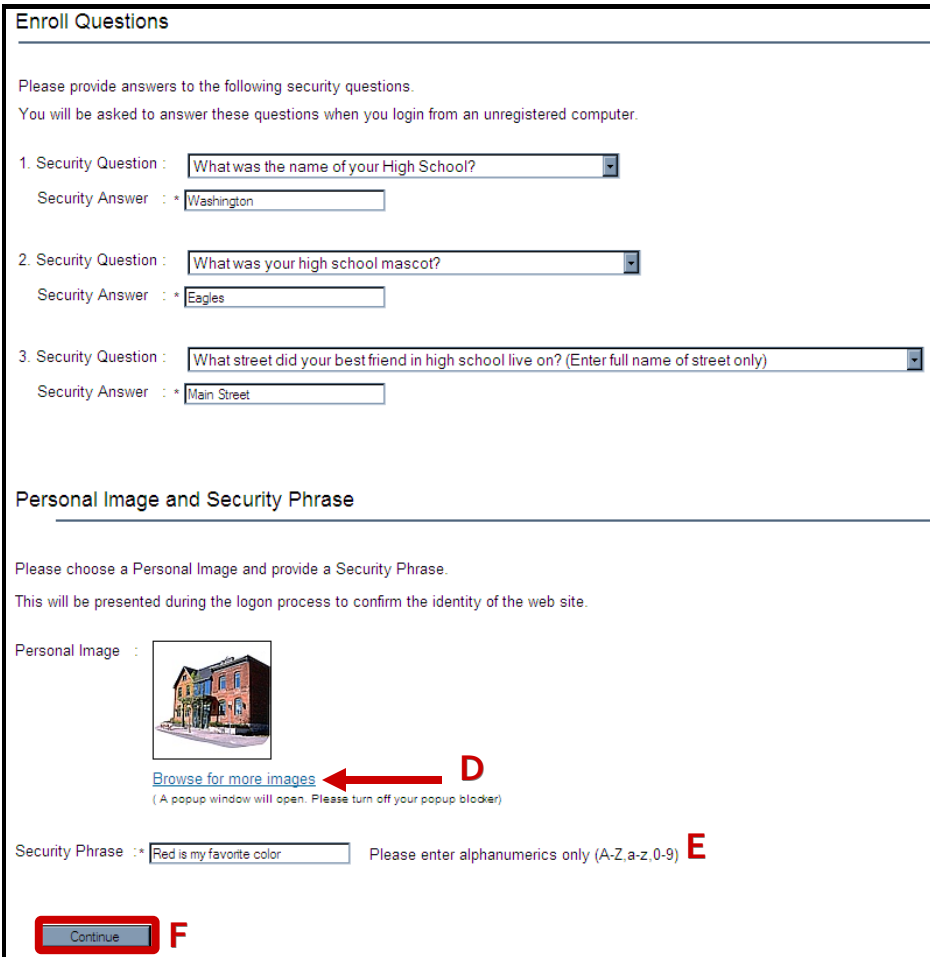
Edit Enrollment Information

Would you like to edit your enrollment information? **B**

C

[Forgot Password](#)

Fig. 39: Change Image & Security Phrase



Enroll Questions

Please provide answers to the following security questions.
You will be asked to answer these questions when you login from an unregistered computer.


1. Security Question :
Security Answer : *

2. Security Question :
Security Answer : *

3. Security Question :
Security Answer : *

Personal Image and Security Phrase

Please choose a Personal Image and provide a Security Phrase.
This will be presented during the logon process to confirm the identity of the web site.

Personal Image : 

[Browse for more images](#) **D**
(A popup window will open. Please turn off your popup blocker)

Security Phrase : * Please enter alphanumeric only (A-Z,a-z,0-9) **E**

F

UPDATING YOUR USER ACCOUNT SECURITY INFORMATION

Your OJP System Access account information can be updated at any time once your account is created. You may change the following:

- Security questions and answers
- Personal image
- Security phrase

It is important to remember that changes to your OJP System Access account will not only affect your information and access to the BVP system, but other OJP systems (e.g., GMS or GPRS) you access with your account. Once your changes have been accepted by the system, they will be in effect for other OJP systems you access with your account.



HOW TO . . .

CHANGE YOUR OJP SYSTEM ACCESS SECURITY INFORMATION

1. Go to the BVP homepage: <http://www.ojp.usdoj.gov/bvpbasi/>.
2. Click the **Login** link (see p. 9, fig. 13, A).
3. Enter your username and click the **Continue** button (p. 21, fig. 37, A).
4. Enter your password and confirm that your personal image and security phrase are correct (p. 21, fig. 38).
5. Click the checkbox to indicate that you wish to edit your OJP System Access security information (B) and click the **Continue** button (C).
6. Select a new question for Security Questions 1-3 using the dropdown menus and enter the appropriate answer in the field below each question (p. 21, fig. 39).
7. Click the **Browse for more images** link (D) and select a new personal image.
8. Update your security phrase by entering a new meaningful phrase (E).
9. Once all of the updates are complete, click the **Continue** button (F). The BVP Welcome Page will be displayed.

UPDATING YOUR USER ACCOUNT

Fig. 40: BVP Welcome Page

Bulletproof Vest Partnership
Office of Justice Programs
Bulletproof Vest Partnership
U.S. Department of Justice, Bureau of Justice Assistance

Bulletproof Vest Partnership

Register or Associate
User Profile
Change Password A
Logout

Contact Helpdesk:
1-877-758-3787
vests@usdoj.gov

INSTRUCTION & LINKS

Select the **Associate Using Agency-Level User ID** link to associate your personal user account with an existing agency (Jurisdiction or Law Enforcement Agency) using the agency-level account. You will be required to enter the agency-level user id and password previously used to log in to the BVP system. Only select this link if your jurisdiction or law enforcement agency already has a user id and password in the BVP system. *Note: The agency-level account can only be used for agencies without existing associated users.*

Select the **Associate New Agency** link to associate your user account with an existing agency (Jurisdiction or Law Enforcement Agency) using recent receipt or payment details. You will be required to enter the zip code of the agency you wish to associate. *Note: You must provide a justification when associating with an agency that already has an associated user. Generally, only one user id may be associated to a jurisdiction or law enforcement agency at one time.*

Select the **Register New Agency** link to request the registration of a new agency. You will be required to enter the zip code of the agency you wish to register.

[Associate Using Agency-Level User ID](#)
[Associate New Agency](#)
[Register New Agency](#)

Fig. 41: OJP System Access - New Password

U.S. DEPARTMENT OF JUSTICE

OFFICE OF JUSTICE PROGRAMS
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Old Password:

New Password: Strength: Strong

Confirm Password:

Change Password B

Passwords shall be composed of representatives of at least three of the following character sets:
upper case characters,
lower case letters,
numeric characters,
and special characters
(for example: ~!@#5%*&*()_+=-[]/?><).

Fig. 42: Password Change Confirmation

You have successfully changed your password!

C

CHANGING YOUR USER ACCOUNT PASSWORD

You may change your OJP System Access user account password at any time while your user account is active with the BVP system. However, it may only be changed once within a 24 hour period. It is also important to remember that changes to your OJP System Access account will not only affect your information and access to the BVP system, but other OJP systems (e.g., GMS or GPRS) that are accessed with your account.

Your password must be 8-20 characters long, and cannot contain your username or any part of your full name. It also must contain at least three of the following characters:

1. An uppercase letter (A-Z)
2. A lowercase letter (a-z)
3. A number (0-9)
4. A non-alphanumeric character (e.g., \$, !, #, &)

To ensure that your password is secure, the OJP System Access provides a password meter that indicates the strength of your password (p. 23, fig. 41). OJP recommends that your password be a minimum rating of "Strong."

If you are unable to change your password, you may contact the BVP Helpdesk by emailing vests@usdoj.gov or call 1-877-758-3787. The BVP Helpdesk should be contacted after attempting to change your password through the system.



HOW TO . . .

CHANGE YOUR PASSWORD

1. Log in to the BVP System (see p. 10).
2. Click the **Change Password** link on the left side menu (p. 23, fig. 40, A).
3. Enter your current password in the **Old Password** field.
4. Enter a new password in the **New Password** and **Confirm Password** fields that meets the password requirements.
5. Click the **Change Password** button (p. 23, fig. 41, B). If you receive a password change error, repeat steps 3-5.
6. Upon successful password change, the password change confirmation will be displayed.
7. Click the **Continue** button (p. 23, fig. 42, C) to be directed to the BVP Welcome Page.

UPDATING YOUR USER ACCOUNT

Fig. 43: BVP Welcome Page

Fig. 44: BVP User Profile

| User Profile | |
|-----------------|--|
| Username | <input type="text" value="first.last@name.com"/> |
| Title * | <input type="text" value="Mr."/> ▾ |
| First Name * | <input type="text" value="First"/> |
| Middle Initial | <input type="text" value="M"/> |
| Last Name * | <input type="text" value="Last"/> |
| Phone Number * | (<input type="text" value="220"/>) <input type="text" value="456"/> - <input type="text" value="7890"/> x <input type="text"/> |
| Fax Number | (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/> |
| Email Address * | <input type="text" value="first.last@name.com"/> |
| Address * | <input type="text" value="312 Washington Street"/> <input type="text"/> |
| City * | <input type="text" value="Washington D.C."/> |
| State * | <input type="text" value="District of Columbia"/> ▾ |
| Zip * | <input type="text" value="22200"/> - <input type="text"/> |

B

* required fields

UPDATING YOUR BVP USER PROFILE

You may update your BVP user profile at any time while your user account is active with the BVP system. Updates can be made to all of the fields with exception to the Username field (**fig. 44**). Also, the Legal Name and Email Address fields are shared fields with your OJP System Access account. If you change either of these fields, the changes will be reflected in your OJP System Access profile. Keep in mind, your BVP user profile is *your* personal profile in the BVP system, which is separate from the agency profile or any profile that is apart of other OJP systems.



HOW TO...

UPDATE YOUR BVP USER PROFILE

1. Log in to the BVP System (**see p. 10**).
2. Click the **User Profile** link on the left side menu (**p. 25, fig. 43, A**).
3. Update the information in the profile, ensure all the required fields indicated with an asterisk (*) are complete, and click the **Submit** button (**p. 25, fig. 44, B**).
4. Upon successful registration, the BVP Welcome Page will be display displayed.