



# BVP Account Creation Checklist

U.S. Department of Justice  
Office of Justice Programs  
BulletproofVest Partnership

## Checklist for creating a new user account:

1. Go to the BVP homepage: <http://www.ojp.gov/bvpbasi/> and select **Login** in the right menu.
2. Select <https://vests.bja.ojp.gov/bvp/login/externalAccess.jsp>
3. Select the **Create new account** link. (You can also go directly to the following web page: [DIAMD - account.](#))
4. On the User Registration form, enter all the required information indicated with an asterisk (\*) and select the **Submit** button.
5. After submitting the User Registration form, check your email for the welcome message and follow the instruction to setup your password and security question/answer.
6. The next step you need is to set up multifactor authentication. You may select one or more methods for setting up the authentication.
7. Click "Finish" to complete your registration.
8. Go back to Step #1, Step #2 and select [Login](#).
9. 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.*
10. 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.*