



Associating Agency in BVP

This guide provides information and procedures to help you associate your user account with an agency and update user profile.

User Guide

*Guide provided by BJA, Bureau of Justice Assistance,
U.S. Department of Justice, Office of Justice Programs*

April 2023



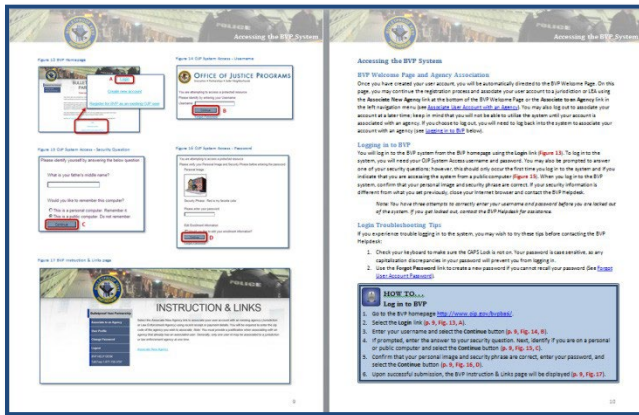


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Helpful Resources

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 **odd** page, figures such as screenshots and diagrams will be displayed. Often, figures are annotated to highlight important concepts. On the **even page**, text provides information and instructions related to each topic. References in the text correspond with the annotations on associated figures.

Key Contacts

U.S. Department of Justice

Bureau of Justice Assistance

Joseph Husted, Policy Advisor

Joseph.Husted@usdoj.gov

(202) 353-4411

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://ojp.usdoj.gov/bvpbasi/bvpprogramresources.htm>

BVP Receipts and Payments User Guide:

<http://www.ojp.usdoj.gov/bvpbasi/docs/BVPReceiptsandPaymentRequestsUserGuide.pdf>

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Figure 1: Agency Already Associated with a User

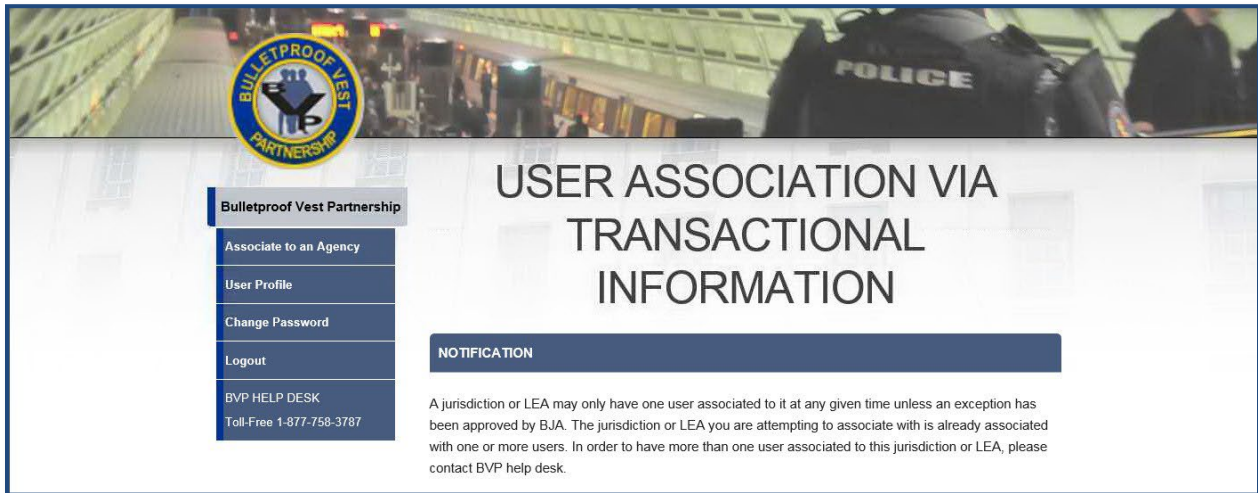


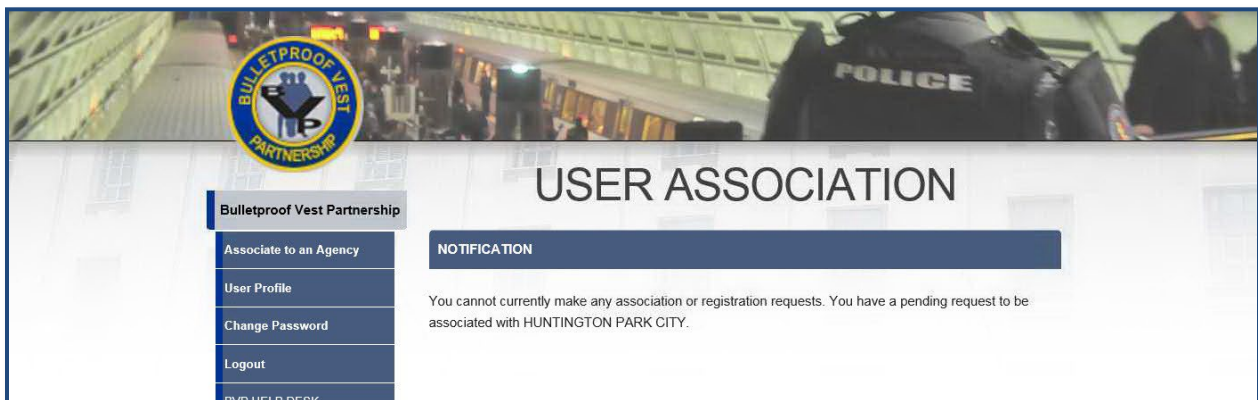
Figure 2: Agency Not Registered

LAW ENFORCEMENT AGENCIES OF SAN MATEO COUNTY WITH ZIP CODE 94063			
Agency Name	Contact Information	Status	Action
SAN MATEO COUNTY	400 County Center, 1st Floor, REDWOOD CITY CA 94063-1662	Registered (2016)	N/A
SAN MATEO COUNTY MAIN JAIL	330 BRADFORD STREET, REDWOOD CITY CA 94063-4063	Not Registered	To register this agency, please contact the BVP help desk.
Probation Department - County of San Mateo	400 County Center, 5th Floor, Redwood City CA 94063-1662	Registered	Associate this agency

If you are unable to find your agency in either of the above lists or need further assistance, please call the BVP help desk at 1-877-758-3787 or email us at vests@usdoj.gov.

[BACK TO SEARCH](#)

Figure 3: Pending Association





Associate User Account with an Agency

Agency Association Methods

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

- **Method 1: Register a New or Unregistered Agency**—If your agency is new or is not registered in the BVP system, you must first register the agency by contacting the BVP Helpdesk. The user registering the agency will be automatically associated with that agency upon completion.
- **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.

Single Association Rule

The BVP system allows a user to be associated with only one jurisdiction or LEA. Additionally, an agency may have only 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 with an agency, the agency must submit a written justification on the agency letterhead, signed by the agency's CEO or equivalent head of the agency, to explain 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 (**Figure 1**).

Disassociating from a Jurisdiction or LEA

There are circumstances where 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.

Method 1: Register a New or Unregistered Agency

If your agency has not utilized the BVP system, then you must contact the BVP Helpdesk to register the agency in the system before you can associate your user account.

Likewise, if your agency is not listed in the search results or appears with a status of "Not Registered," (**Figure 2**) you must contact the BVP Helpdesk to register the agency. Upon successful registration, your user account will be automatically associated with the newly registered agency.

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 (**Figure 3**).



Figure 4: BVP Instructions & Links

Bulletproof Vest Partnership

Associate to an Agency

User Profile

Change Password

Logout

BVP HELP DESK
Toll-Free 1-877-758-3787

INSTRUCTION & LINKS

Select the Associate New Agency link to associate your user account with an existing agency (Jurisdiction or Law Enforcement Agency) that you wish to associate with an agency that already has been associated to a jurisdiction or law enforcement agency.

[Associate New Agency](#)

[Associate New Agency](#) **A**

Figure 5: Agency Zip Code Search

ASSOCIATION

Zip Code(12345-6789) -

RETRIEVE INFORMATION **B**

Figure 6: Agency Search Results

JURISDICTION SEARCH RESULTS			
Jurisdiction Name	Contact Information	Status	Action
SAN MATEO COUNTY	400 County Center, 1st Floor , REDWOOD CITY CA 94063-1662	Registered (2016)	Associate this jurisdiction C
REDWOOD CITY	1301 Maple Street , Redwood City CA 94063-2766	Registered (2016)	Associate this jurisdiction

Figure 7: Receipts or Payments Association Options

ASSOCIATION OPTIONS

Receipts: [Click Here](#)

Payments: [Click Here](#) **D**

Figure 8: Receipt Verification

RECEIPT DETAILS

Model Name: RM-2-9811

Manufacturer: Safariland , LLC

Vendor: L.C. Action Police Supply

Reported Date: 04/26/2012

Ordered Date: 07/19/1999

Please provide the following information for the receipt above:

ASSOCIATION INFORMATION

Quantity:

Unit Price:

RESET **ASSOCIATE** **CANCEL** **E**

Figure 9: Payment Verification

PAYMENT REQUEST DETAILS

Date Requested: 03/28/2012

Payment Date: 08/20/2012

Please provide the following information for the payment request above:

ASSOCIATION INFORMATION

Total Vests Received:

Paid Amount:

ASSOCIATE **RESET** **CANCEL** **F**



Method 2: Associate Using Payment or Receipt History

You may associate your user account to a registered 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 (**Figures 8 and 9**); 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 be given only 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 three attempts to correctly enter the receipt or payment information. After three 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.
2. Select the **Associate New Agency** link (**p. 3, Fig. 4, A**).
3. Enter the zip code for your jurisdiction/LEA and select the **Retrieve Information** button (**p. 3, Fig. 5, B**).
4. Review your search results to find your agency. Once found, select the **Associate this jurisdiction** or **Associate this agency** link in the agency's Action column to associate your account (**p. 3, Fig. 6, C**).
5. If you are offered Association Options, select the **Click Here** link next to the option of your choice (**p. 3, Fig. 7, D**).
 - a. *Receipts option:* Enter the **Quantity** and **Unit Price** for the transaction receipt specified in the Receipt Details. Then select the **Associate** button (**p. 3, Fig. 8, E**).
 - b. *Payments option:* Enter the **Total Vests Received** and **Paid Amount** based on the Payment Request Details. Then select the **Associate** button (**p. 3 Fig. 9, F**).
6. Upon successful association, the agency Status page will be displayed.

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 or is not registered in the BVP system.
- Your agency is registered but does not have payment or receipt transaction history in the system.
- You are attempting to associate your user account using payment/receipt history 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 these situations or any other association problems you encounter, contact the BVP Helpdesk at (877) 758-3787 or send an email to vests@usdoj.gov.



Figure 10: BVP Instructions & Links

STATUS

This "Status" page shows any pending actions that must be completed prior to program deadlines. It also provides you with payment(s) status for tracking your requests for approved funds.

- Red !'s indicate your attention is needed in order to complete a task for action.

CURRENT ACTIVITY STATUS

There are no activities that require your attention at this time.

Figure 11: BVP User Profile

USER PROFILE

Username: firstlast@name.com

Title*: Mr.

First Name*: First

Middle Initial:

Last Name*: Last

Phone Number*: (220) 456 - 7890 x

Fax Number: () - x

Email Address*: firstlast@name.com

Address*: 312 Washington Street

City*: Washington

State*: District of Columbia

Zip*: 22200 -

* required fields

SUBMIT



Updating Your BVP User Profile

You may update your BVP user profile at any time while your user account is active in the BVP system. Updates can be made to all of the fields except the **Username** field. In addition, the legal name and email address fields are shared fields with your OJP System Access account. If you change any 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 part of other OJP systems.



HOW TO...

Update Your BVP User Profile

1. Log in to the BVP System.
2. Select the **5.1 User Profile** link in the left menu (**p. 5, Fig. 10, A**).
3. Update the information in the profile, ensuring that all the required fields indicated with an asterisk (*) are complete, and select the **Submit** button (**p. 5, Fig. 11, B**).