This document should be needed only once, either to set up your Single Login Profile (SLP) or to relink your account to your default court. Once you have completed the steps below, you will be able to log in to your eVoucher account using your email address and password, and link to your other court accounts. Please review the **Signing In to eVoucher and Modifying Your SLP** document to learn how to log in to eVoucher after you've created your Single Login Profile (SLP).

Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to log out and log in to each individual court account you wanted to work in. You had a separate username and password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to log out.

Note: Users with more than one eVoucher account must designate one account as the default account—the court used to create your Single Login Profile (SLP) automatically becomes your default court, unless you change it.

Single Login Profile for David D. Attorney
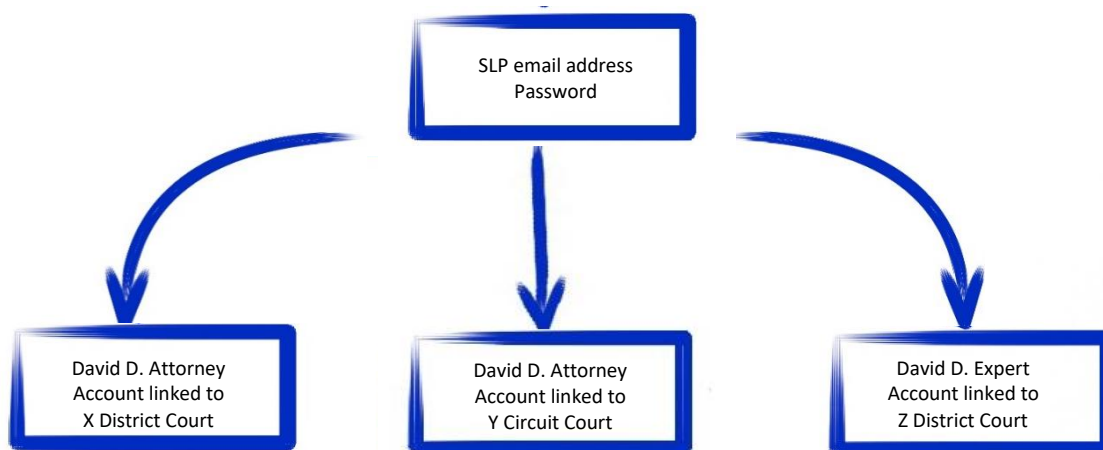
The email address used to create your Single Login Profile (SLP) must belong to the person accessing eVoucher and must be unique. Your email address will be the only way to access eVoucher.

Step 1

To create your Single Login Profile (SLP), visit the eVoucher site for the district or circuit in which you already have an eVoucher account.

In the **Email Address** field, enter your email address, and then click **Next**.

Step 2

In the **Username** and **Password** fields, enter your existing username and password for your current eVoucher account, and then click **Next**. If you have more than one court account that you use, choose one. You will be shown how to link your accounts in the **Linking Accounts** document found on the eVoucher training webpage.

Step 3

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** fields, if applicable, and then enter and confirm your email address.
Note: The name you enter does not have to match exactly what is in your previous profile. The system pulls your information from your username.

Step 4

Answer the security questions. In the Security Questions section, select a question from each question drop-down list, and then type your answer in the corresponding answer field. Click **Next**.

If you are ever locked out or forget your password, you are asked one of the questions listed below.

- In what city or town was your first job?
- What street did you live on in third grade?
- What was your childhood nickname?
- In what year (YYYY) did you graduate from high school?
- What is the middle name of your oldest child?
- What is the middle name of your youngest sibling?
- What is the name of the city where your mother was born?
- What is the name of the hospital where you were born?

Administrative Office
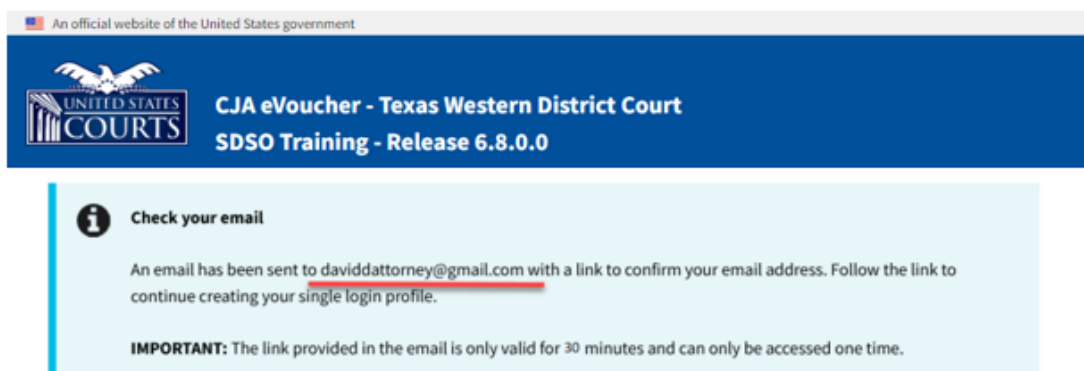of the United States Courts

- What is the name of your favorite childhood friend?
- What was your first car?
- What is your favorite movie?
- What is your favorite sports team?
- What is your favorite vacation spot?
- What is your oldest sibling's birth year? (YYYY)
- What is your oldest sibling's middle name?
- What school did you attend for sixth grade?
- What was the name of your first pet?
- What is your maternal grandmother's maiden name?
- What was your high school mascot?
- Where did you first meet your spouse/significant other?

The following rules apply to security question answers:

- Three questions must be selected and an answer provided for each question.
- Answers must be unique.
- Answers must contain between 3 and 60 characters.
- Special characters are not allowed in answers.
- Answers containing all spaces are not allowed.
- Answers must not contain leading or trailing spaces.
- Answers must not contain more than one consecutive space between words.

Step 5

The system generates a message asking you to check your email. The email message goes to the email address you provided when creating your Single Login Profile (SLP).

An official website of the United States government

CJA eVoucher - Texas Western District Court
SDSO Training - Release 6.8.0.0

Check your email

An email has been sent to daviddattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

IMPORTANT: The link provided in the email is only valid for 30 minutes and can only be accessed one time.

Note: The link provided in the email is valid for only 30 minutes and can be used only once.

Step 6

Go to your email account. Click the **confirm your email address** link in the email message to continue creating the profile.
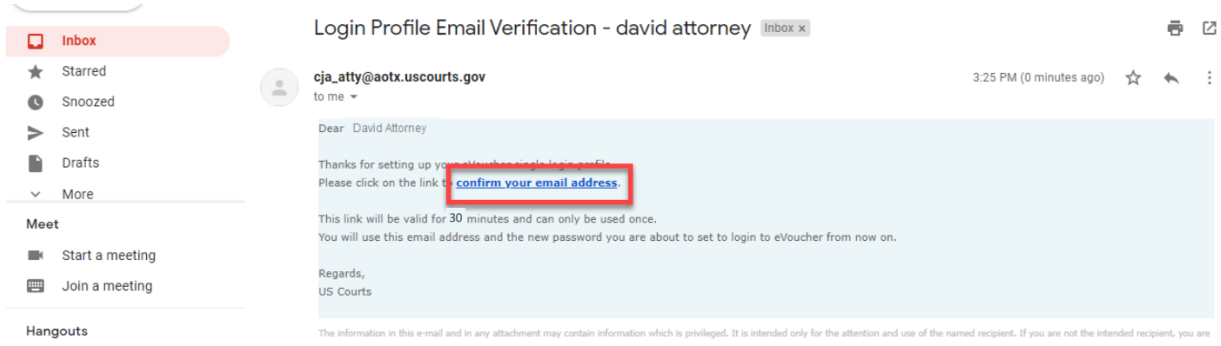
Step 7

In the **Enter password** field, enter a new password that you will use for your Single Login Profile (SLP). To meet password requirements, the new password must:

- Contain at least eight (8) characters.
- Be alphanumeric.
- Contain at least one lowercase and one uppercase character.
- Contain at least one special character.
- Not be a password used within the past 365 days.

To view current password requirements, click the **Password Requirements (+)** icon. You are required to change your password every 180 days. In the **Verify password** field, reenter the password, and then click **Next**.

A success message appears and you are directed to the eVoucher home page. <u>Your email address and new password are now your new login credentials.</u>

You have now successfully created your Single Login Profile (SLP). You can now use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.