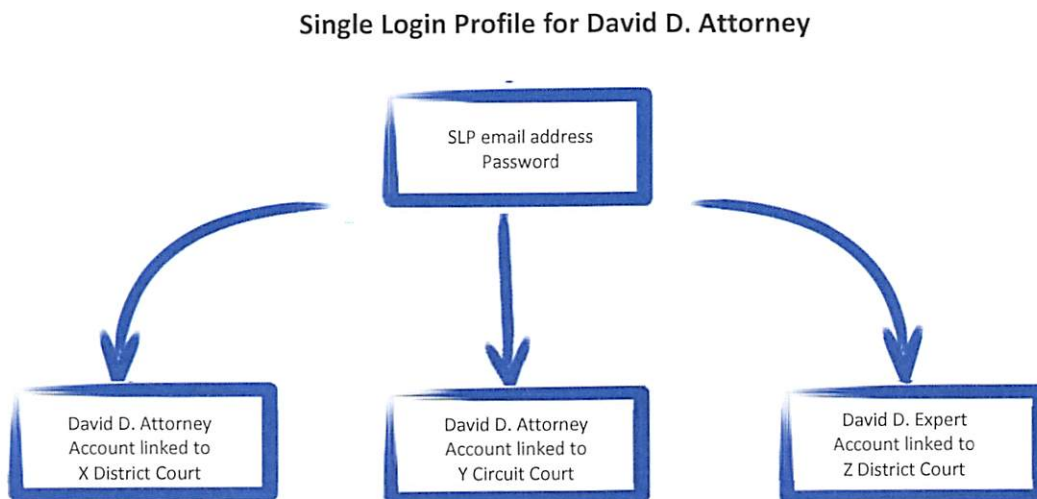


This document should be needed only once to set up your Single Login Profile (SLP) or if you have been unlinked to your default court and need to relink your account. Once you have completed the steps below, you will be able to log in to your eVoucher account using your email and password, and link to your other court accounts. Please review the **Logging In to eVoucher** document to learn how to log in to eVoucher after your Single Login Profile (SLP) creation.

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 user name and password assigned by each individual court. Starting with version 6.4, you may 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.




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 click **Next**.

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SDSO Training - Release 6.4.0.0

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

Email Address


Next

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Step 2

Enter your existing user name and password for your current eVoucher account and 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 **Logging In with SLP** document found on the eVoucher training webpage.

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Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

Username

Password


[Forgot your password?](#)

Next

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Step 3

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

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Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.
If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

First name	Middle name	Last name	Suffix
<input type="text" value="David"/>	<input type="text" value="D"/>	<input type="text" value="Attorney"/>	<input type="text" value="Jr."/> ▾
Email address			
<input type="text" value="davidattorney@gmail.com"/>			
Confirm email address			
<input type="text" value="davidattorney@gmail.com"/>			

Step 4

Next, 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**.

Security Questions

Select three security questions and enter your answers.

Question 1

In what city or town was your first job? ▾

Answer 1

Boston

Question 2

What was your childhood nickname? ▾

Answer 2

Davey

Question 3

What was your first car? ▾

Answer 3

Saturn ×

When you click Next, we will send an email with a link to confirm your email address.

Next

If you are ever locked out or have forgotten your password, you will be 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?

- 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.
- Questions must be unique.
- 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

A message generates telling you to check your email. The email goes to the email address you provided when creating your Single Login Profile (SLP). It contains a link that enables you to continue creating your Single Login Profile (SLP).

Go to your email account. Note: The email is valid for only 15 minutes and can be used only once.

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i 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 15 minutes and can only be accessed one time.

Step 6

In the email message, click the **confirm your email address** link.



Step 7

Enter a new password that you will use for your Single Login Profile (SLP). It must meet the following password requirements.

- Must be at least 8 characters long
- Must be alpha-numeric
- Must contain at least one lowercase and one uppercase character
- Must contain at least one special character
- Cannot 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. Verify the password, and click **Next**.

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Enter password
Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password

Next

Password Requirements +

Step 8

Once you have created your new password, you will receive a success message and then be directed to the eVoucher homepage. Your email address and new password are now your new login credentials.

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.

