



## CJA eVoucher Single Login Profile Transition

The January 2021 upgrade to eVoucher will change the way you log in. Below are instructions for 1) creating a new Single Login Profile, 2) linking court accounts to your SLP, and 3) modifying your Single Login Profile and Court Profile.

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### Creating a Single Login Profile


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

#### Step 1

To create your Single Login Profile (SLP), visit the USDC-NH eVoucher site ([https://evadweb.ev.uscourts.gov/CJA\\_nhx\\_prod/CJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_nhx_prod/CJAeVoucher/)). Note that if you have already created a Single Login Profile with another court, you do not need to create another one to link your USDC-NH account. Instructions for linking an account are in the next section.

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

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 CJA eVoucher - Train District Court  
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 username and password for your current eVoucher account.

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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 username.

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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**

**Confirm email address**

## 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

#### Answer 1

#### Question 2

#### Answer 2

#### Question 3

#### Answer 3

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

**Next**

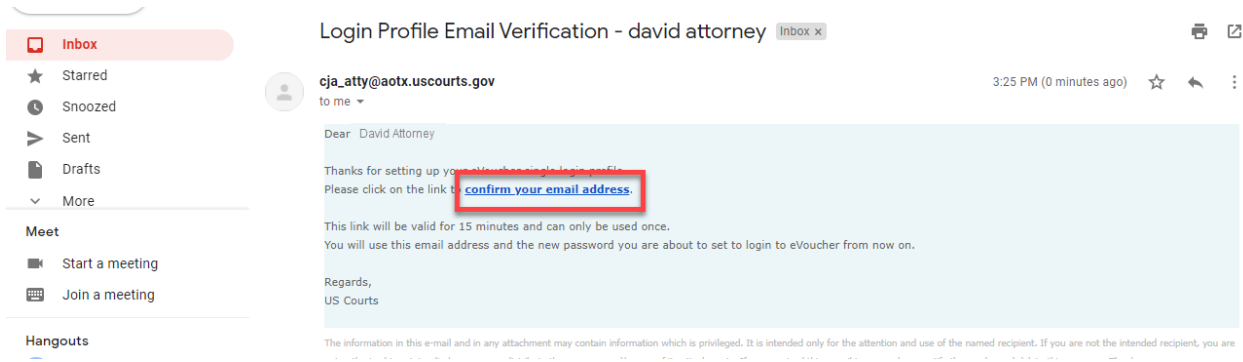
## Step 5

A message will direct you to check your **email**. The email will be sent to the email address you provided when creating your Single Login Profile. It contains a link that enables you to verify and complete the creation of your Single Login Profile.

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

## 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

Verify the password and click **Next**.

The screenshot shows a web form for setting a password. At the top, it says 'An official website of the United States government' and 'UNITED STATES COURTS CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0'. The main heading is 'Enter password' with the instruction 'Enter the password your single login profile will use to access eVoucher.' There are two input fields: 'Enter password' and 'Verify password', both containing dots. Below the fields is a blue 'Next' button with a red arrow pointing to it. At the bottom, there is a 'Password Requirements' section with a red box around a plus sign icon.

## 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.

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## Linking Accounts to Your Single Login Profile

If you have more than one eVoucher account because you perform CJA-related services in more than one court, or if you have separate attorney and expert user logins in the same court, you must link those accounts to your Single Login Profile (SLP) to access them.

Once the accounts are linked, you can switch between accounts from within eVoucher using the **Accounts** menu. You are no longer required to log in and out of each account or keep track of separate usernames and passwords for each account. Note that if you used the USDC-NH eVoucher site to create your Single Login Profile, your account is automatically linked and USDC-NH will be your default court.

## Step 1

Click the Help menu or the profile icon, and then click the **Single Login Profile** link.



Step 2

Click the **+/- icon** to expand the **Linked eVoucher Accounts** section and view any accounts that are currently linked.

Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	<input checked="" type="radio"/>

Step 3

If you need to link an **additional account**, click the **+/- icon** to expand the **Link your eVoucher Accounts to your Single Login Profile** section.

Step 4

Select the type of court you want to link to by clicking the **District** or the **Appellate** tab. Select the court you wish to link from the drop-down list and enter your username and password for that court.

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

**District** Appellate

Court

Select  
Train District Court

Court login username

Court login password

Cancel Link Account

## Step 5


Then, click **Link Account**.

Court  
Train Circuit Court

Court login username  
dattorney

Court login password  
••••••••

Cancel Link Account



To toggle between your linked accounts, click the **Accounts** menu and select the court you wish to access.



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## Modifying Your Single Login Profile and Court Accounts

To modify your **Single Login Profile**, hover over the profile icon and click Single Login Profile.



To modify your **Court Profile** (which includes your billing information), hover over the profile icon and click Court Profile. Note that you will need to toggle between accounts to edit Court Profile information for a specific court.

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## Questions

If you have questions regarding the eVoucher upgrade or any other eVoucher issues, contact Erin Callahan, Erin Fisher, or Matt Pennington.

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