



CJA eVoucher – Logging In Single Login Profile (SLP) & Login.gov

What is a Single Login Profile (SLP)?

Each eVoucher user has a Single Login Profile that is linked to each court where the user submits vouchers. For example, if you have an SLP for the USDC-NH, you should not have a second SLP for the U.S. Court of Appeals for the First Circuit. Instead, the First Circuit will link your First Circuit eVoucher account to your existing SLP.

What is Login.gov?

Login.gov is a secure sign-in service used by many government websites, including eVoucher. If you already have a Login.gov account, you may link that account to your eVoucher SLP to log into eVoucher. If you do not already have a Login.gov account, you will need to create one.

How do I obtain a Single Login Profile (SLP)?

When court staff create your first eVoucher account, they will establish a Single Profile Login Profile for you. You will then link that SLP to Login.gov. If staff at another court create another eVoucher account for you, they will link it to your existing SLP.

How do I link my SLP to Login.gov?

The first time you sign in to eVoucher, you will be directed to create a Login.gov account if you do not already have one. If you already have an existing Login.gov account, you may link that account to eVoucher. If you would prefer not to use your personal Login.gov account used for other government services, like SSA and VA, to link to eVoucher, you may create a separate Login.gov account using another email address, such as a work email address.

Step 1

Go to the court's eVoucher website and click "Sign in with LOGIN.GOV."



The screenshot shows the top of the CJA eVoucher website. The header is blue with the United States Courts logo on the left and the text "CJA eVoucher - Nevada District Court Release 6.1.0.0" on the right. Below the header, a white box contains the following text:

We've changed how you will login to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

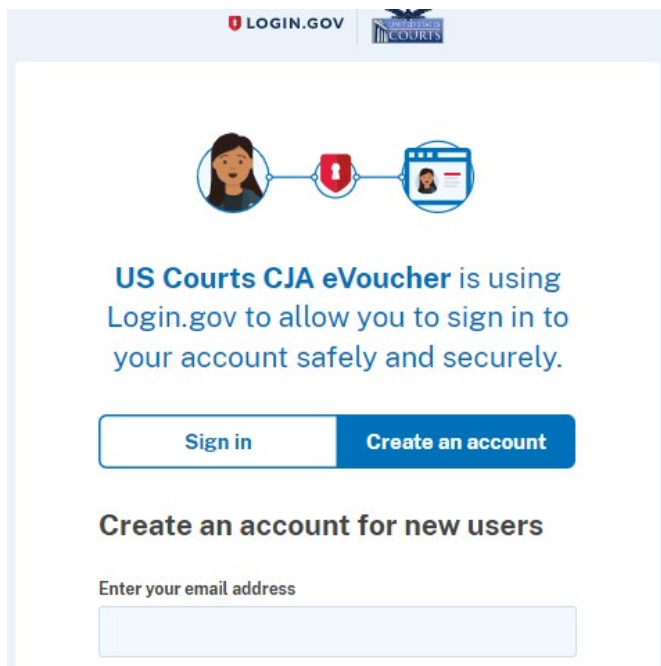
Sign in with  LOGIN.GOV

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.
Learn about our new login process

Step 2

You will be directed to a login screen that allows you to either create a Login.gov account or log in to your existing Login.gov account and link it to eVoucher.



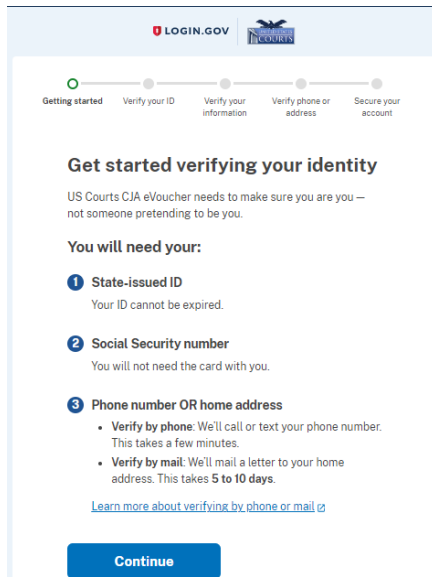
The screenshot shows the Login.gov login screen. At the top, there are logos for LOGIN.GOV and the United States Courts. Below the logos is a diagram showing a person's profile icon connected to a red shield icon, which is then connected to a computer monitor icon displaying a person's profile. The text below the diagram reads:

US Courts CJA eVoucher is using Login.gov to allow you to sign in to your account safely and securely.

There are two buttons: "Sign in" and "Create an account". Below these buttons, the text "Create an account for new users" is displayed. Underneath, there is a label "Enter your email address" and a text input field.

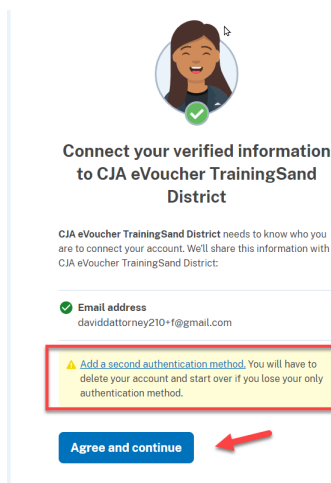
Step 3

Once you have followed the steps to either create a Login.gov account or have logged into your existing Login.gov account, click Continue and follow the steps to verify your identity.




Step 4


Next, you will be asked to link your Login.gov account with your Single Profile Login (SLP). At this point, you can add more authentication methods, which we recommend. Then click “Agree and continue.”



Step 5

The email address associated with your Login.gov account may auto-populate on the next screen. If it is different from the email address associated with your SLP, you will get an error message (don't panic if you get this message – just contact one of the eVoucher auditors and we can send you a link via email). To avoid the error message, delete the auto-populated email address and manually enter the email address associated with your SLP.

 An official website of the United States government

**CJA eVoucher - Texas Western District Court**
SDSO Training Sandbox - Release 6.10.0.0

Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

Note: Please contact an eVoucher administrator for assistance.

eVoucher Email Address

Next

Notice: This is a restricted government system for official judiciary business only. All activities, access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

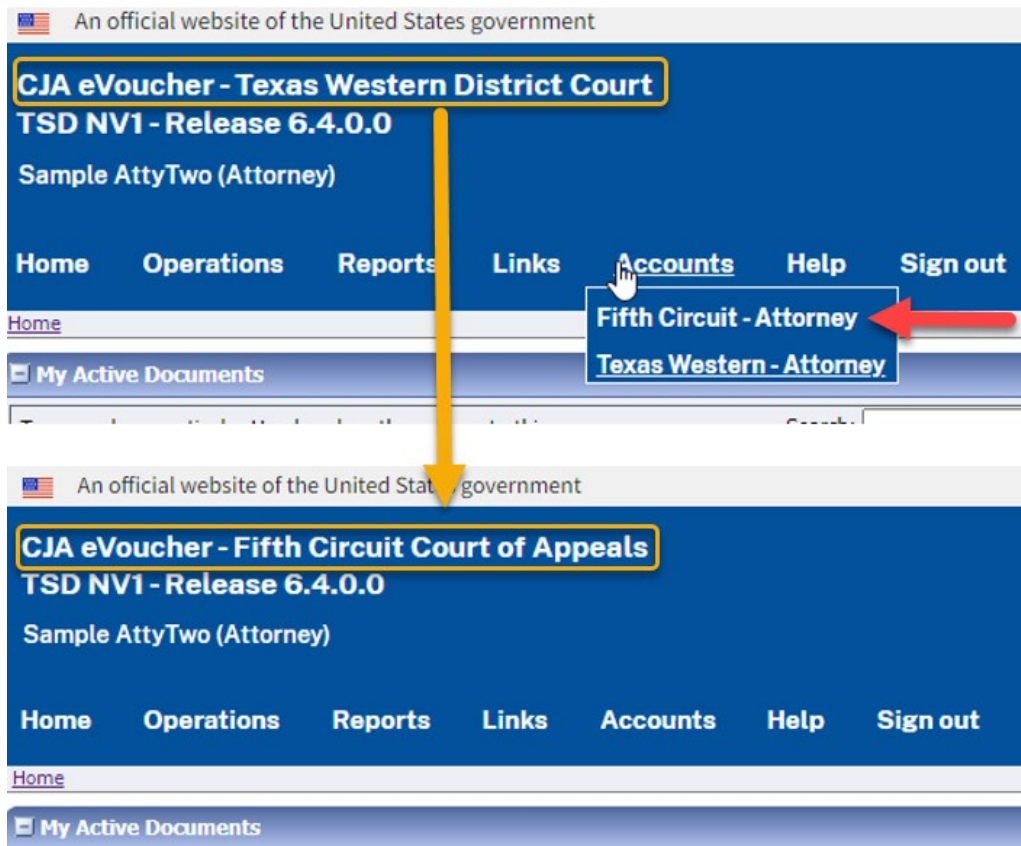
If you are a new user, you will receive a message prompting you to check your email. Click the link in the email message to automatically link your accounts.

If you are not a new user, you will be prompted to enter your eVoucher SLP password for the last time to link your SLP to your Login.gov account.

How do I toggle between different courts in eVoucher?

If you have more than one eVoucher account linked to your SLP, the **Accounts** menu will appear in your menu options. You can easily switch between accounts using the **Accounts** menu.

In example shown below, the user is in an account for Texas Western and switches to their Fifth Circuit Court of Appeals account.



Modifying Your Single Login Profile and Court Accounts

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



Click the **+/-** icon to expand the **Linked eVoucher Accounts** section and view any accounts that are currently linked. You can also change your default court.

Single Login Profile

Account Information +

Security Questions +

Linked eVoucher Accounts -

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
Fifth Circuit (sample.atty)	Attorney	<input type="radio"/>
Texas Western (sample.atty)	Attorney	<input checked="" type="radio"/>
Texas Western (sample.expert)	Expert	<input type="radio"/>

Cancel Save changes

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.

Questions

As always, if you have any CJA or eVoucher questions, please contact Matt or Erin.

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