



CJA eVoucher Service Provider Information Sheet

Approved Browsers


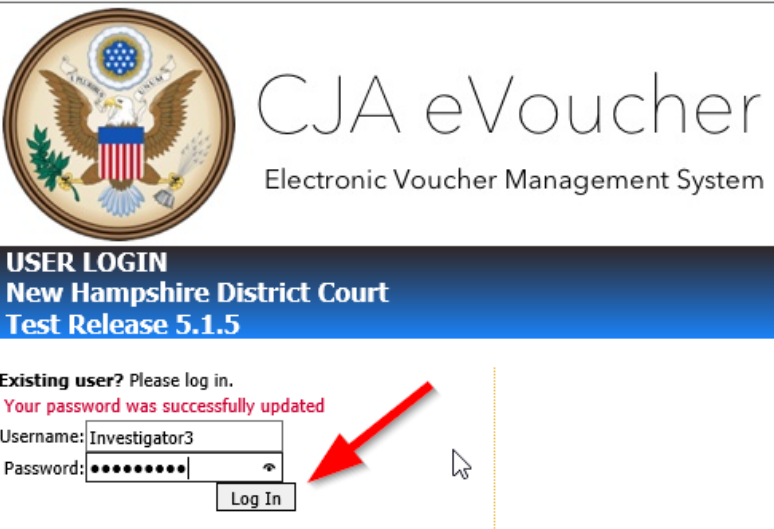
Windows: Internet Explorer 8 or newer

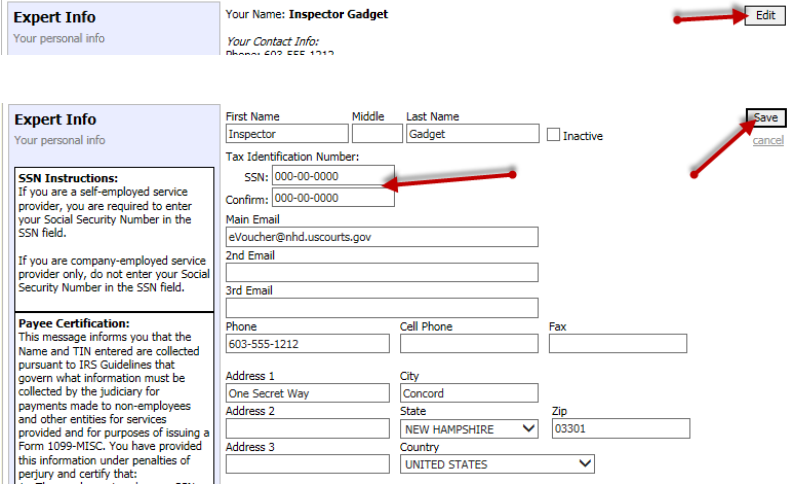
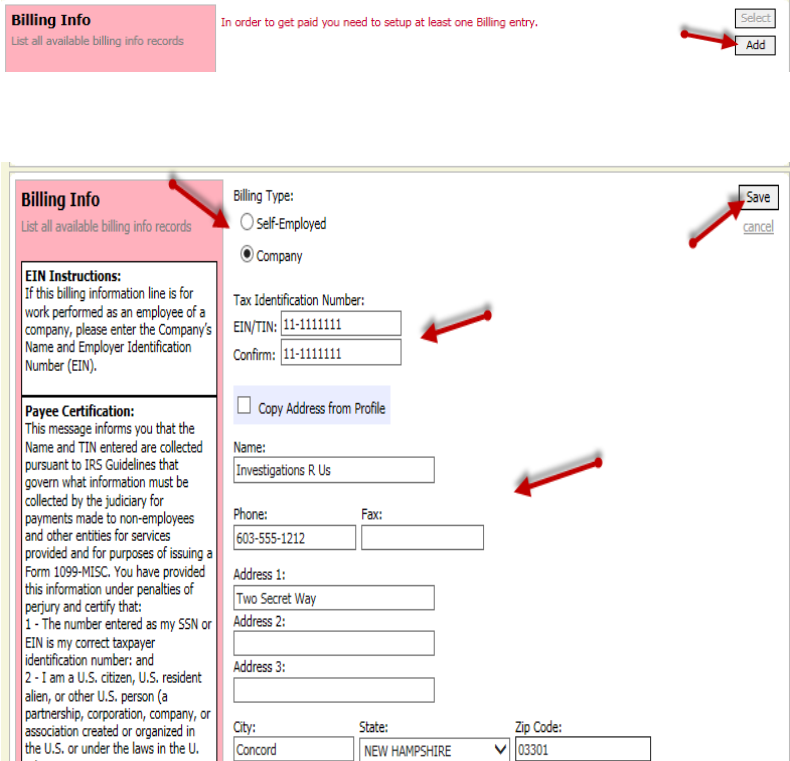
Apple Macintosh: Safari 5.1 or newer

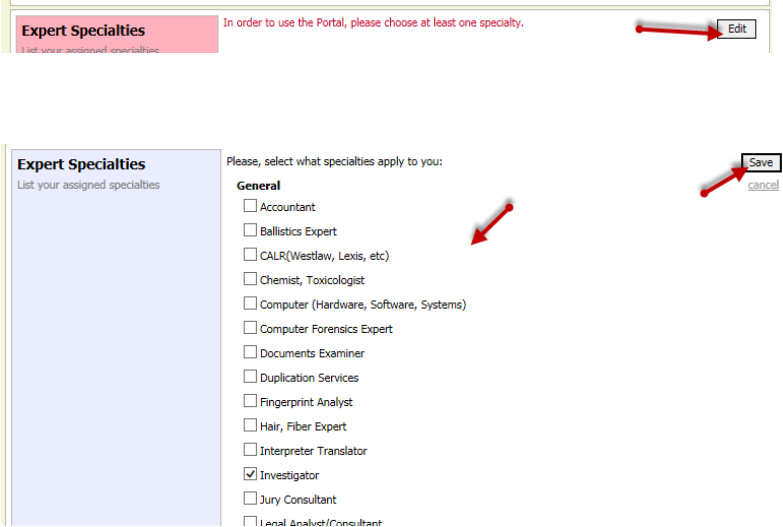
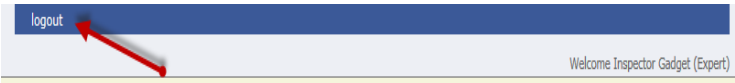
Account Set-Up

You will receive an email from the eVoucher application asking you to create your account.

Step	Screen
Open the email you received from the eVoucher application and click the account activation link.	<p>You have been set up as a new user of the District of New Hampshire's eVoucher system.</p> <p>The following Username and Email Address have been associated with your account:</p> <p>Username: Investigator3 Email: evoucher@nhd.uscourts.gov</p> <p>You must login to set your password and activate your login information.</p> <p>Please make sure to go to your Profile and add your billing and contact information. You access your Profile through the dropdown menu under the Help tab.</p> <p>For Service Provider Users:</p> <ol style="list-style-type: none">1. Click this link: Activate Account to login and update your profile;2. Click this link: http://www.nhd.uscourts.gov/pdf/Service%20Provider%20Info.pdf for more information regarding account activation; and3. Click this link: W-9 Form to complete the required CJA Service Provider Payee Form. Print and mail the completed form to the court at the address below. <p>If you have any questions, contact Matt Pennington at Matt.Pennington@nhd.uscourts.gov or 603-225-1437 or Erin Callahan at Erin.Callahan@nhd.uscourts.gov or 603-226-7781.</p> <p>Office of the Clerk United States District Court for the District of New Hampshire 55 Pleasant St., Rm. 110 Concord, NH 03301</p>

Step	Screen
<p>Enter your Username and email address as shown in the email, create and confirm your password, and click Reset.</p> <p>Password Requirements:</p> <ul style="list-style-type: none"> • Minimum 8 characters • One lower-case character • One upper case-case character • One number • One special character. 	
<p>Log in to eVoucher with your Username and newly created password.</p>	

Step	Screen
<p>Click Edit to open Expert Info section.</p> <p>If you are Self-Employed enter and confirm your SSN in the Tax Identification Number fields, and update your contact information as needed.</p> <p>Click Save.</p>	
<p>Click Add to open Billing Info section.</p> <p>Choose the correct Billing Type. If you did not enter your SSN in the Expert Info section, you will only be able to select Company.</p> <p>If you work for or contract through another business, enter and confirm the company's EIN in the Tax Identification Number fields.</p> <p>Add a billing name, address and phone number (or check box to copy address from profile).</p> <p>Click Save.</p>	

Step	Screen
<p>Click Edit to open Expert Specialties.</p> <p>Check the box next to one or more specialties that describe the type of services you may render in any CJA case.</p> <p>Click Save.</p>	
<p>Logout of eVoucher</p>	

Account Updates

You are also required to complete a form W-9 and mail it to:

Office of the Clerk
 United States District Court
 55 Pleasant Street, Room 110
 Concord, NH 03301.

A fillable form W-9 can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

To update your profile or billing contact information, login to eVoucher and follow the steps in account set-up.

To update your SSN and/or EIN tax identification number, contact one of the following eVoucher team members:

Laura Michalski, Laura_Michalski@nhd.uscourts.gov, 603-225-1496

Matt Pennington, Matt_Pennington@nhd.uscourts.gov, 603-225-1437