

HOW TO CREATE A SINGLE LOGIN PROFILE (SLP)

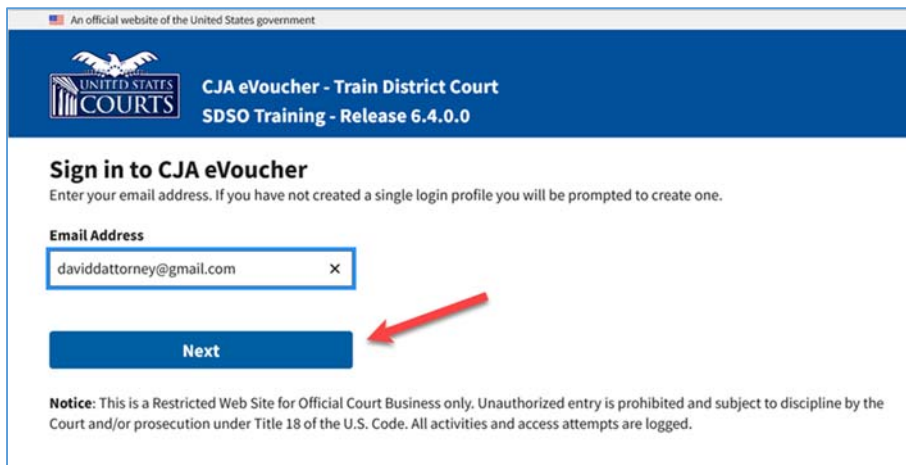
This document is for CJA Panel Members to use to create a Single Login Profile (SLP) for eVoucher. Once a SLP has been created the panel member must use their email and newly created password to log into eVoucher. Once logged in the panel member can link their SLP to their other court eVoucher accounts, if any, to access all eVoucher accounts in one application.

To get started the panel member will need to have an individual email address and know their current Maine eVoucher login and password. For login/password help, please email eVoucher@med.uscourts.gov.

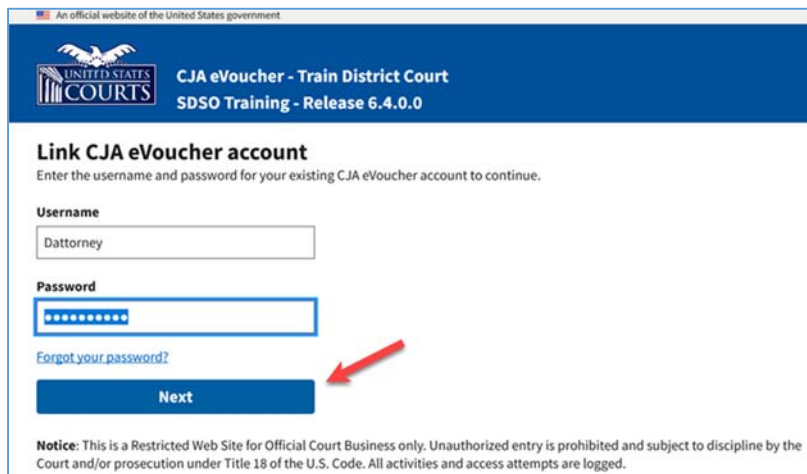
Steps to Create a Single Login Profile:

Step 1. Navigate to CJA eVoucher for the District of Maine:
https://evadweb.ev.uscourts.gov/CJA_mex_prod/CJAeVoucher/

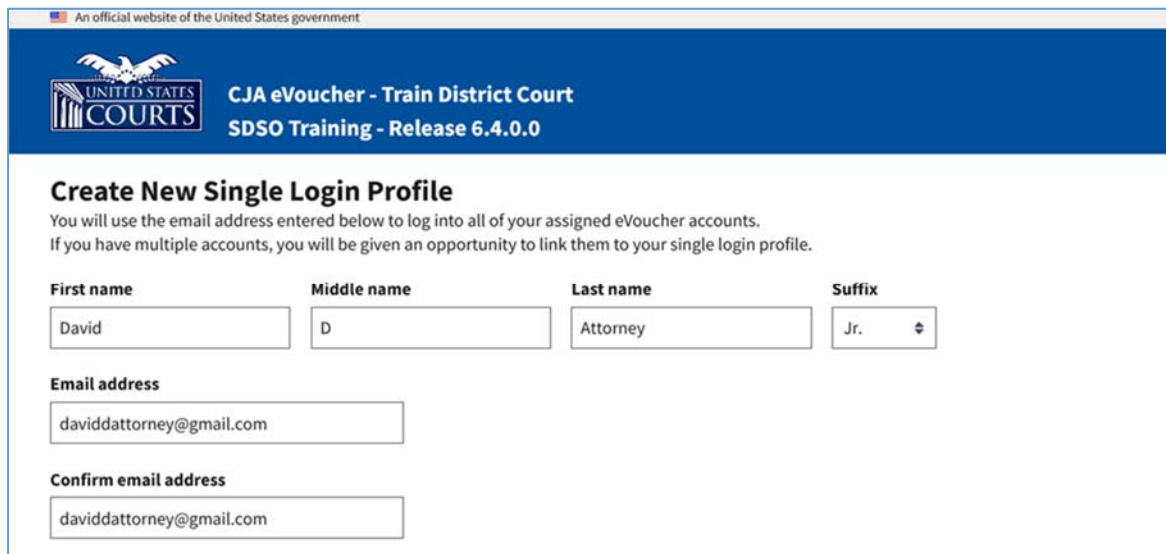
Step 2. In the **Email Address** field, enter the panel member’s email address and click **Next**. Note: this must be the the attorney’s individual email address.




Step 3. Enter the panel member’s existing user name and password and click **Next**.



Step 4. On the Create New Single Login Profile screen, complete the applicable **First name**, **Middle name**, **Last name**, and **Suffix** fields. Confirm email address.



An official website of the United States government

 CJA eVoucher - Train District Court
SDSO Training - Release 6.4.0.0

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

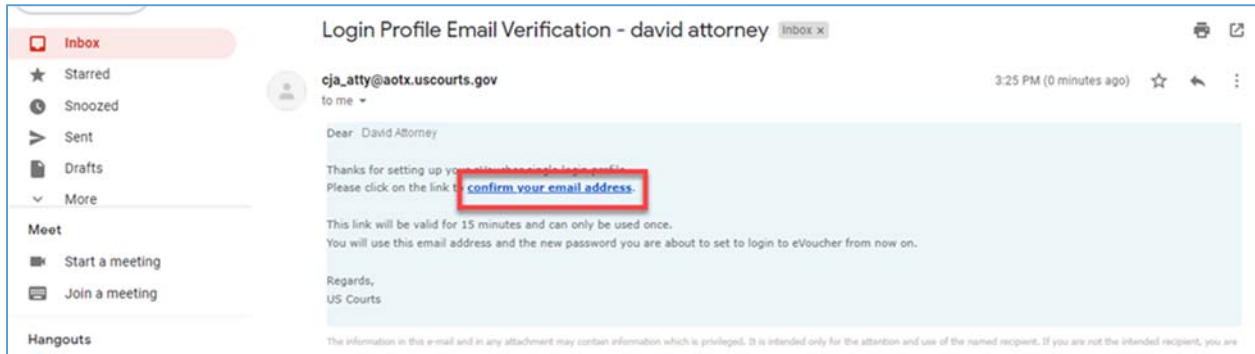
Step 5. Select and answer three security questions. Click **Next**.

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 6. A message will generate telling the user to check your email. The email goes to the email address provided when creating the Single Login Profile. It contains a link that enables the user to continue creating the Single Login Profile.

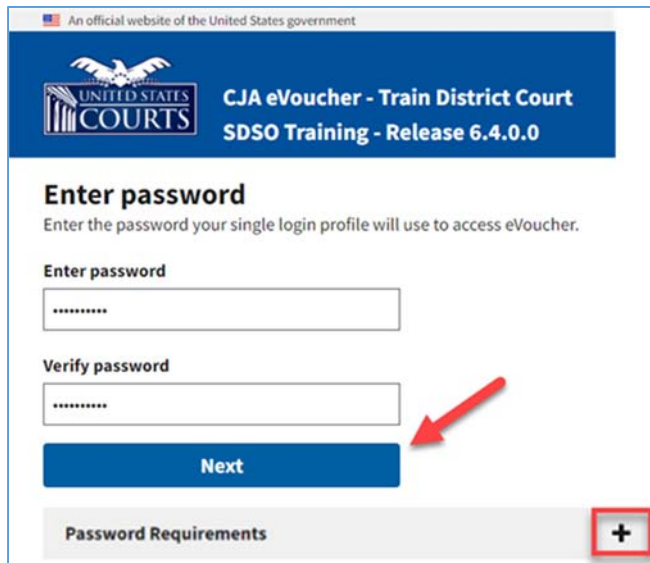
Step 7. Check email. The link in the Login Profile Email Verification message is valid for only 15 minutes and can be used only once. In the email message, click the **confirm your email address** link ONCE.



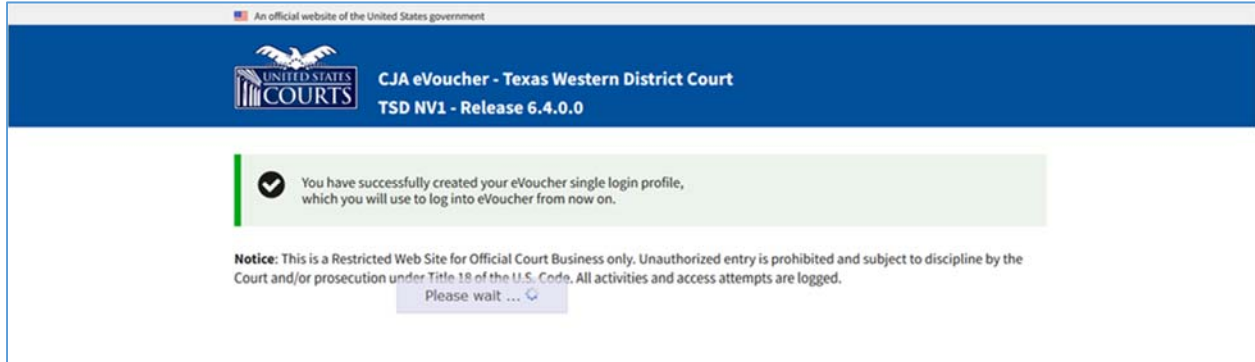
Step 8. Clicking the confirm your email address link will bring the user to a screen to enter a new password for the Single Login Profile. It must meet the following password requirements:

- 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. The user is required to change the password every 180 days. Verify the password, and click **Next**.



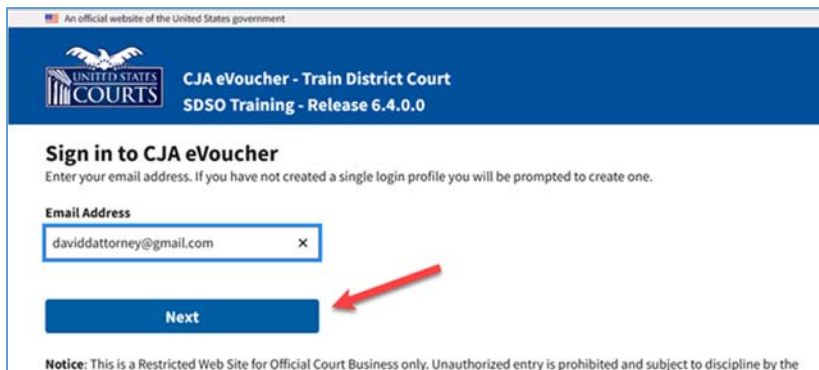
Step 9: Once the user has created a new password, the user will receive a success message and then be directed to the eVoucher homepage to login. The user has successfully created a Single Login Profile. Use the email address and newly created password to log into eVoucher from now on.



Steps to Log into eVoucher after a SLP has been Created:

Step 1. Navigate to CJA eVoucher for the District of Maine:
https://evadweb.ev.uscourts.gov/CJA_mex_prod/CJAeVoucher/

Step 2. Enter the email address that was used when creating the Single Login Profile.



Step 3. Enter the Single Login Profile password and click **Sign In**.

