eVoucher

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 <u>eVoucher@med.uscourts.gov</u>.

Steps to Create a Single Login Profile:

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

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.

An official website of the Un	ted States government
	CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0
Sign in to CJA	eVoucher
Email Address	
daviddattorney@gmail	com ×
Ne	xt

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

	CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0
Link CJA eVou Enter the username and Username	cher account password for your existing CJA eVoucher account to continue.
Dattorney	
Password	
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Eorgot your password?	
Ne	xt

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.

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Create New S You will use the email a If you have multiple ac	Ingle Login Profile ddress entered below to log into all counts, you will be given an opportu	of your assigned eVoucher accoun nity to link them to your single log	ts. in profile.	
First name	Middle name	Last name	Suffix	
David	D	Attorney	Jr. ¢	
Email address				
daviddattorney@gma	il.com			
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.

	Inbox	Login Profile Email Verification - david attorney Index x		ē	Ø
*	Starred Snoozed	cja_atty@aotx.uscourts.gov 3:25 PM (0 minutes ago) 7 to me ~	\$\$ \$	1	:
> >	Sent Drafts More	Dear David Attorney Thanks for setting up you Please click on the link th <mark>e confirm your email address</mark> .			
Mee III	st Start a meeting Join a meeting	This link will be valid for 15 minutes and can only be used once. You will use this email address and the new password you are about to set to login to eVoucher from now on. Regards, US Courts			
Han	gouts	The information in this e-mail and is any attachment may contain elementon which is privileged. It is intended only for the attantion and use of the named receptert. If you are not the intended	d recipieri	e, you	àin :

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**.

	CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0
Enter passwo	ord
Enter the password yo	ur single login profile will use to access eVoucher.
Enter password	
Verify password	
N	lext

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.

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	CJA eVoucher - Texas Western District Court TSD NV1 - Release 6.4.0.0
You have which yo	successfully created your eVoucher single login profile, u will use to log into eVoucher from now on.
Notice: This is a Res Court and/or prosec	ricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the ution under Title 18 of the U.S. Code. All activities and access attempts are logged. Please walt O

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.

COURTS SI	JA eVoucher - Train District Court DSO Training - Release 6.4.0.0
Sign in to CJA e	Voucher If you have not created a single login profile you will be prompted to create one.
Email Address	
Email Address daviddattorney@gmail.co	om ×

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

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Sign in to CJ	A eVoucher	
Please enter your pas	sword to continue.	
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Forgot your password	12	