## 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.

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	SDSO Training - Release 6.4.0.0
Sign in to CJA	
Enter your email address	s. If you have not created a single login profile you will be prompted to create one.
Email Address	
daviddattorney@gmail.	.com ×
Ne	xt
	d Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the
Court and/or prosecution	n under Title 18 of the U.S. Code. All activities and access attempts are logged.

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

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Password	
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Eorgot your password?	
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**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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You will use the email a	ingle Login Profile ddress entered below to log into all counts, you will be given an opportu			
First name	Middle name	Last name	Suffix	
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Email address				
	il.com			
daviddattorney@gma				
daviddattorney@gma	1			

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.

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*	Starred Snoozed	cja_atty@aotx.uscourts.gov 3:25 PM (0 minutes ago) &	4	:
~ ~	Sent Drafts More	Dear David Attorney Thanks for setting up your allowing the set of the Please click on the link t <mark>a confirm your email address.</mark>		
Mee III	t 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 the e-mail and is any attachment may certain information which is privileged, it is informed only for the attaction and use of the named recovert. If you are not the informed recovert, if you are not the informed recovert.	ipient, yo	ni bini t

**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**.

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Enter passwo		
Enter the password yo	ur single login profile will use to access eVou	ucher.
Enter password		
Verify password		
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**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.

CJA eVoucher - Texas Western District Court TSD NVI - Release 6.4.0.0     Image: State of the state	An official website of the	United States government
which you will use to log into eVoucher from now on.  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.	COURTS	
Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.	You have s which you	uccessfully created your eVoucher single login profile, will use to log into eVoucher from now on.
		ion under Title 18 of the U.S. Code. All activities and access attempts are logged.

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.

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Sign in to CJA eV	<b>'oucher</b> you have not created a single login profile you will be prompted to create one.
Email Address	
Email Address daviddattorney@gmail.con	m X

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

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Please enter your pas	ssword to continue.	
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Forgot your password	d2	
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