



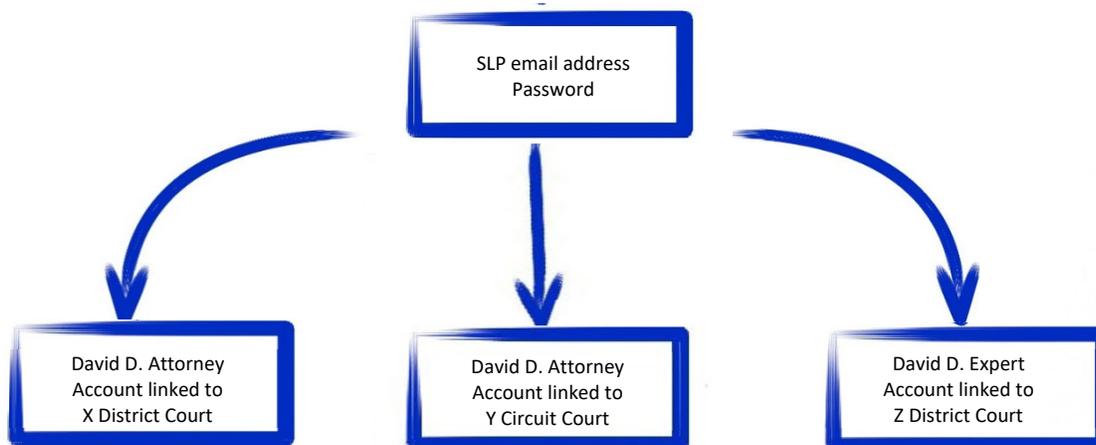
## Creating the eVoucher Single Login Profile

Beginning on January 30, 2021, CJA eVoucher will prompt you to create a CJA Single Login Profile (SLP). The new version of the CJA eVoucher allows attorneys who are CJA panel members in more than one Court to link their accounts together under a single login. However, even if you are only a member of the District of Rhode Island CJA Panel, you will need to go through this process the first time that you login to eVoucher after January 30<sup>th</sup>.

Once you have completed the steps below, you will be able to log in to your eVoucher account using your email and password, and link to your other court accounts. Please review the other materials on the [Court's website](#) for information on changing your eVoucher account, unlocking a locked account, and linking multiple accounts.

Previously, if you had eVoucher accounts in multiple courts, you were required to log out and log in to each individual court account you wanted to work in. With the new version of eVoucher, you can create a SLP with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to log out. (Note: Users with more than one eVoucher account must designate one account as the default account. The court used to create your SLP automatically becomes your default court.)

### Single Login Profile for David D. Attorney



Note: The email address used to create your SLP must belong to the person accessing eVoucher and must be unique. Your email address will be the only way to access eVoucher.



## U.S. District Court – District of Rhode Island: eVoucher Instructions

### Step 1

To create your SLP, go to the Court's eVoucher site:

[https://evadweb.ev.uscourts.gov/CJA\\_rlx\\_prod/CJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_rlx_prod/CJAeVoucher/)

In the **Email Address** field, enter the email address connected to your account, and click **Next**.



### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

Email Address

daviddattorney@gmail.com

Next

**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.

### Step 2

Enter your eVoucher username and password and click **Next**. If you have more than one eVoucher, choose one to start with. You will be shown how to link your accounts in the **Linking Accounts** document found on the eVoucher resources page.



### Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

Username

Dattorney

Password

••••••••

[Forgot your password?](#)

Next

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Step 3

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** fields, if applicable, and confirm your email address.

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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.

<b>First name</b>	<b>Middle name</b>	<b>Last name</b>	<b>Suffix</b>
<input type="text" value="David"/>	<input type="text" value="D"/>	<input type="text" value="Attorney"/>	<input type="text" value="Jr."/> ▾
<b>Email address</b>			
<input type="text" value="davidattorney@gmail.com"/>			
<b>Confirm email address</b>			
<input type="text" value="davidattorney@gmail.com"/>			



## Step 4

Next, set your security questions by selecting a question from the drop-down list, and then typing your answer in the corresponding answer field. Click **Next**. (Note: You must set three security questions.)

### Security Questions

Select three security questions and enter your answers.

#### Question 1

In what city or town was your first job?

#### Answer 1

Boston

#### Question 2

What was your childhood nickname?

#### Answer 2

Davey

#### Question 3

What was your first car?

#### Answer 3

Saturn

When you click Next, we will send an email with a link to confirm your email address.

Next

If you are locked out or have forgotten your password, you will be asked one of the questions that you set to unlock your account or reset your password.

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.



## U.S. District Court – District of Rhode Island: eVoucher Instructions

- Answers must not contain more than one consecutive space between words.

### Step 5

You will receive the message below directing you to check the email account attached to your SLP. It contains a link that enables you to continue creating your SLP. Note: The email is valid for only 15 minutes and can be used only once.

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**UNITED STATES COURTS** CJA eVoucher - Train District Court  
SDSO Training - Release 6.4.0.0

**i** **Check your email**

An email has been sent to daviddattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

**IMPORTANT:** The link provided in the email is only valid for 15 minutes and can only be accessed one time.

### Step 6

In the email message, click the **confirm your email address** link.

Inbox

Starred

Snoozed

Sent

Drafts

More

Meet

Start a meeting

Join a meeting

Hangouts

Login Profile Email Verification - david attorney Inbox x

cja\_atty@aotx.uscourts.gov  
to me

3:25 PM (0 minutes ago)

Dear David Attorney

Thanks for setting up your new single login profile.  
Please click on the link to **confirm your email address**.

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

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

### Step 7

Enter a new password that you will use for your SLP. It must meet the following password requirements.

- Must be at least 8 characters long;
- Must be alpha-numeric;



### U.S. District Court – District of Rhode Island: eVoucher Instructions

- Must contain at least one lowercase and one uppercase character;
- Must contain at least one special character; and
- Cannot be a password used within the past 365 days

Verify the password and click **Next**.

Step 8

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**CJA eVoucher - Train District Court**  
**SDSO Training - Release 6.4.0.0**

**Enter password**  
Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password

**Next**

Password Requirements+

Once you have created your new password, you will receive a success message and then be directed to the eVoucher homepage. Your email address and new password are now your new login credentials.

You have now successfully created your Single Login Profile (SLP). You can now use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.

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**CJA eVoucher - Texas Western District Court**  
**TSD NV1 - Release 6.4.0.0**

 You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.

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Please wait ... 