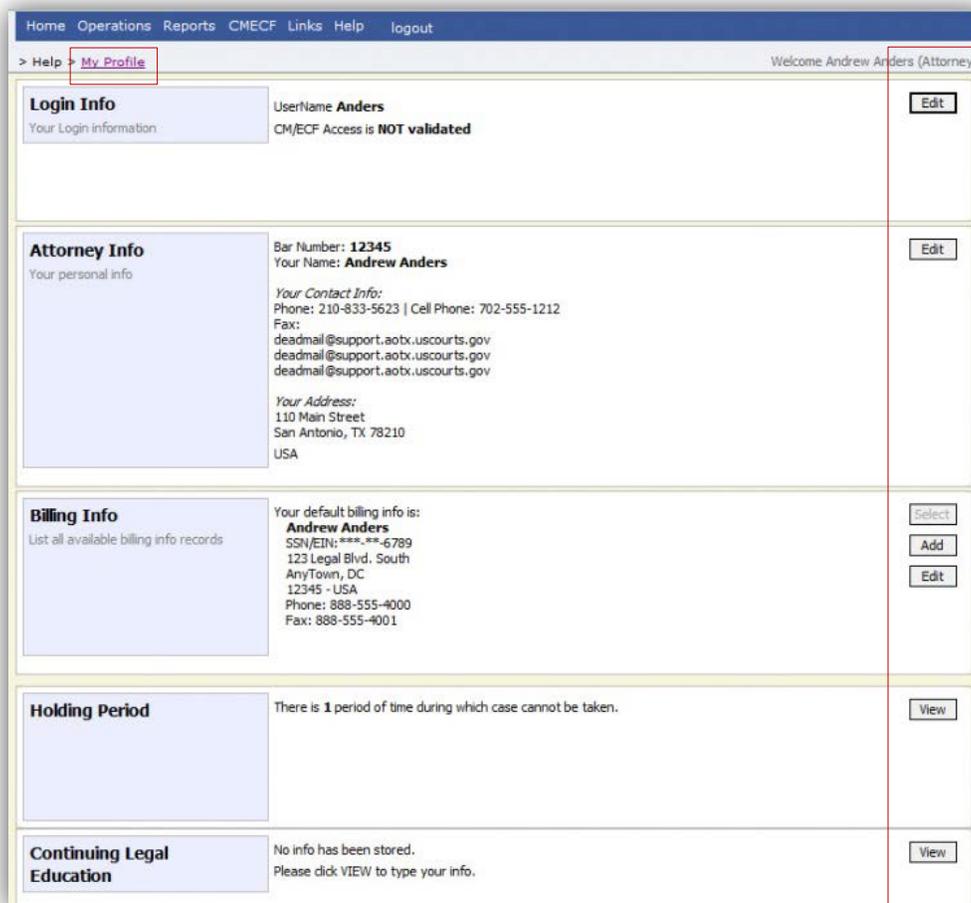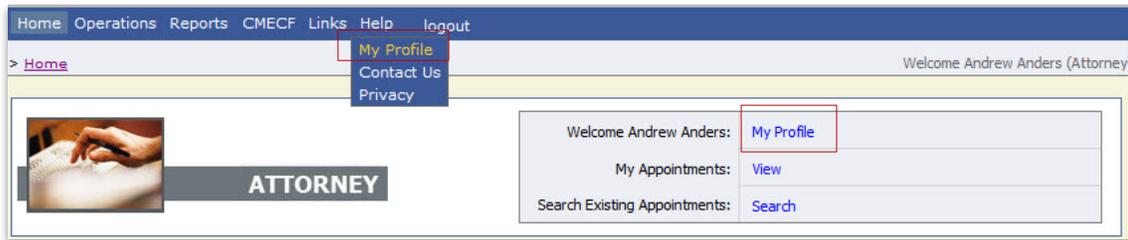# My Profile

In the My Profile section, the attorney can:

- Change their password (Login Info section.)
- Edit their contact information, phone, email, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
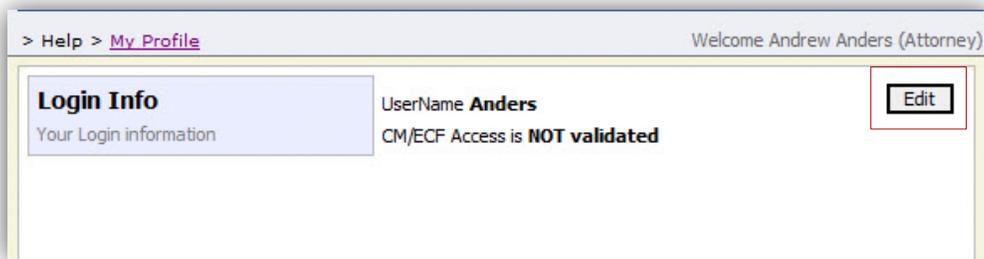- Add a time period in which you will be out of office (Holding Period.)

Click the **My Profile** link from either the home page or the Help menu bar to open the "My Profile" page.

Changing My Profile Username and Password

Step 1

Under the **Login Info** section, click **Edit** to change your Password.

Step 2

To change your Username, type the new Username and click **change**. It will show "**The Username has been changed.**"

Step 3

To reset your password, click **Reset.** Type the new password and retype it in the confirm field. Press the **Reset** button to save.

Step 4

Click the **Close** button to exit the login Info section.

> Help > My Profile   Welcome Andrew Anders (Attorney)
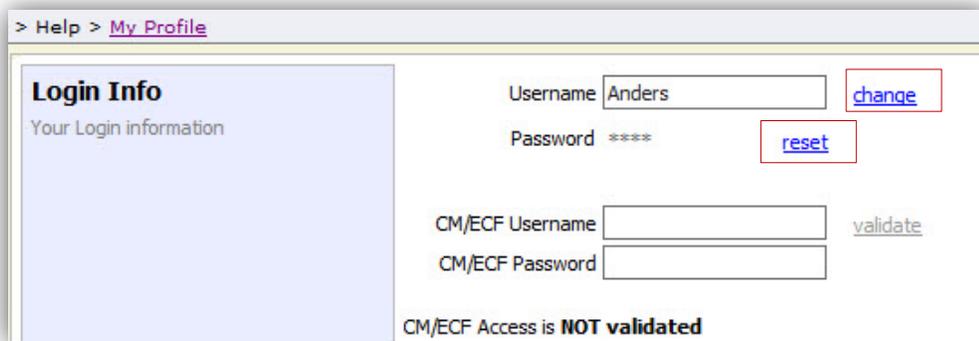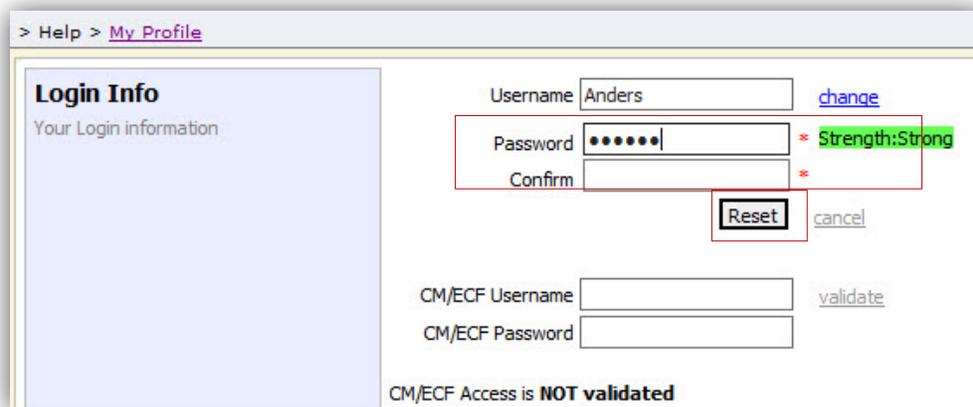
Login Info
Your Login information

Username Anders   change   Close

Password ****   reset

CM/ECF Username   validate

CM/ECF Password

CM/ECF Access is **NOT validated**

CM/ECF Login

eVoucher has a read-only connection with the District's CM/ECF database. In the **My Profile** section, enter your CM/ECF login and password into your profile and you will be to search for basic case information and a modified version of the docket report for a case. Once you have logged in with your CM/ECF login and password, access will show as validated.

Attorney Info

Step 1

Under the **Attorney Info** section, click the **Edit** button to access your personal information.

Step 2

Make any necessary changes, then click **Save.**

- **Note:** You may list up to three email addresses. Notifications from eVoucher will be sent to all email addresses listed in this field.

Billing Info

Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.

Step 2

Click **Edit** if you wish to change the information already entered. Make any necessary changes and click **Save**.

Note: You must enter billing information before any payments can be made.

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time, you will not be given a new assignment. (**Note**: This "Holding Period" section is for CJA purposes only, and attorneys must continue to file request for excusal pursuant to LR Gen 207.)

Step 1   Under the **Holding Period** section click **View**.

Holding Period	No info has been stored. Please click VIEW to type your info.	View

Step 2   Click **Add.**

Holding Period	Back Edit Add Delete
	Search:
	Starting Ending Notes
	No Holding Period
	No data

Step 3   Enter the **Starting** and **Ending Date**, along with **Notes**.

Holding Period	Back Save
	Starting Date Ending Date
	07/11/2014 08/01/2014
	Notes
	Vacation Cruise.

Step 4   Click **Save**.