

Login.gov Set Up & Linking to eVoucher (New Users)

If you do not currently have a Login.gov account or want to set up a separate “work” account with a different email address than the other Login.gov account, [start here](#).

If you already have a Login.gov account that you want to link your eVoucher account to, you will likely only need to add the Identity Verification to Login.gov, [start here](#).

If your Login.gov account is set up and you need to add authentication methods, [start here](#). It is recommend that you add multiple authentication methods including multiple telephone numbers, mobile numbers, or an authentication app so that you don’t lose access to your account should something happen to the default method.

If you need to make changes to your Login.gov account, you can do so by signing directly into [Login.gov](#). This is where you will go if you need to add/change authentication methods (including the default method), add/change email addresses, add/change phone numbers and change your password.

For assistants or voucher preparers who are given access to eVoucher accounts for multiple attorneys, the most helpful authentication method is an authentication app. See [Login.gov authentication methods help topic](#).

For help with Login.gov issues, [start here](#).

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Creating a new Login.gov Account – New User

Step
1

When the court sets up a new eVoucher account for you, you will receive an email with a link to set up or connect a Login.gov account to your eVoucher Single Login Profile (SLP). Click on the link.

eVoucher Login Profile Email Verification - Kerry Atty-New

 cja_evoucher@azd.uscourts.gov
To: kerry_reynolds@azd.uscourts.gov

Dear Kerry Atty-New,

Arizona District Court sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:

If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact cja_evoucher@azd.uscourts.gov to reach the CJA eVoucher help desk.

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

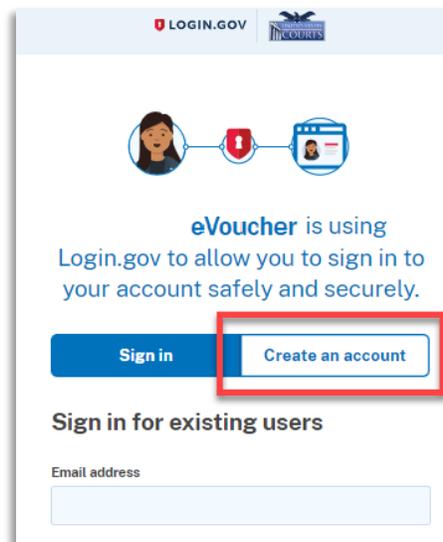
Regards,

Arizona District Court

The information in this e-mail and in any attachments 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 not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.
The US Courts.

Step
2

On the Login.gov page, click **Create an account**.



Step
3

Enter your email address and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

Note: The email address used for Login.gov does not need to be the same as the eVoucher Single Login Profile (sign in) email. If you want to keep your “work” related Login.gov account separate from any “personal” related Login.gov account (i.e. for social security or TSA precheck for example), you can have more than one Login.gov account with different email addresses.

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

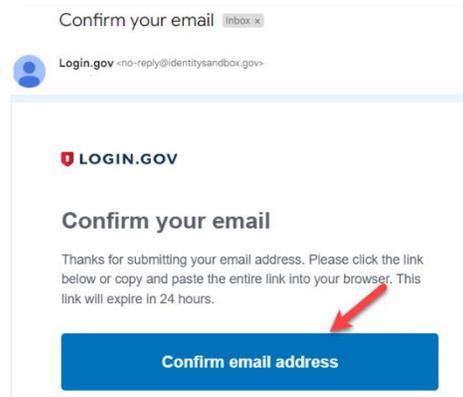
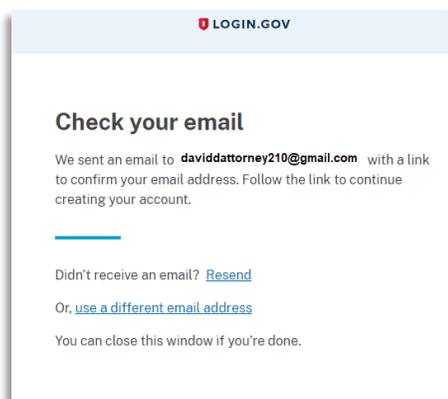
English (default) Español Français

I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

Step
4

You will receive an email message at the email address entered in step 3. In the email message, click **Confirm email address** link, and continue creating your account.



Step
5

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and click **Continue**.

You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Continue

Your Login.gov account is now created and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

Note: Once your Login.gov setup is complete and you are linked to eVoucher, you will **ONLY** use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

Adding an Authentication Method in Login.gov

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

Note: It is recommended that you separately set up the second authentication method by signing directly into [Login.gov](https://login.gov) after you are linked to eVoucher because setting up a second method now will take you out of the connecting to eVoucher process.

Step
1

Select your first method of authentication, and click **Continue**. Authentication methods include security keys, authentication applications, text or voice messages, or backup codes.

For additional information on the available authentication methods, see [Login.gov/help/authentication methods](https://login.gov/help/authentication-methods)

Note: Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access.

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

For these instructions, the **Text or voice message** option is selected.

Step 2

To authenticate by text or voice message, in the **Phone number** field, enter your phone number to receive a one-time code by text message or phone call, and click **Send code**.

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

[Mobile terms of service](#)

Step 3

In the **One-time code** field, enter the one-time code sent to your device, and click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-5555.
This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

Having trouble? Here's what you can do:

- [Choose another authentication method](#) >
- [I didn't receive my one-time code](#) >
- [Learn more about authentication options](#) >

Step
4

Once the code has been successfully authenticated, you are prompted to add another authentication method, we recommend adding additional authentication methods later. Click **Skip for now**. You will be directed to the Identity Verification steps.

Note: It is recommended that you separately set up the second authentication method by signing directly into [Login.gov](#) after you are linked to eVoucher because setting up a second method now will take you out of the process to connect to eVoucher.

Note: It is recommended that you use a different device for the second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.

✔ A phone was added to your account.



You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

[Add another method](#)

[Skip for now](#)



Identity Verification in Login.gov

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.

Note: This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

Step
1

If you're in the process of creating your new Login.gov account, this step automatically displays after you've established your multi-factor authentication method(s). Click **Continue**.

If you already have a Login.gov account, you will be asked to verify your identity after clicking on the **Sign in with LOGIN.GOV** on the [eVoucher sign-in page](#). After entering your Login.gov credentials, you may be asked to verify your identity.

Let's verify your identity for eVoucher Court Test

eVoucher Court Test needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)

You'll need to:

- 1 Have a driver's license or state ID**
Other forms of ID are not accepted. We'll check that you are the person on your ID.
- 2 Enter your Social Security number**
You will not need your physical SSN card.
- 3 Match to your phone number**
We match your phone number with your personal information and send a one-time code to your phone.
- 4 Re-enter your Login.gov password**
Your password saves and encrypts your personal information.

Continue

Step
2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**

Getting started Verify your ID Verify your information Verify phone or address Secure your account

How verifying your identity works

Identity verification happens in two parts:

Verify your identity

We'll ask for your personal information to verify your identity against public records.

Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

Continue

Step
3

Choose an option for adding your identification information. [Option 1](#) is to upload photos of your ID from your phone, and [Option 2](#) is to upload them directly from your computer.

LOGIN.GOV eVoucher

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

Send link

Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

Upload photos

[Cancel](#)

Option 1: Upload photos from phone (recommended)

Option 1

1. Click **Send link**. A message displays, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

🇺🇸 (210) 555-5555

Send link

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

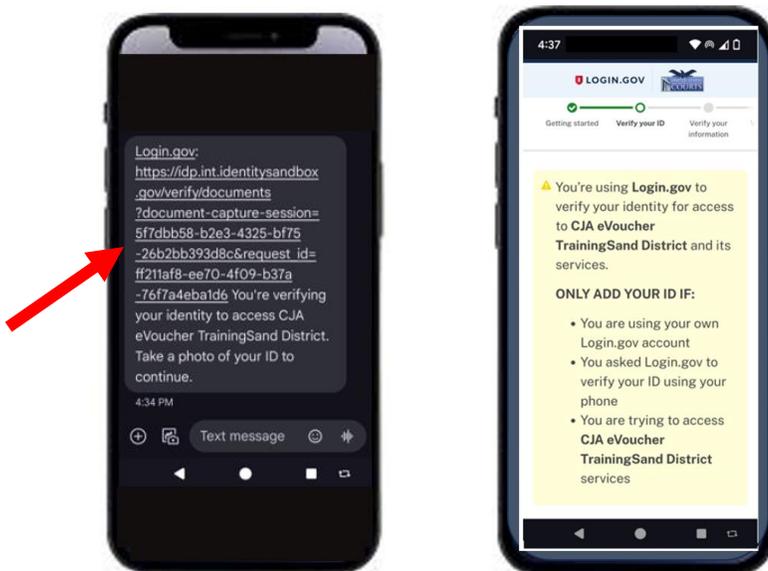
Do not close this window.
The next step will load automatically.

We sent a message to your phone

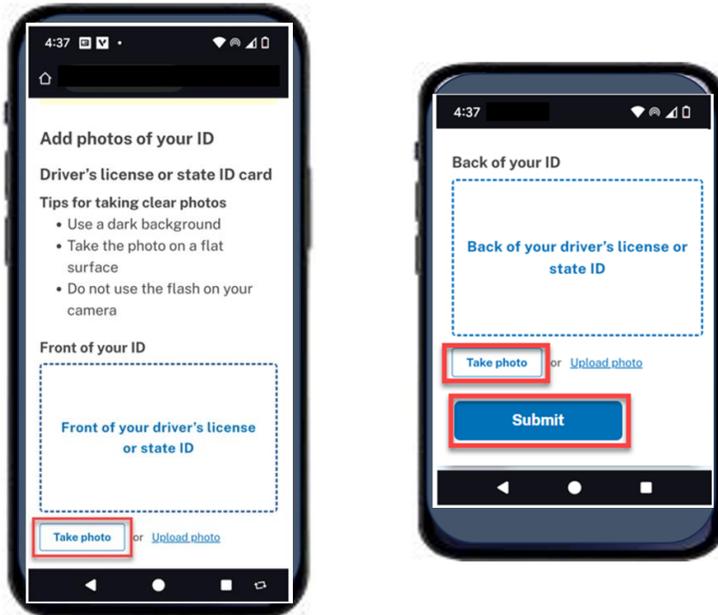
You entered: +1210-555-5555

Please check your phone and follow instructions to take a photo of your state-issued ID.

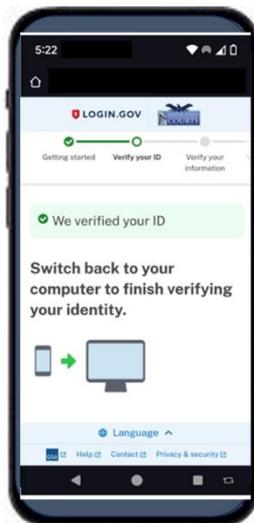
2. Tap the link in the text message. A message displays, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your state ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image displays in the appropriate box, and then tap **Submit**.



4. Login.gov verifies your identity from your photos and prompts you to switch back to your computer to complete the process.

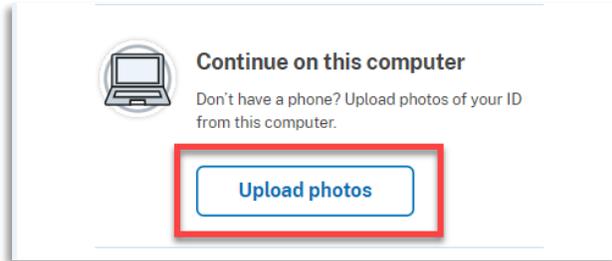


Continue to step 4 to complete the identity verification process.

Option 2: Upload photos from your computer

Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.



Add photos of your ID

Driver's license or state ID card

Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

Back of your ID

Must be a JPG or PNG

Back of your driver's license or state ID

Drag file here or [choose from folder](#)

Submit

Note: You may see a processing screen as the upload completes and Login.gov verifies your identity.

Step
4

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

The screenshot shows the Login.gov verification interface. At the top, there is a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (current step, highlighted with a green circle), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). Below the progress bar, a green notification box states 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, there is explanatory text and a link: 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. A section titled 'Don't have a Social Security number?' provides instructions and links: 'You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)'. The 'Social Security number' input field is highlighted with a red box, showing an example '123-45-6789' and a masked input field with nine dots. Below the input field is a checkbox labeled 'Show Social Security number'. At the bottom, a blue 'Continue' button is highlighted with a red arrow pointing to it.

LOG IN .GOV

Getting started Verify your ID **Verify your information** Verify phone or address Secure your account

✓ We verified your ID

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

Don't have a Social Security number?

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

Social Security number
Example: 123-45-6789

.....|

Show Social Security number

Continue

Step
5

Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

Note: You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact [Login.gov](https://www.login.gov)

Note: The address information in Login.gov is not related to eVoucher address/billing information and need not be updated to match eVoucher. Nothing will be sent to this address related to eVoucher. Courtstaff cannot see this information and does not have access to your Login.gov information.

Step
6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

**Step
7**

In the **One-time code** field, enter the code sent to your device, and then click **Submit**

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (checked), 'Verify phone or address' (current step, highlighted with a green circle), and 'Secure your account' (not started). Below the progress bar, the heading is 'Enter your one-time code'. A message states: 'We sent a text (SMS) with a one-time code to (210) 555-5555. This code will expire in 10 minutes.' A text input field labeled 'One-time code' with the example '123ABC' is highlighted with a red box. Below the input field is a blue 'Submit' button, also highlighted with a red box and a red arrow pointing to it.

**Step
8**

Once your phone number is verified, in the **Password** field, re-enter the password you created to access Login.gov, and then click **Continue**.

The screenshot shows the same progress bar as in Step 7, with the 'Verify phone or address' step now completed (checked). A green confirmation message says: 'We verified your phone number'. The heading is 'Re-enter your Login.gov password'. A message explains: 'Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.' A password input field labeled 'Password' with masked characters is highlighted with a red box. Below the input field are two links: 'Show password' and 'Forgot password'. At the bottom is a blue 'Continue' button, highlighted with a red box and a red arrow pointing to it.

Step
9

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

Step
10

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.

Note: It is recommended that you separately set up the second authentication method by signing directly into [Login.gov](https://login.gov) after you are linked to eVoucher because setting up a second method now will take you out of the process to connect to eVoucher.

Linking Your eVoucher SLP Account to Your Login.gov Account

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field. This may not be the correct email address for your eVoucher SLP if you used a different email address for Login.gov.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.
Note: Please contact an eVoucher administrator for assistance.

eVoucher Email Address

dauidattorney@gmail.com

Next

Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

If you receive an error that the Action failed, click **Sign in with LOGIN.GOV** which give you a message as show on the next page.

CJA eVoucher - Arizona District Court
Court Test - Release 6.10.0.0

We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

! Action failed.
Please try again or contact an eVoucher administrator for assistance.

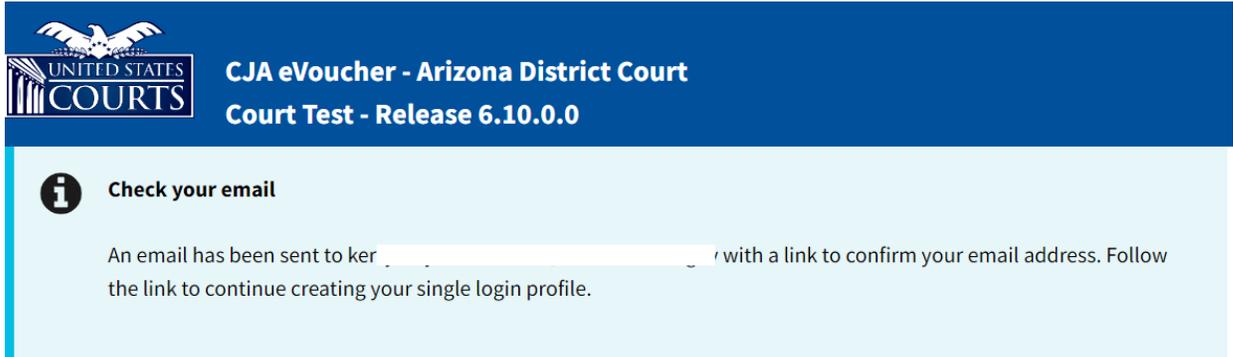
Sign in with LOGIN.GOV

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.
[Learn about the Login.gov sign in process.](#)

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

New eVoucher users will receive a message to check their email.'



Check your email and click on the link

eVoucher Login Profile Email Verification - Kerry Atty-New



cja_evoucher@azd.uscourts.gov

To: kerry_reynolds-Anew@azd.uscourts.gov

Dear Kerry Atty-New,

Arizona District Court sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:

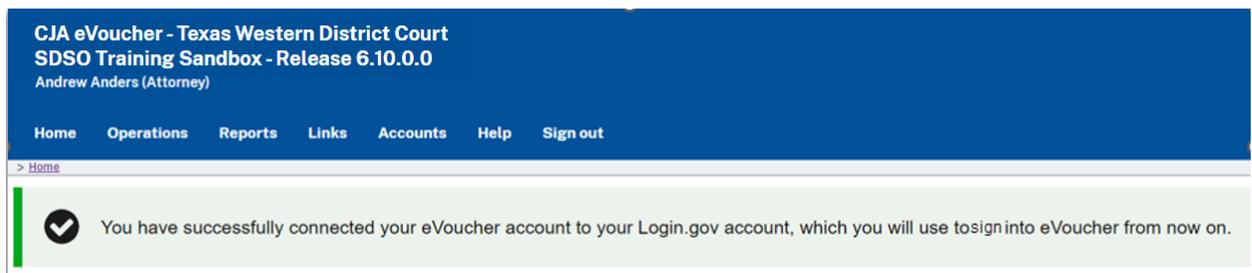
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact cja_evoucher@azd.uscourts.gov to reach the CJA eVoucher help desk.

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,
Arizona District Court

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 not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.
The US Courts.

If your Login.gov account is successfully linked to your eVoucher account, a success message displays at the top of your eVoucher home page. Proceed to use eVoucher.



You have now linked your eVoucher account with your Login.gov account. For all future use, you will sign in using the Sign in with LOGIN.GOV link on the eVoucher sign in page.

Adding Additional Authentication Methods in Login.gov and/or Accessing Your Account on Login.gov

Login.gov recommends that you set up additional **authentication methods** using different methods so that you have an alternative way to sign in to eVoucher if your primary method becomes unavailable.

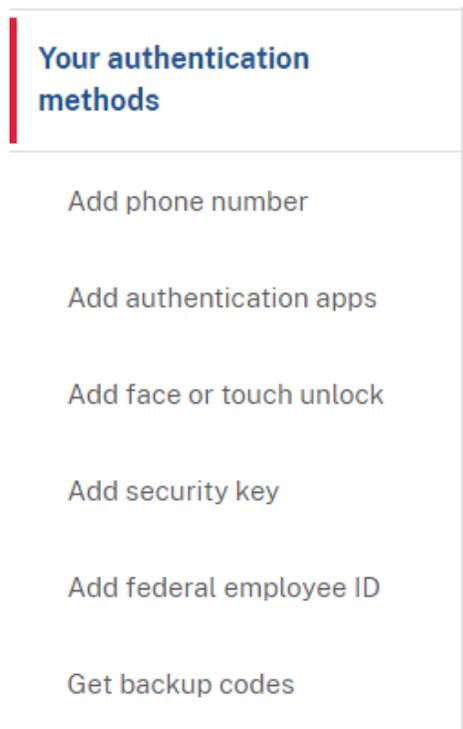
For additional information on the available authentication methods, see [Login.gov/help/authentication methods](https://login.gov/help/authentication-methods).

Step
1

Sign directly into [Login.gov](https://login.gov) using your email address and password. Enter your first authentication method.

Step
2

On the Your Account page, you will have access to add additional authentication methods. Select the desired additional method and follow the step-by-step instructions.



Note: You can select which phone number is the default phone number for use to sign in on Your Account page.

Using a Secondary Authentication Method for Signing in via Login.gov

Upon set up of your Login.gov account you selected a primary authentication method. If you later need to use another method to sign in select, **Choose another authentication method** on the One-time code page:

Select another method and click **Continue**:

Select your authentication method

You set these up when you created your account.

- Text message**
 Get one-time code via text message to (***)
 ***-7207.
- Automated phone call**
 Get one-time code via phone call to (***) ***-7207
 (North America phone numbers only).
- Text message**
 Get one-time code via text message to (***)
 ***-0905.
- Automated phone call**
 Get one-time code via phone call to (***) ***-0905
 (North America phone numbers only).
- Authentication app**
 Use your authentication application to get a
 security code.

Continue

Note: You should set up your needed and default authentication method options on Your Account page in [Login.gov](#).

Signing in to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed into the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

Step
1

To sign in to eVoucher, click on [CJA eVoucher URL](#) to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**



We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Sign in with  LOGIN.GOV

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields. [Learn about our new sign in process.](#)

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step
2

By default, you are directed to the Login.gov sign-in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and click **Sign in**.

eVoucher SDSO is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Sign in for existing users

Email address

Password

Show password

Sign in

Step
3

Complete the action required by your chosen authentication method. In this example, you will authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-5555. This code will expire in 10 minutes.

One-time code
Example: 123ABC

Login.gov directs you to your eVoucher home page.

CJA eVoucher - Arizona District Court

Court Test - Release 6.10.0.0

Kerry Atty-New (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Accounts](#) [Help](#) [Sign out](#)

[Home](#)

My Active Documents

To group by a particular Header, drag the column to this area. Search:

My Proposed Assignments

Appointments

Login.gov Help

Refer to the table below to locate the appropriate Login.gov help topic page for common questions. If further assistance with Login.gov or any issues not addressed in this document, see: [Help | Login.gov](#).

NOTE: The Login.gov support team is available to assist users with any questions or concerns that users may have regarding their Login.gov account. If a user needs to create support ticket with Login.gov, from the **Agency** dropdown menu, select **Administrative Office of the U.S. Courts**.

No	Issue	Login.gov Help Center Link
1	User Account Creation	Help Login.gov Overview
2	User Account Password Reset / User Account Deletion & Recreation	Help Login.gov Delete
3	User Account Password Change	Help Login.gov PasswordChange
4	User Account Update (e.g., email change, phone change)	Help Login.gov AccountUpdate
5	Add or change your Multifactor Authentication (MFA) method	Help Login.gov AuthenticationMethods Help Login.gov AddChangeAuthMethod
6	Issues with authentication methods	Help Login.gov AuthMethods
7	Identity Proofing (Verify your Identity)	Help Login.gov Identity
8	Forgot user personal key	Help Login.gov PersonalKey Help Login.gov ForgotPersonalKey
9	Issues with face or touch unlock	Help Login.gov Face&TouchId
10	User Account Re-linking	Help Login.gov Relink