

This document should only be needed once to set up your Single Login Profile (SLP). Once you have completed the steps below, you will be able to log in to your eVoucher account using your email and password. This process should only take about 5-10 minutes.

## Accessing the CJA eVoucher Program

The email address used to create your Single Login Profile (SLP) must belong to the person accessing eVoucher and must be unique. Your email address will be the only way to access eVoucher. The only emails that will go to this email related to eVoucher are password reset emails or emails regarding changes to your Single Login Profile. You cannot use a “firm” email address that is used for multiple attorneys (i.e. staff@firm.com). Each attorney should use their own email address. This does NOT change the email addresses listed in your eVoucher court profile. The email addresses in your court profile are where rejection or payment emails will be delivered.

### Step 1

Upon receipt of the email with your eVoucher username and password, follow these steps:

**Go to the eVoucher website:**


[https://evsdweb.ev.uscourts.gov/CJA\\_azx\\_prod/CJAeVoucher/Logon.aspx](https://evsdweb.ev.uscourts.gov/CJA_azx_prod/CJAeVoucher/Logon.aspx)

**Bookmark this page in your favorite browser.** Note: Internet Explorer is being phased out, so we recommend Chrome or Firefox. eVoucher also works with Edge and Safari.

### Step 2

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

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

**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**


**Next**

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Step 3

Enter the username and password from the email you received and click **Next**

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### Link CJA eVoucher account

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

**Username**

**Password**

[Forgot your password?](#)


**Next** 

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Step 4

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. Click **Next**.

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### 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 data-bbox="1073 1507 1183 1551" type="text" value="Jr."/>

**Email address**

**Confirm email address**

**Next** 

## Step 5

Security questions are used to assist in future password entry failure and/or password resets. In the Security Questions section, select a question from each question drop-down list, and then enter your answer in the corresponding answer field. The following rules apply to security question answers:

- Three different questions must be selected, and an answer provided for each question.
- Answers must be unique and must contain 3 - 60 characters with no special characters.
- Answers containing all spaces are not allowed; must not contain leading or trailing spaces; and must not contain more than one consecutive space between words.

**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**

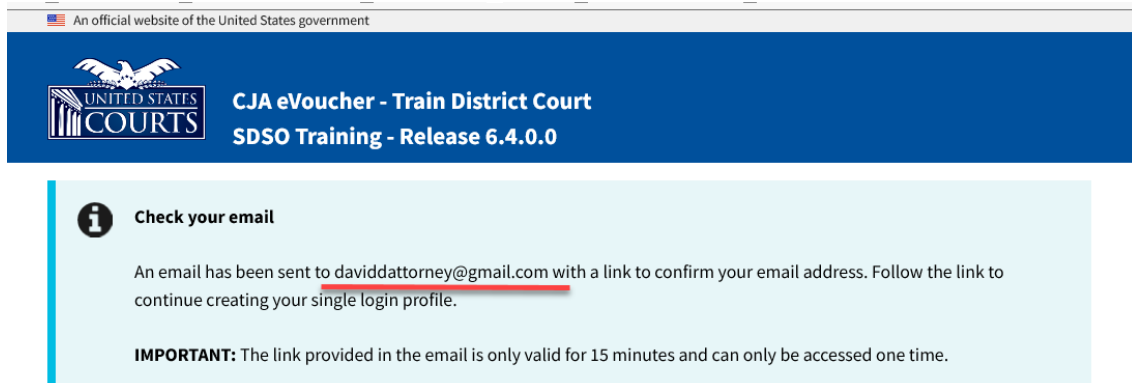
Saturn

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

**Next**

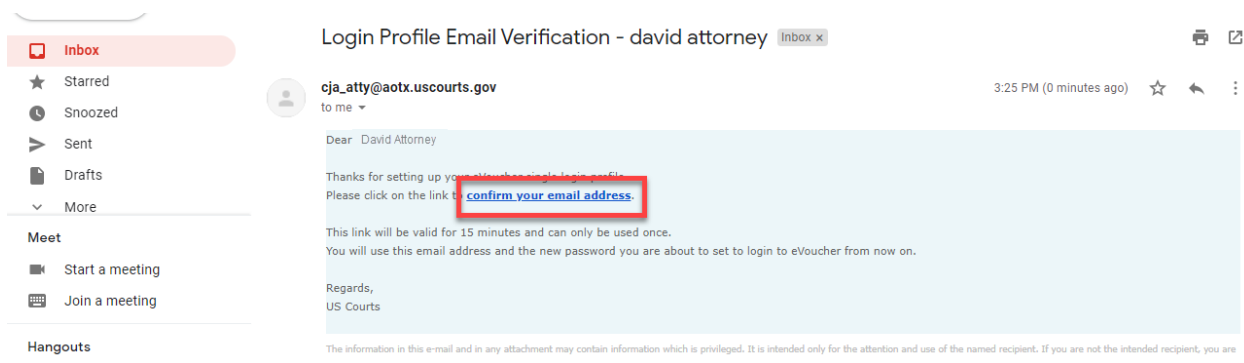
Once you have selected 3 questions and provided 3 answers, click **Next**.

A message generates requiring you to check your email. The email is sent to the email address you provided when creating your Single Login Profile (SLP). It contains a link that enables you to continue creating your Single Login Profile (SLP).



## Step 6

Go to your email account. Note: The email is valid for only 15 minutes and can be used only once. In the email message, click the **confirm your email address** link.



## Step 7

Enter a new password that you will use for your Single Login Profile (SLP). Password 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

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**UNITED STATES COURTS** 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 **+**

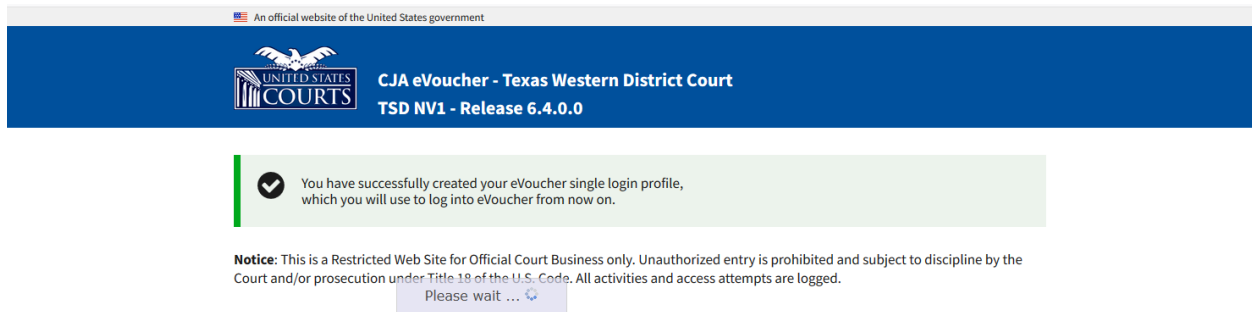
To view current password requirements, click the Password Requirements + icon. You are required to change your password every 180 days.

Verify the password and click **Next**.


## Step 8

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 ... 