

Login.gov

Starting with the 6.10 eVoucher release, attorneys and experts are required to use Login.gov to securely sign in to the eVoucher application. Login.gov provides a simple, secure, and private way to access government websites such as eVoucher. Using one account email address and password, you can securely sign in to participating government websites and verify your identity. To access your eVoucher account, you must have a Single Login Profile (SLP) and create or sign in to an existing Login.gov account.

Note: Login.gov is a separate application from eVoucher. If you run into any issues, you **must** contact Login.gov support via their Help center page at <https://www.login.gov/contact>

For more information about Login.gov or helpful tips for creating your account, please visit: <https://login.gov/what-is-login/>
<https://login.gov/create-an-account/>

Create a Login.gov Account

If you are accessing eVoucher for the first time after Login.gov integration, you will be directed to create a Login.gov account.

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.

CJA eVoucher - Texas Eastern District Court
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.

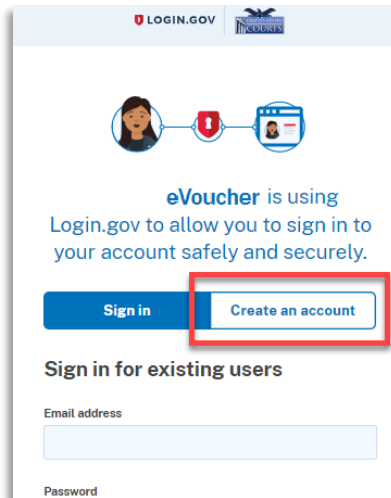
Sign in with LOGIN.GOV

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.

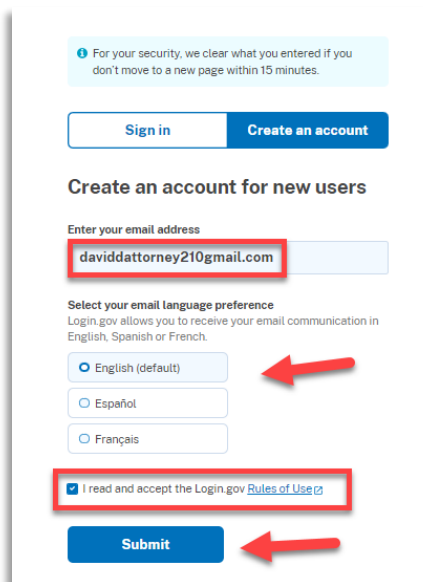
Step 2

On the Login.gov page, click **Create an account**, and then follow the prompts to begin creating your account.

A screenshot of the Login.gov homepage. At the top, there are logos for LOGIN.GOV and eVoucher. Below the logos, a message states: "eVoucher is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". The "Create an account" button is highlighted with a red rectangular box. Below the buttons, there is a section titled "Sign in for existing users" with input fields for "Email address" and "Password".**Step 3**

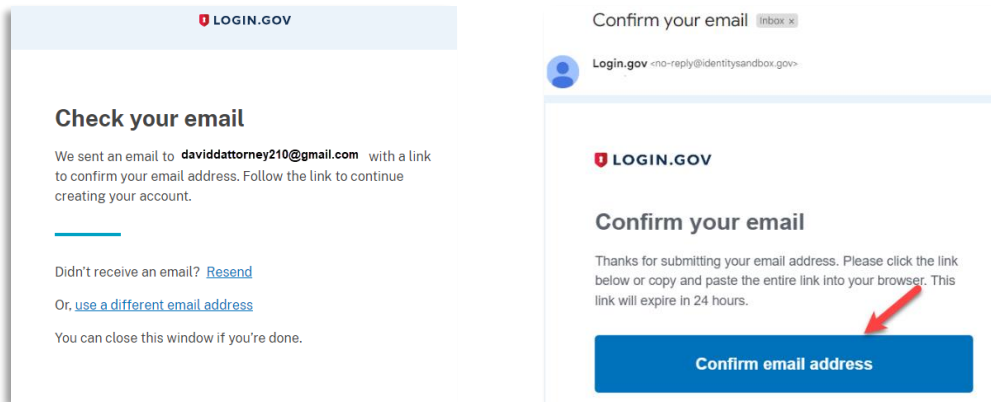
Enter your email address, and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Then click **Submit**.

Note: Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

A screenshot of the "Create an account for new users" form on Login.gov. At the top, there is a security notice: "For your security, we clear what you entered if you don't move to a new page within 15 minutes." Below this are "Sign in" and "Create an account" buttons. The "Create an account" button is highlighted with a red box. The form title is "Create an account for new users". Below the title, there is a section "Enter your email address" with a text input field containing "davidattorney210gmail.com", which is highlighted with a red box. Below that is a section "Select your email language preference" with three radio buttons: "English (default)", "Español", and "Français". The "English (default)" button is highlighted with a red box, and a red arrow points to it. Below the language selection, there is a checkbox labeled "I read and accept the Login.gov Rules of Use" with a link to the "Rules of Use". This checkbox is checked and highlighted with a red box. At the bottom, there is a "Submit" button, which is also highlighted with a red box and has a red arrow pointing to it.

Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then 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 then click **Continue**.

The screenshot shows the 'Create a strong password' step. At the top, a green banner says 'You have confirmed your email address'. Below it, the heading 'Create a strong password' is followed by instructions: 'Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.' There are two input fields: 'Password' and 'Confirm password', both filled with masked dots. A red rectangular box highlights these two fields. Below the fields is a checkbox labeled 'Show password' and a blue 'Continue' button at the bottom.

Your Login.gov account is now created.

Note: Once your Login.gov setup is complete, 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. You are now directed to add an authentication method. For more information on how to do this, view the Adding an Authentication Method job aid.

Adding an Authentication Method

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.

Step 1

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

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 (2) two different options in case you lose one of your methods.

- ☐ **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.
- ☐ **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.

Continue

- For the text or voice message option, you must provide your phone number to receive a one-time code by text message or phone call.
- For the authentication application option, you can use several applications such as Google Authenticator, DUO, etc.

Step 2

Authenticate your account using your chosen authentication method, and then click **Send code**.

LOGIN.GOV

U.S. COURTS

Add a phone number

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

Your chosen authentication method will be shown here.

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

Step 3

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

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 555-555-5555. This code will expire in 10 minutes.

One-time code
Example: 123456

☐ Remember this browser

Submit

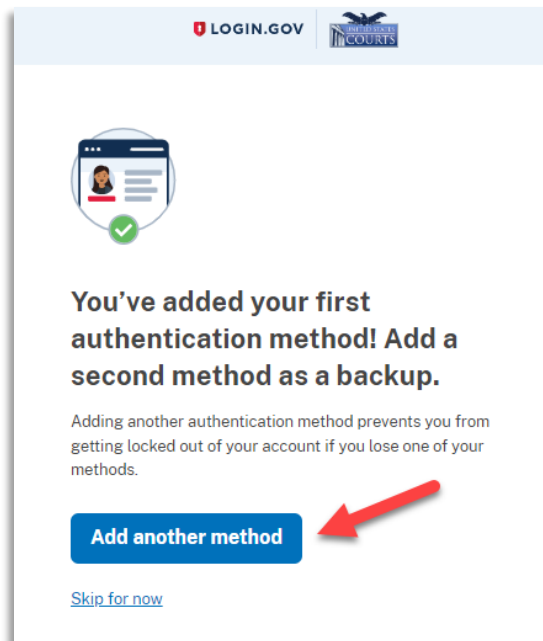
[Send another code](#)

Having trouble? Here's what you can do:

Step 4

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

Note: It is recommended that you use a different device for your 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.



You have now added at least one authentication method to your Login.gov account. If you have not already verified your identity with Login.gov, see the Identity Verification job aid. If you are ready to link to eVoucher from Login.gov, see the Linking your eVoucher Account with your Login.gov Account job aid for further instructions.

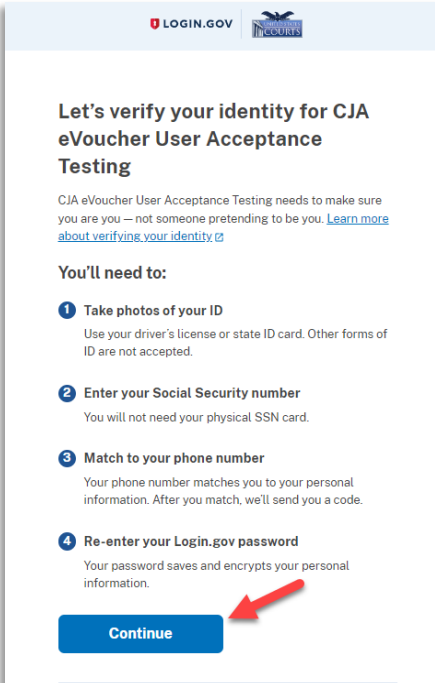
Identity Verification

Before you receive access to eVoucher through Login.gov, 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

After signing in to Login.gov, you are asked to verify your identity. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows the Login.gov interface for identity verification. At the top, there are logos for LOGIN.GOV and the Department of Justice. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph states: "CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)". Under the heading "You'll need to:", there are four numbered steps: 1. "Take photos of your ID" (with subtext: "Use your driver's license or state ID card. Other forms of ID are not accepted."), 2. "Enter your Social Security number" (with subtext: "You will not need your physical SSN card."), 3. "Match to your phone number" (with subtext: "Your phone number matches you to your personal information. After you match, we'll send you a code."), and 4. "Re-enter your Login.gov password" (with subtext: "Your password saves and encrypts your personal information."). At the bottom, there is a blue "Continue" button, which is pointed to by a red arrow.

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 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 one is to upload photos of your ID from your phone and option two is to upload photos directly from your computer.

LOGIN.GOV

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

US

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 appears prompting you to check your cell phone 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

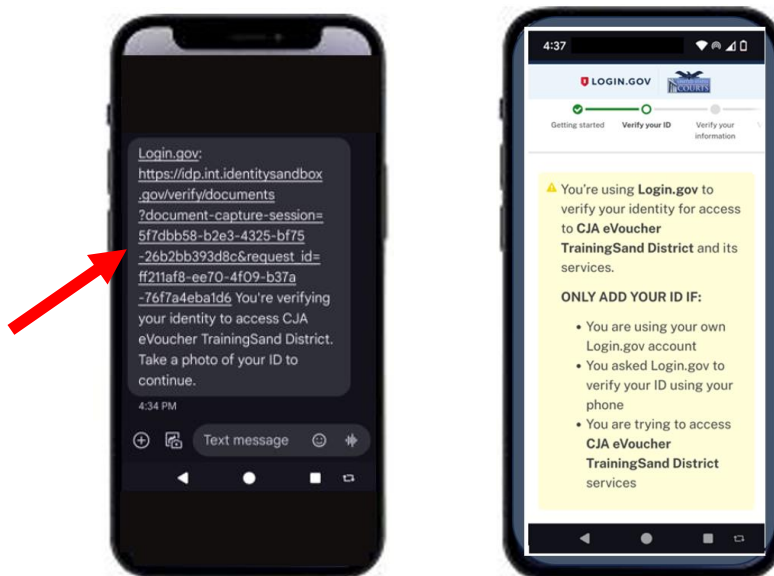
Do not close this window.
The next step will load automatically.

We sent a message to your phone

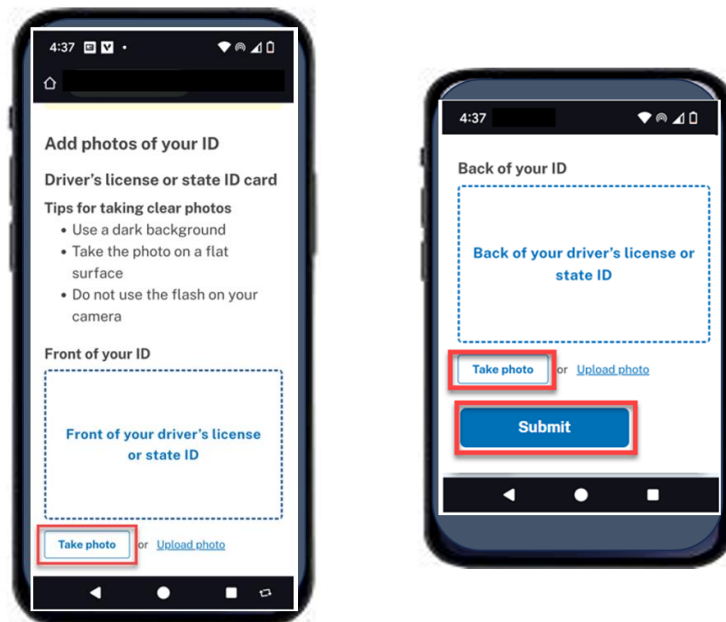
You entered: +1 210-555-5555

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

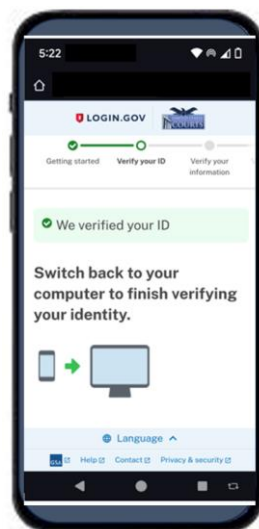
2. Tap the link in the text message. A message appears confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down, and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears 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.

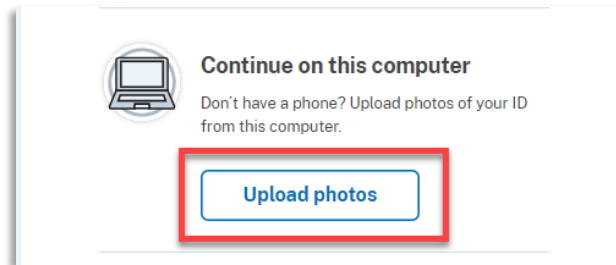


Continue to Step 4 to complete the identity verification process.

Option 2: Upload photos from your computer

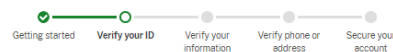
Option 2

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**.

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



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**

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's 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 message box says 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, it says '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?' explains that a SSN is required to finish verifying identity and provides a link to 'Exit Login.gov and return to CJA eVoucher User Acceptance Testing'. The 'Social Security number' input field is highlighted with a red rectangle. It shows an example '123-45-6789' and a masked input field with 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.

LOGIN.GOV

U.S. COURTS

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.

The screenshot shows the 'Verify your information' step in the Login.gov process. At the top, a progress bar indicates five steps: 'Getting started', 'Verify your ID', 'Verify your information' (current step), 'Verify phone or address', and 'Secure your account'. The main heading is 'Verify your information'. Below it, a message states: 'We read your information from your ID. Review it and make any updates before submitting for verification.' The form displays the following information: First name: FAKEY, Last name: MCFAKERSON, Date of birth: October 6, 1938, ID number: 111111111111. Below this, the address is shown: Address line 1: 1 FAKE RD, Address line 2: City: GREAT FALLS, State: MT, ZIP Code: 59010. There are 'Update' links next to the address and Social Security number fields. The Social Security number is displayed as 5**-**-****5, with a 'Show Social Security number' checkbox below it. A red arrow points to the 'Submit' button at the bottom.

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**.

The screenshot shows the 'Verify your phone number' step in the Login.gov process. At the top, a progress bar indicates five steps: 'Getting started', 'Verify your ID', 'Verify your information' (completed), 'Verify phone or address' (current step), and 'Secure your account'. A green banner at the top says 'We verified your information'. The main heading is 'Verify your phone number'. Below it, a message states: 'We'll check this number with records and send you a one-time code. This is to help verify your identity.' The form asks to 'Enter a phone number that is:' and lists two requirements: 'Based in the United States (including U.S. territories)' and 'Your primary number (the one you use the most often)'. There is a link to 'Learn more about what phone number to use'. The 'Phone number' field is highlighted with a red box and contains the text '(210) 555-5555'. Below this, the question 'How should we send a code?' is asked, with instructions to select 'Phone call' if a landline was entered. There are two radio buttons: 'Text message (SMS)' and 'Phone call'. A red arrow points to the 'Send code' button at the bottom.

Step 7

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

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

Enter your one-time code

We sent a text (SMS) with a one-time code to (210) 555-5555
This code will expire in 10 minutes.

One-time code
Example: 123ABC

Submit

Step 8

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

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

✓ We verified your phone number

Re-enter your Login.gov password

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.

Password

[Show password](#) [Forgot password?](#)

Continue

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**.

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

✓ We secured your verified information

Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on January 22, 2024 at 11:33 AM

[Copy](#) [Download \(text file\)](#) [Print](#)

You need your personal key if you forget your password.
Keep it safe and don't share it with anyone.

If you reset your password without your personal key, you'll need to verify your identity again.

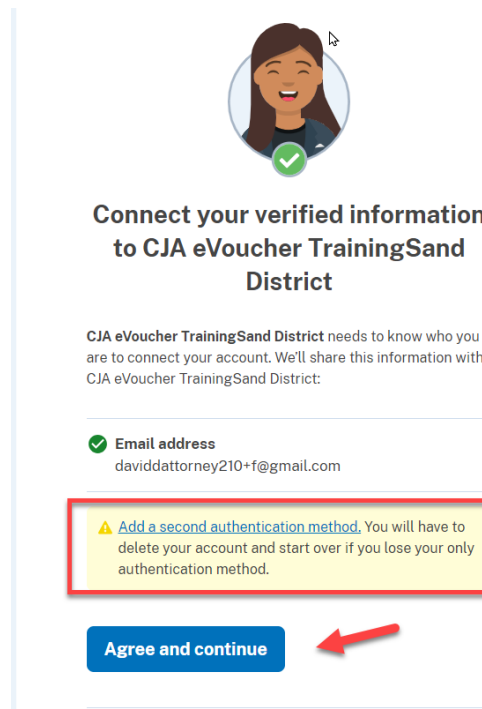
[Learn more about the personal key](#)

☐ I saved my personal key in a safe place.

Continue

Step 10

Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. It is recommended that you add a secondary authentication method if you have not already done so. Follow the instructions to add the authentication method, and then click **Agree and continue**.



Connect your verified information to CJA eVoucher TrainingSand District

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

- ✓ **Email address**
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

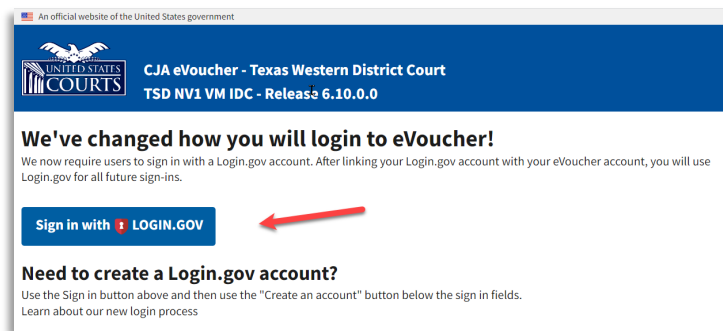
Your Login.gov account is now verified. For instructions on adding an authentication method, view the **Adding an Authentication Method** job aid. To continue linking your Login.gov account to your eVoucher account, view the **Linking your eVoucher Account with your Login.gov Account** job aid and begin at Step 4.

Linking Your eVoucher Account to Your Login.gov Account WITHOUT Your SLP Email Address

If you already have a Login.gov account, you must link it to your eVoucher Single Login Profile (SLP) account to sign in to eVoucher. **Note:** Skip to step 4 if you have already signed in to Login.gov.

Step 1

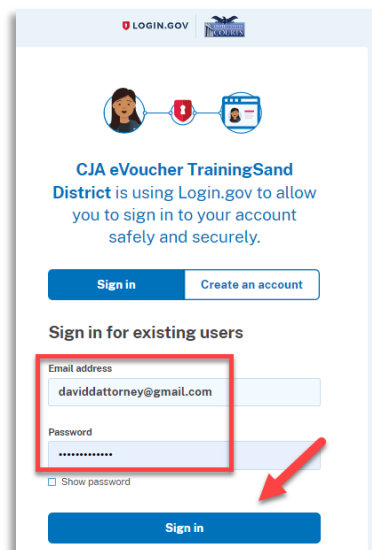
From your court's eVoucher sign in page, click **Sign in with LOGIN.GOV**.



Step 2

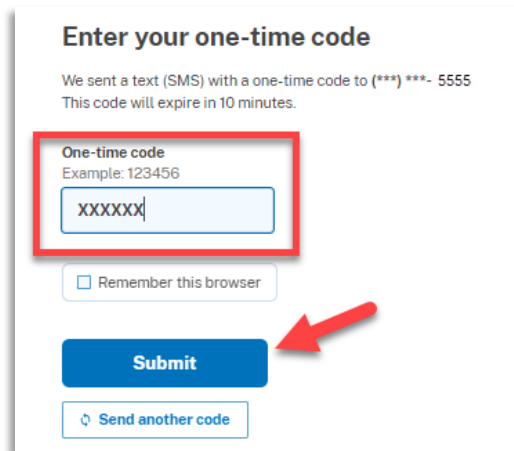
You are taken to the Login.gov website, where you can sign in or create an account. If you have not created your Login.gov account, review the Creating a Login.gov Account job aid before continuing.

The website defaults to the sign in view. In the **Email address** field, enter the email address used to create your Login.gov account, and then in the **Password** field, enter your password. Click **Sign in**.



Step 3

In the **One-time code** field, enter the one-time code sent to your device using your chosen authentication method, and then 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

XXXXXX

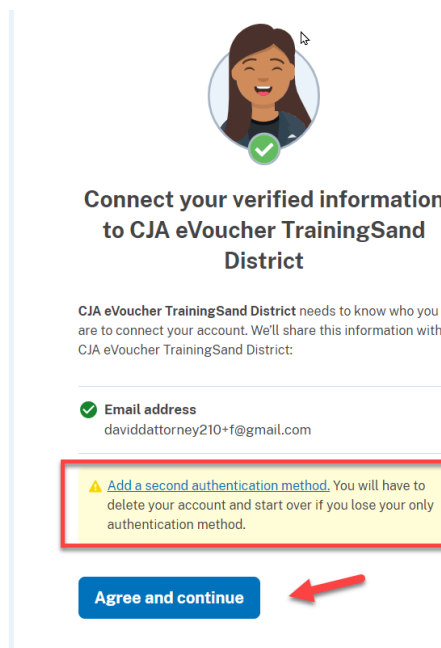
☐ Remember this browser

Submit

[Send another code](#)

Step 4

Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. It is recommended that you add a second multi-factor authentication method if you haven't already. To do this, follow the instructions to add the second method, and then click **Agree and continue**.



Connect your verified information to CJA eVoucher TrainingSand District

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

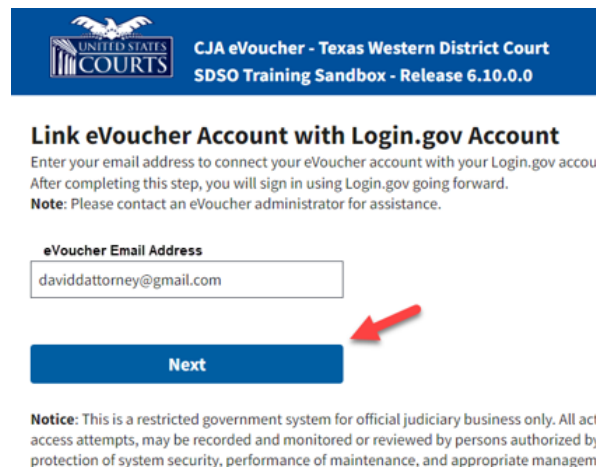
✓ **Email address**
davidattorney210+f@gmail.com

⚠ **Add a second authentication method.** You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

Step 5

Login.gov directs you back to your court's eVoucher sign in page. Note that the **eVoucher Email Address** field is now pre-populated with your email address. Click **Next**.



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

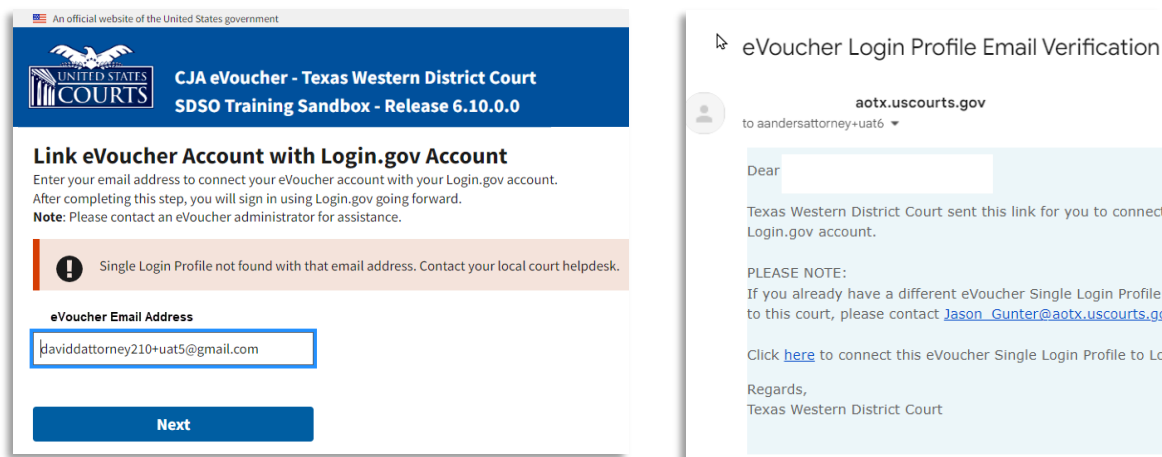
Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.
Note: Please contact an eVoucher administrator for assistance.

eVoucher Email Address
davidattorney@gmail.com

Next

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

Note: If your Login.gov email address is different than your SLP email address, an error message appears, prompting you to contact your court's help desk. If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.



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.

Single Login Profile not found with that email address. Contact your local court helpdesk.

eVoucher Email Address
davidattorney210+uat5@gmail.com

Next

eVoucher Login Profile Email Verification
aotx.uscourts.gov
to aandersattorney+uat6@gmail.com

Dear [redacted],

Texas Western District Court sent this link for you to connect Login.gov account.

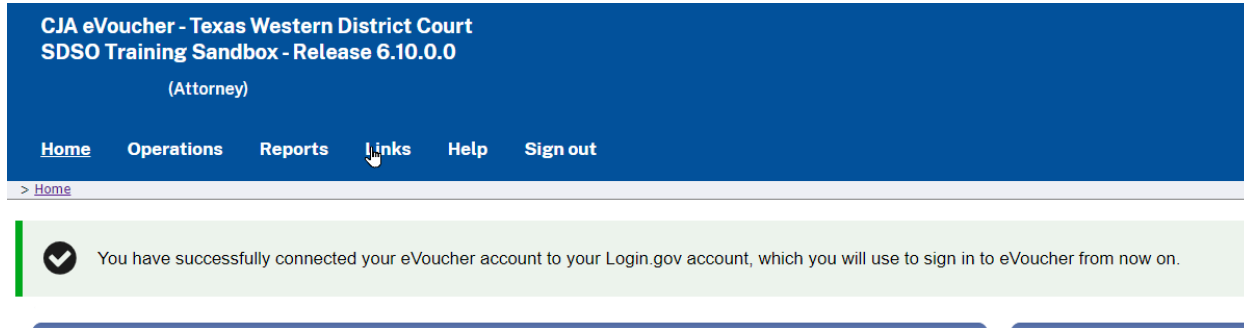
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile to this court, please contact [Jason Gunter@aotx.uscourts.gov](mailto:Jason.Gunter@aotx.uscourts.gov).
Click [here](#) to connect this eVoucher Single Login Profile to Login.gov account.

Regards,
Texas Western District Court

If you had to stop the process and/or close your browser, you are required to sign in to Login.gov again.

Step 6

If your accounts are successfully linked, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.




Linking Your eVoucher Account with Your Login.gov Account WITH Your SLP Email Address

If you have signed in to Login.gov and are directed to your court's eVoucher URL to link your accounts, the Login.gov email address automatically appears in the **eVoucher Email Address** field.

Step 1

If desired, you can delete the Login.gov email address and enter your eVoucher email address in this field. Click **Next**.

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**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

Next

Notice: This is a restricted government system for official judiciary business only. All activity 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 are a new user, a message appears prompting you check your email and confirm that you entered the correct email address. Click the link in the email message to automatically link your accounts and return to your eVoucher home page.

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 **Check your email**

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

Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.

Step 3

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

You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.