

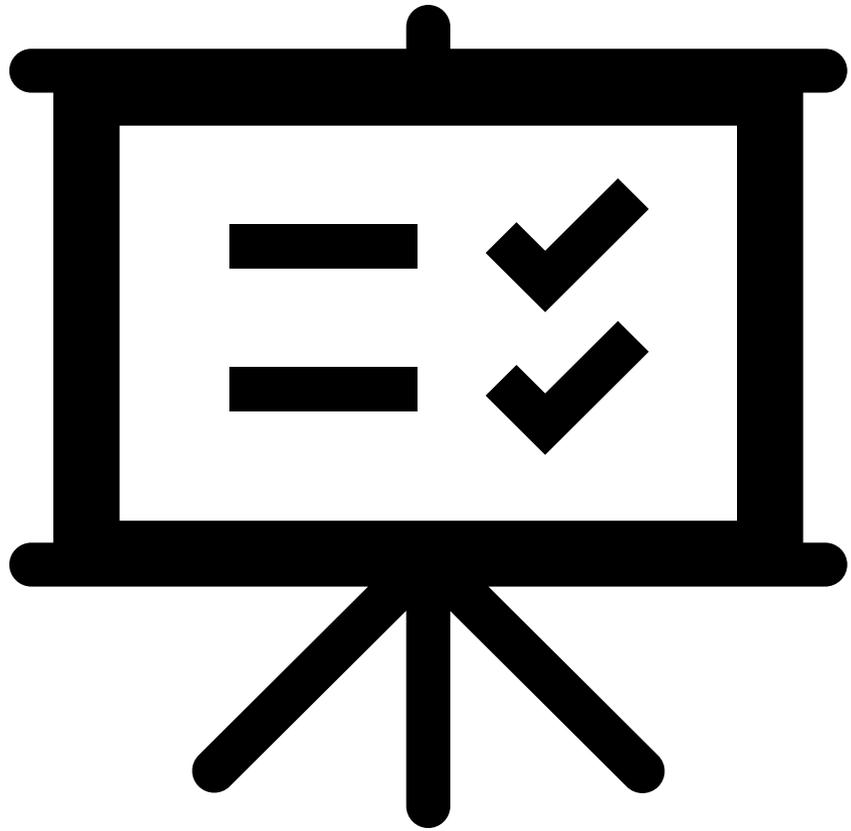
eVoucher 6.4v Release

The Western District of Texas implemented the new national 6.4 version of eVoucher on February 21, 2021.

To assist with this new release, we have prepared this training video to aid you in completing the **required** initial steps, as well as additional helpful information.

REQUIRED STEP #1 - Initial Sign In to eVoucher & Creating your Single Login Profile

REQUIRED STEP #2 – Linking your eVoucher Accounts to your Single Login Profile



Please view the video in its entirety.

If you encounter an issue while completing the steps, you may direct your questions to the U.S. District Court. The phone number will be provided at the end of the presentation.

REQUIRED STEP #1

Initial Sign In to eVoucher:

Your initial eVoucher login will begin with entering your own personal email address listed in your current eVoucher account.

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CJA eVoucher - Texas Western District Court
TSD NV1 - 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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Next, enter your current username and password.

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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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Creating the Single Login Profile:

This is a one-time step.

What is a Single Login Profile (SLP)? An SLP will allow you to have one login for multiple eVoucher district and appellate accounts. *More information will be provided later in the instructions.*

Complete the required information to create your SLP.

- Enter your Name
- Confirm your Email
- Complete the Security Questions

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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.

First name **Middle name** **Last name** **Suffix**

Email address

Confirm email address

Security Questions

Select three security questions and enter your answers.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

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

Next

You will then receive this message to confirm your email address.

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 **Check your email**

An email has been sent to `youremailaddress@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.

Next, enter your password. This can be your current password or a new password.

Password requirements:

- At least 8 characters
- At least one upper case character
- At least one lower case character
- At least one numerical character
- At least one special character (!, @, #, \$, *, %, ^, &, -, +).

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Enter password

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

Enter password

Verify password

Next

Password Requirements +

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Your **Single Login Profile** has been successfully created. By clicking “Next,” you are automatically taken to your HOME screen.

A screenshot of a web interface showing a success message. The message is contained within a light blue box with a dark blue vertical bar on the left. The message reads: "Success! You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on." Below the message is a dark blue button with the word "Next" in white text. A mouse cursor is visible over the message text.

i **Success!**

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

Next

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REQUIRED STEP #1 COMPLETED

Having completed the SLP steps, login prompts will now consist of:

Entering your email address

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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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and password

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Sign in to CJA eVoucher

Please enter your password to continue.

Password

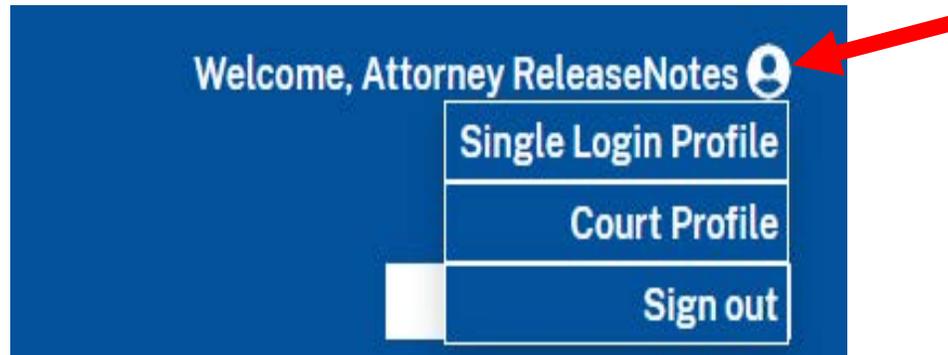
[Forgot your password?](#)

[Sign In](#)

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Updated/New profiles:

Found at the top right corner on your HOME page. Users can update either profile directly at any time.



Court Profile page – Updated from the previous “My Profile” title.

Court Profile

Attorney Info

Your personal info

Bar Number: 181271648
Your Name: Edward D. Attorney

Your Contact Info:
Phone: 512-555-1234
Fax:
edward@mail@tx.uscourts.gov

Your Address:
123 San Antonio Way
San Antonio, TX 78228
US

Billing Info

List all available billing info records

Your default billing info is:
Edward D. Attorney
Billing Code: 0101-000077
123 San Antonio Way
San Antonio, TX
78228 - US
Phone: 512-555-1234
Fax:

Holding Period

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

Continuing Legal Education

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

Edit

Select

Add

Edit

View

View

Single Login Profile page – Available capabilities are:

- **Edit your Account Information**
- **Edit your Email address**
- **Edit your Password**
- **Edit your Security Questions**
- **Link eVoucher Accounts – set default**
- **Link your eVoucher Accounts to your Single Login Profile** – this new feature allows you to switch between accounts without having to log out. Example: TXWD (district) and 5th Circuit (appellate) accounts.

The screenshot shows a web browser window displaying the 'Single Login Profile' page. The page header includes the text 'An official website of the United States government', 'CIA eVoucher - Texas Western District Court', 'TSD NV1 - Release 6.4.0.0', and 'Attorney ReleaseNotes (Attorney)'. A navigation menu contains links for Home, Operations, Reports, Admin, Links, Help, and Sign out. A search bar is located in the top right corner. The main content area is titled 'Single Login Profile' and contains several sections, each with an 'Edit' link:

- Account Information** (minus sign):

First name	Middle name	Last name	Suffix
Attorney	-	ReleaseNotes	-
- Email address**: ilth+1@gmail.com
- Password**: *****
- Security Questions** (plus sign)
- Linked eVoucher Accounts** (plus sign)
- Link your eVoucher Accounts to your Single Login Profile** (plus sign)

REQUIRED STEP #2

Follow the steps to link your eVoucher Account to your Single Login Profile:

1. **Expand** the “Link your eVoucher Accounts to your Single Login Profile” selection.
2. **Search** for the court by viewing the court list of District or Appellate courts on the Court drop-down.
3. **Enter** the username and password for that Court eVoucher account.
4. **Click** “Link Account” to link that account.

Link your eVoucher Accounts to your Single Login Profile

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile?
You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

District **Appellate**

Court
-Select-

Court login username

Court login password

Cancel **Link Account**

Successful link.

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Attorney ReleaseNotes (Attorney)

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

[Help](#) > [Single Login Profile](#)

 **Link Success!**
You have successfully linked this Texas Western account to your single login profile.

Single Login Profile

Account Information

Security Questions

Linked eVoucher Accounts

Link your eVoucher Accounts to your Single Login Profile

REQUIRED STEP # 2 COMPLETED

The newly linked eVoucher account now displays in the **Linked eVoucher Accounts** section of the Single Login Profile page. Here you can set your default account.

The screenshot shows the 'Single Login Profile' page. The top navigation bar includes 'Home', 'Operations', 'Reports', 'Links', 'Accounts', 'Help', and 'Sign out'. The 'Accounts' menu item is highlighted with a blue arrow pointing to the 'Linked eVoucher Accounts' section. Below this section, there is a table with two rows of linked accounts. The first row is 'Texas Western (AttorneyReleaseNotes)' with 'Attorney' as the user type and a selected radio button for the default. The second row is 'Texas Western (ExpertReleaseNotes1)' with 'Expert' as the user type and an unselected radio button. The 'Expert' user type is circled in red. At the bottom of the page, there are 'Cancel' and 'Save changes' buttons.

Account Information

Security Questions

Linked eVoucher Accounts

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
Texas Western (AttorneyReleaseNotes)	Attorney	<input checked="" type="radio"/>
Texas Western (ExpertReleaseNotes1)	Expert	<input type="radio"/>

Cancel Save changes

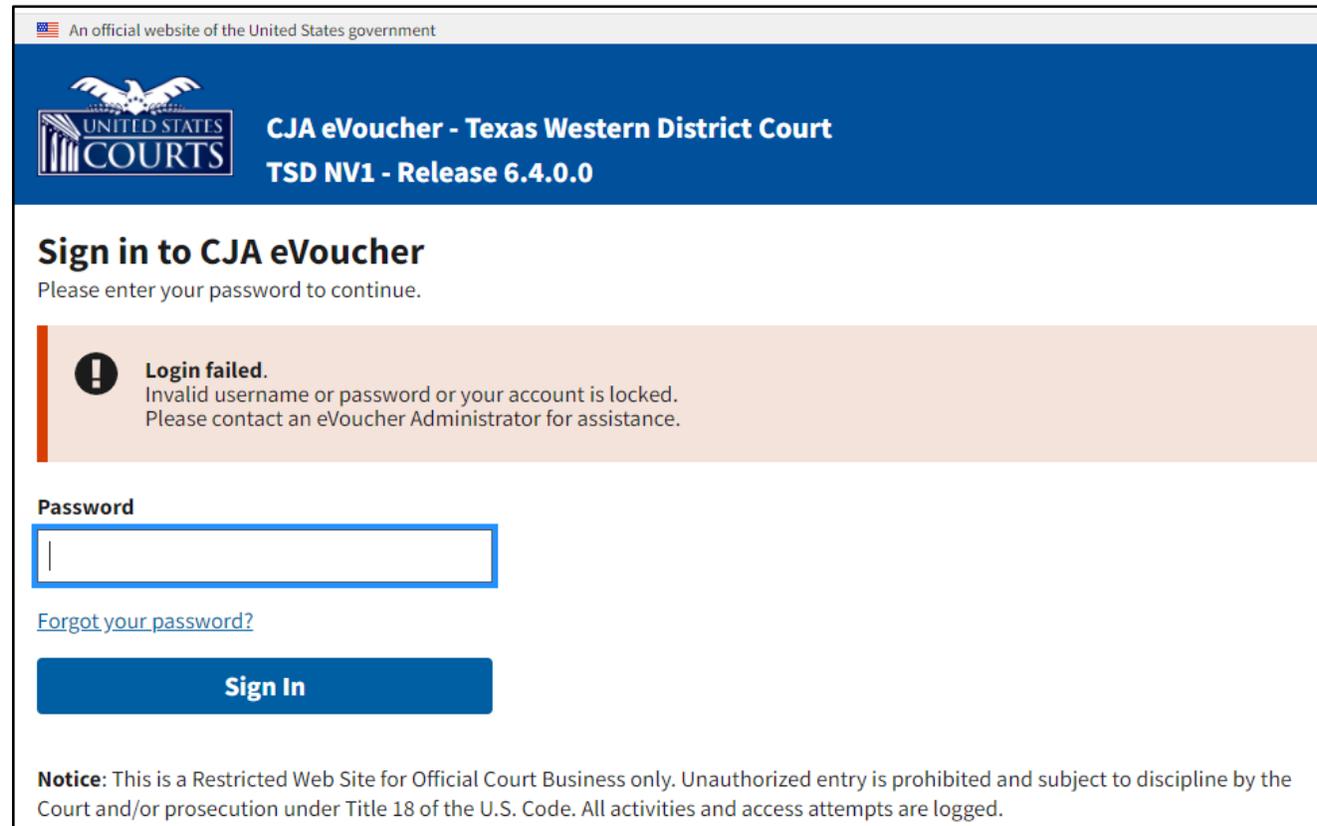
NOTE: Please disregard the Expert User Type example listed in the Account box. This is only listed for training purposes.

By clicking on the Accounts menu option, you will be able to switch between your linked eVoucher accounts. The current view of the eVoucher account will be underlined in the drop-down. *For example: If you have TXWD and 5th Circuit accounts listed and you are currently viewing your TXWD account, **that** account will be underlined.*



Steps for unsuccessful login attempts:

There is a maximum of six attempts to login. On the seventh unsuccessful attempt, the account is locked, a message is displayed, and an email notification is sent. In this event, you must contact your eVoucher representative for assistance.



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Sign in to CJA eVoucher

Please enter your password to continue.

 **Login failed.**
Invalid username or password or your account is locked.
Please contact an eVoucher Administrator for assistance.

Password

[Forgot your password?](#)

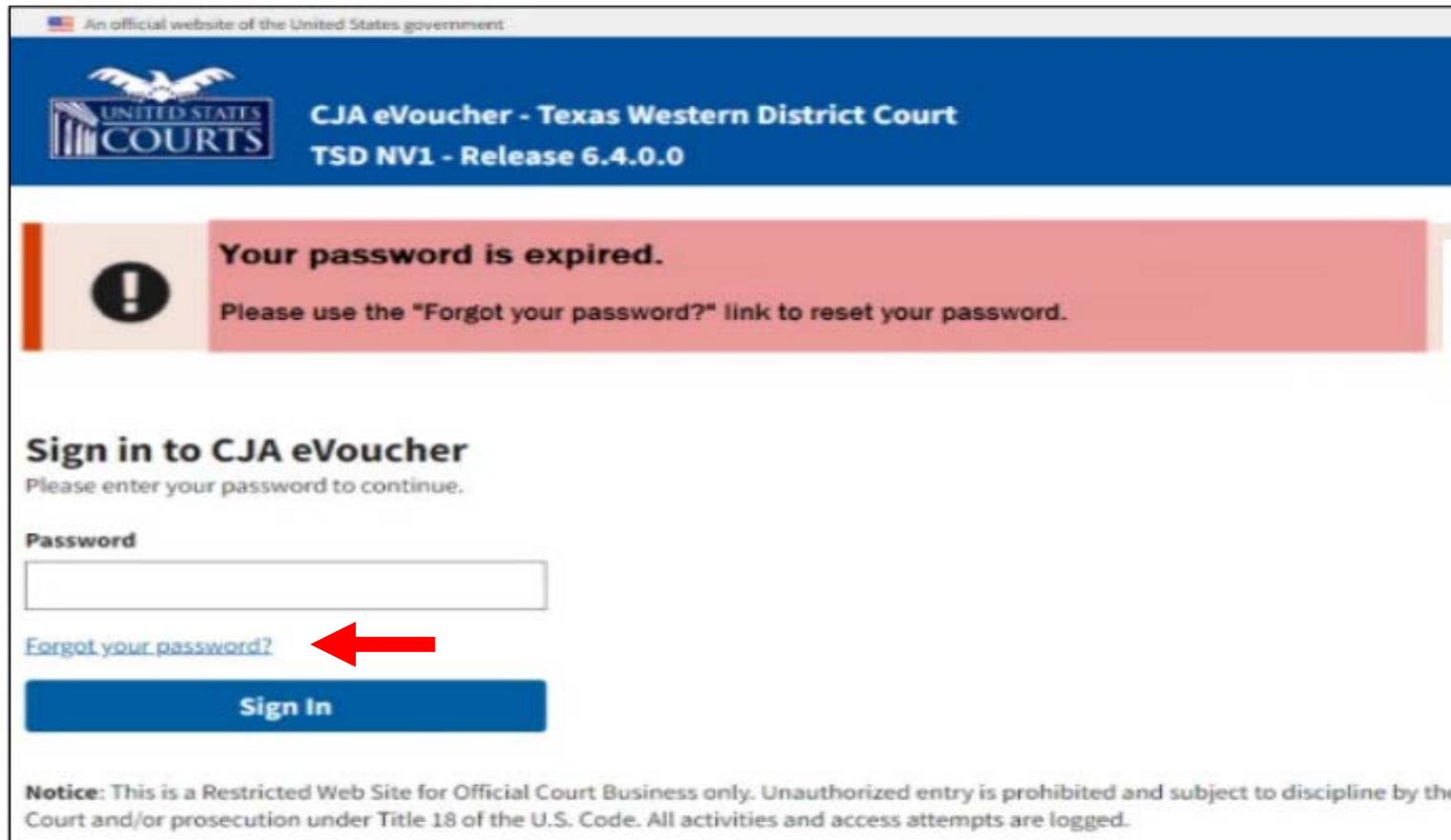
Sign In

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Steps for resetting forgotten or expired passwords:

Passwords expire in 180 days. Thirty days prior to password expiration, a message appears on your **Sign In** page indicating it will expire soon.

Users are now able to reset forgotten or expired passwords by clicking on “Forgot your password?” and taking the following steps.



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 **Your password is expired.**
Please use the "Forgot your password?" link to reset your password.

Sign in to CJA eVoucher
Please enter your password to continue.

Password

[Forgot your password?](#) 

Sign In

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First, enter your email address and security answer.

NOTE: You will have three attempts at answering your security questions. If all are answered incorrectly, the account is locked, and an email is sent with further instructions.

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Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.

Email
youraddress@gmail.com

Question: What street did you live on in third grade?

Answer

[Back to sign in](#)

Reset your password

Upon correctly answering your security questions, you will receive this email notification.

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Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.

 **Check your email**

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance.

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

[Back to sign in](#)

Next, enter a new password, confirm, and enter your email address.

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CJA eVoucher

i **IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your password? link" to repeat the process.

Reset your password

New Password

Confirm Password

Email

Reset

Password Requirements +

Successful reset.

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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.

 **Password updated.**
Your password was successfully updated.

Email Address

Next

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If you require further assistance or would like a copy of this information (.pdf format), please call the U.S. District Court at 210-472-4955, select Option 4 to reach your eVoucher representative.