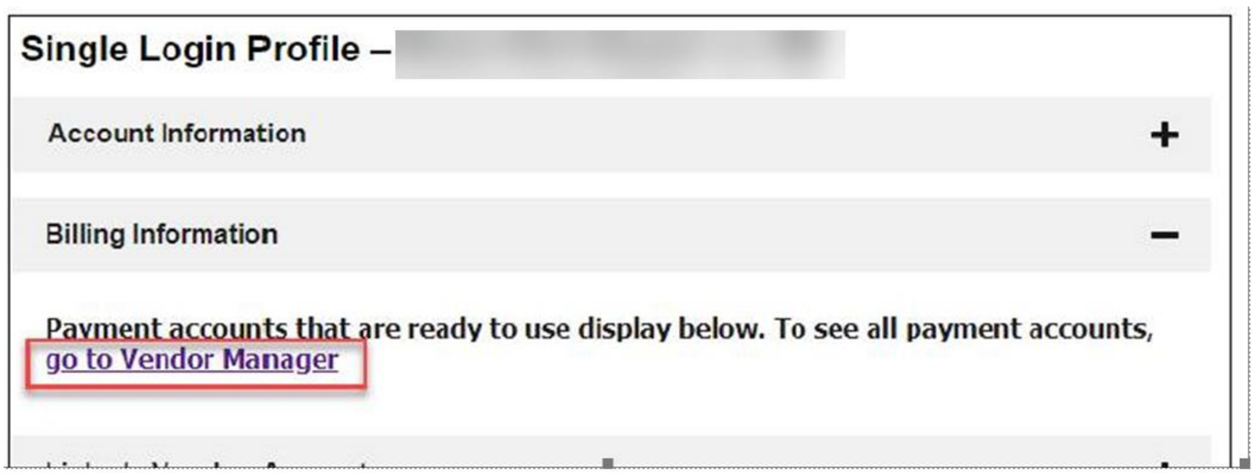
INSTRUCTIONS TO UPDATE VMS BANKING INFORMATION

IMPORTANT! Notify the TXWD eVoucher HelpDesk immediately upon making any changes.

There are three ways to update your banking information while in eVoucher.

1) Hover over your name at the top right corner of your HOME page, then click "**Court Profile**."

2) Hover over your name at the top right corner of your HOME page, then click "**Single Login Profile**."



3) In your vouchers when entering services/expenses (attorneys only).