

# 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.**”



The screenshot shows the 'Billing Info' section of a user's profile. It includes a 'View SLP' button and a link to 'Manage at Vendor Manager' which is highlighted with a red rectangular box.

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



The screenshot shows the 'Single Login Profile' page. It has sections for 'Account Information' and 'Billing Information'. Below these, a message states: 'Payment accounts that are ready to use display below. To see all payment accounts, go to Vendor Manager'. The link 'go to Vendor Manager' is highlighted with a red rectangular box.

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



The screenshot shows the 'Payment Details' form within a voucher entry system. It includes a sidebar with 'Tasks' (Link To Appointment, Link To Representation) and a main area with a dropdown menu. A message states: 'Select the payment details. Payment accounts that are ready to use display below. To see all payment accounts, go to Vendor Manager'. The link 'go to Vendor Manager' is highlighted with a red rectangular box. At the bottom, there are navigation buttons: First, Previous, Next, Last, Save, Delete Draft, and Audit Asset.