
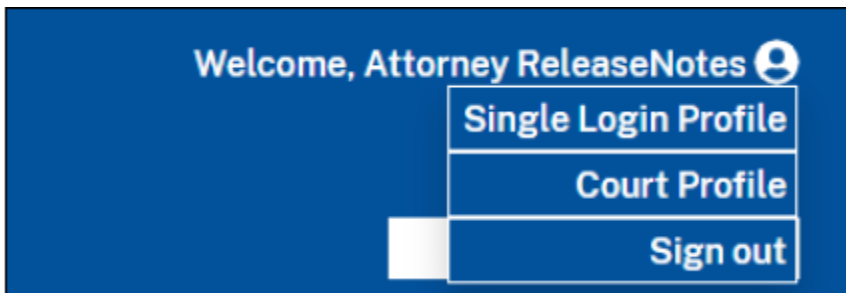


ATTENTION CJA COUNSEL - Action Required on or after 2/22/2021:

- 1) Go to eVoucher to login as you normally would, or click on the  button below.
- 2) Following instructions on the attachment "[Creating a Single Login Profile.pdf](#)", enter an email address of yours (not that of a staff member) to begin creating your SLP.
- 3) Enter your current eVoucher username and password (if you have multiple eVoucher usernames, please start with your main account as it will be your Default Court going forward)
- 4) Follow the next steps for creating security questions, confirming your email address, and creating a new eVoucher password for your new Single Login Profile.
- 5) If you have eVoucher accounts in other Courts, you will need to link your accounts by following the steps below (full instructions on the attachment "[Linking eVoucher Accounts](#)"):

To link your other eVoucher accounts to your new Single Login Profile, go to that profile's settings by clicking your name in the upper right of the eVoucher page (once signed in) and choosing Single Login Profile):



You will be able to add as many eVoucher usernames/passwords as you need, and link all those accounts, by choosing the Court from the drop down menu and entering your username/password, before clicking the "Link Account" button. See attachment "[Linking eVoucher Accounts](#)".

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**

To switch between your accounts instead of logging out and back in with a different user, you will simply select the drop down menu from the menu bar.

