

Linking Your Single Login Profile

If you have more than one eVoucher account because you perform CJA-related services in more than one court, or if you have separate attorney and expert user logins in the same court, you must link those accounts to your Single Login Profile (SLP) to access them.

Once the accounts are linked, you can switch between accounts from within eVoucher using the **Accounts** menu. You are no longer required to log in and out of each account or keep track of separate usernames and passwords for each account. Note that one account must be selected as your default court. Each time you log in to eVoucher, you will be taken to the Home page for your default court.

Step 1

Click the Help menu or the profile icon, and then click **Single Login Profile** link.



Step 2

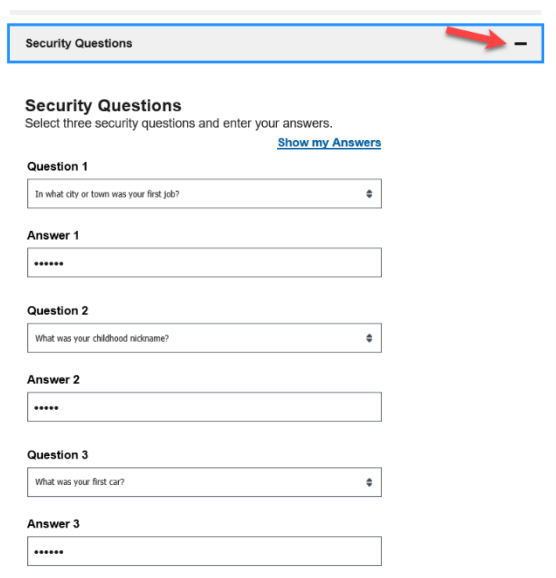
The Account Information section is automatically displayed. Review your account information to ensure it is correct or to make any modifications. Modifications made to your Single Login Profile (SLP) do not change information in your court account profiles.

To modify each section, click **Edit**.

A screenshot of the 'Single Login Profile' page. The breadcrumb trail at the top reads '> Help > Single Login Profile'. The page title is 'Single Login Profile'. Below the title is a section titled 'Account Information' with a minus sign to its right. A red arrow points to this section. The form contains three rows of information, each with an 'Edit' link on the right. The first row is for 'Name' with fields for 'First name' (David), 'Middle name' (D), 'Last name' (Attorney), and 'Suffix' (-). The second row is for 'Email address' with the value 'aalamay210@gmail.com'. The third row is for 'Password' with a masked value '*****'. The 'Edit' links are highlighted with a red box.

Step 3

Click the +/- icon to expand the Security Questions section. You can change your security questions and/or update your answers for each question.



Security Questions

Select three security questions and enter your answers. [Show my Answers](#)

Question 1

In what city or town was your first job?

Answer 1

Question 2

What was your childhood nickname?

Answer 2

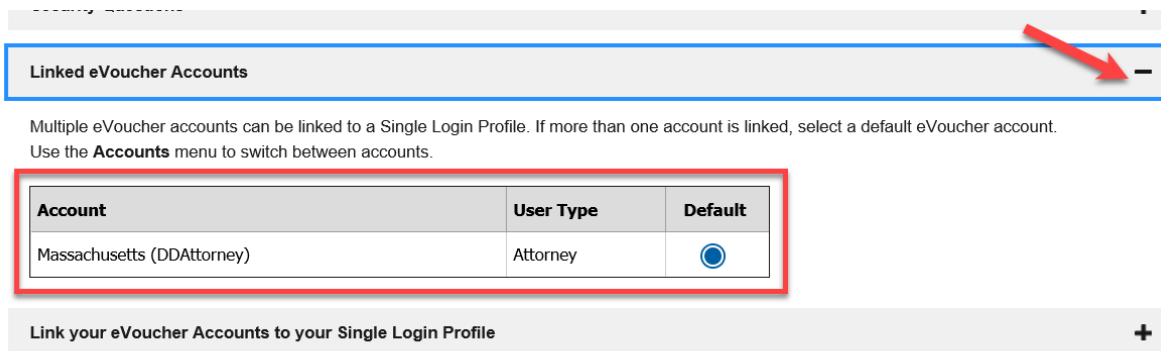
Question 3

What was your first car?

Answer 3

Step 4

Click the +/- icon to expand the Linked eVoucher Accounts section and view any accounts that are currently linked. If this is your first time in the system, your only linked account will be the one with the court you just logged in as. This is your default account. Note that you can also change your default court from the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.



Linked eVoucher Accounts

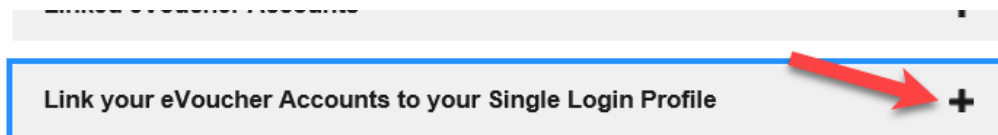
Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	☒

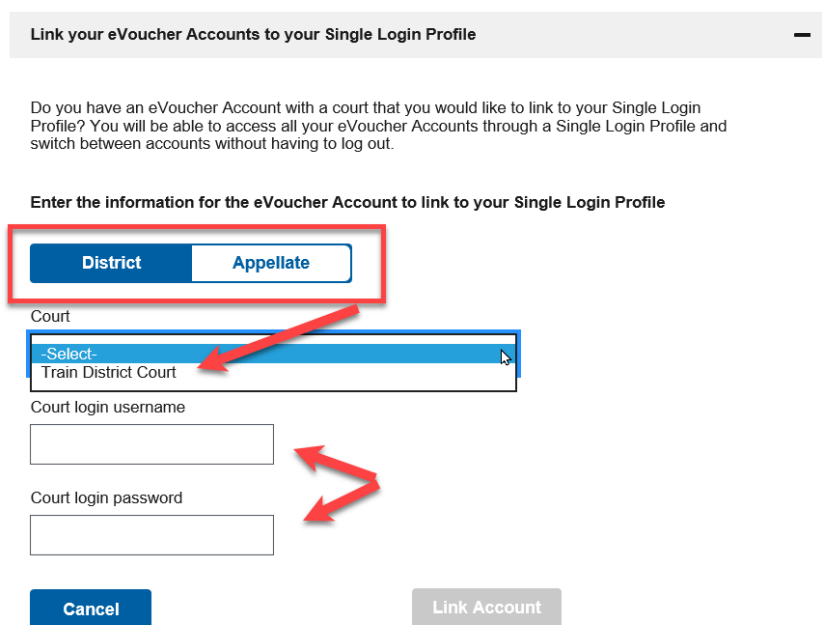
Link your eVoucher Accounts to your Single Login Profile 

Step 5

If you need to log in to other district or appellate courts, you must link to those accounts. Click the **+/-** icon to expand the Link your eVoucher Accounts to your Single Login Profile section.

**Step 6**

Select the type of court you want to link to by clicking the **District** or the **Appellate** tab. Select your court from the drop-down list and enter your username and password for that court.



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-
Train District Court

Court login username

Court login password

Cancel Link Account

Step 7

Then, click **Link Account**.

Court
Train Circuit Court

Court login username
dattorney

Court login password
.....

[Cancel](#) [Link Account](#)

**Step 8**

A success message appears and your account(s) are now linked.

> Help > [Single Login Profile](#)

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

Step 9

An **Accounts** menu is now created on the menu bar and gives you access to all of your linked accounts.

CJA eVoucher - Train District Court
SDSO Training - Release 6.4.0.0
David D Attorney (Attorney)

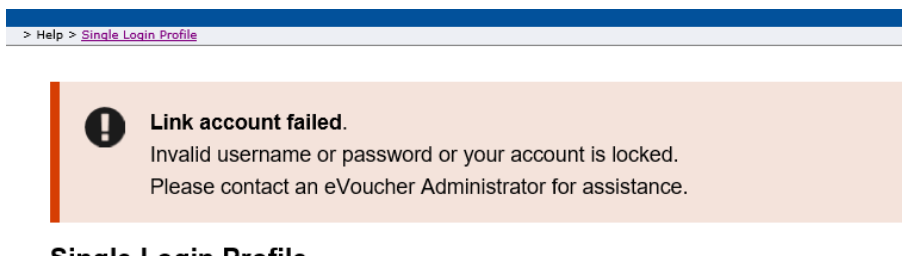
[Home](#) [Operations](#) [Reports](#) [Links](#) [Accounts](#) [Help](#) [Sign out](#)

> [Home](#)

[Circuit - Attorney](#)
[District - Attorney](#)

My Active Documents
To group by a particular Header, drag the column to this area.

Note that if you receive an error message, you must contact the court to which you are trying to link and ensure that your username and password are correct or your account is not locked or expired.



Logging in with Your Single Login Profile and Accessing Linked Accounts

Step 1

To access your linked accounts, log in to the eVoucher system using your Single Login Profile (SLP). Enter your email address and click **Next**.

A screenshot of the 'CJA eVoucher - Train District Court' login page. The header includes the United States Courts logo and the text 'CJA eVoucher - Train District Court' and 'SDSO Training - Release 6.4.0.0'. The main heading is 'Sign in to CJA eVoucher' with a subtext: 'Enter your email address. If you have not created a single login profile you will be prompted to create one.' There is an 'Email Address' input field containing 'davidattorney@gmail.com' with a red arrow pointing to the 'Next' button below it. A 'Notice' at the bottom states: 'This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the'.

Step 2

Enter your password and click **Sign In**.

A screenshot of the same 'CJA eVoucher' login page, but at the 'Password' step. The heading is 'Sign in to CJA eVoucher' with the subtext: 'Please enter your password to continue.' There is a 'Password' input field with masked characters and a red arrow pointing to the 'Sign In' button below it. A link for 'Forgot your password?' is also visible.

Step 3

From the **Accounts** menu, click the account or court you wish to log in to. You will always be logged in to your default account. Switching between various accounts is called **Context Switching**. Upon your first context switch to another account, it is best practice to review your profile information and ensure it is correct.

