



CJA eVoucher ACCOUNT MANAGEMENT

Release 6.12



LOGIN.GOV

SECURE ACCESS



eVOUCHER

VOUCHER SUBMISSION



VENDOR MANAGER SYSTEM

PAYMENT INFORMATION

★
JUNE 2026
★

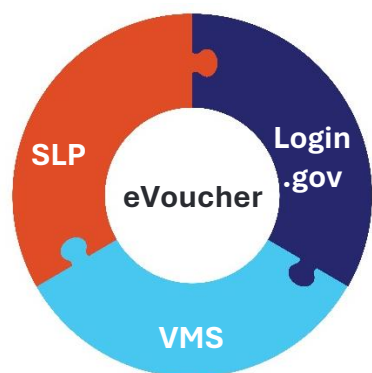
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Introduction

Effective account management requires an understanding of how eVoucher, Login.gov, and the Vendor Manager System (VMS) work together to provide you with access to your accounts. Although these components are separate from each other, they are connected in a way that can cause issues if they are not set up and maintained properly.



Document highlights:

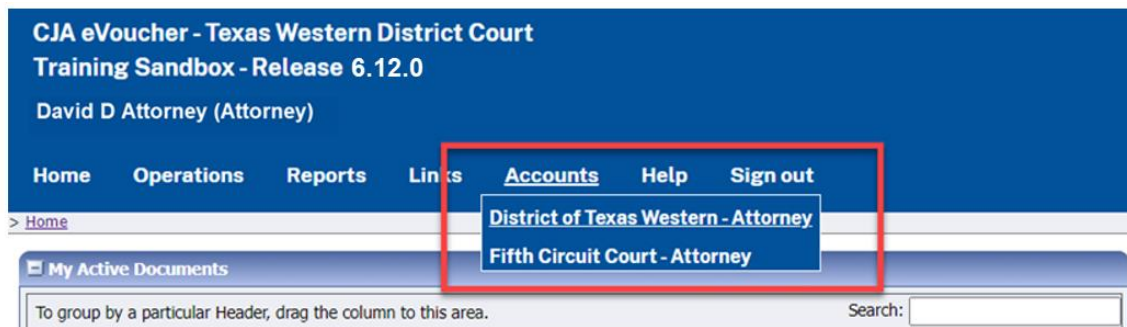
DO ✓	DO NOT ✗
Keep one unified Single Login Profile (SLP) across all court accounts.	Maintain multiple SLPs.
Notify court staff if you have signed in to or accessed any court account.	Forget that eVoucher, Login.gov, and VMS are all separate accounts joined together by one unique Login.gov User ID.
Provide your SLP email address when requesting assistance, troubleshooting access issues, or adding new court accounts.	Assume email addresses determine account linking; they are not a factor when linking eVoucher, Login.gov, and VMS together.
Update your SLP and court profile when your contact information changes.	Use a work email address to create your Login.gov account. This account is yours and uses your personal information. It does not belong to a firm or organization.
Keep the Login.gov account that's linked to eVoucher/VMS and update information directly in Login.gov when changes are needed.	Delete and recreate Login.gov accounts whenever changes are needed.
Maintain all Login.gov recovery methods and keep them in a safe place.	Create a new Login.gov account because your email address changes.
Update your VMS vendor profile when contact or payment information changes.	



Single Login Profile (SLP) Overview

Your SLP is created by court staff when your court profile is initially created in eVoucher. The email address you provide to create your account becomes your SLP email address.

- This email address **does not** have to match the email address you use to create your Login.gov account or any email address used in your court profile.
- This unique SLP email address is only used to link eVoucher accounts if you have more than one court account. To access your linked court accounts, on the menu bar, click **Accounts** and then select an account from the drop-down list.



Adding a New Court Account

If you request to add a new court account, court staff search by email address to determine if an SLP already exists in the eVoucher system. Court staff will confirm the email address is correct and link the new court account to the existing SLP. For this reason, you must provide the email address associated with your SLP so that all your court accounts are linked to your existing SLP.

If you provide a different email address, another SLP will be created. Having multiple SLPs will cause access issues with existing court accounts, Login.gov, and VMS.

Step 1. Access your SLP account information.

On the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.



Step 2. Verify your SLP email address.

In the Account Information section, locate the email address associated with your SLP.

Single Login Profile – David D Attorney

Account Information				
First name	Middle name	Last name	Suffix	
David	D	Attorney	-	Edit
Email address				
davidattorney@gmail.com 				
Edit				
Password				
				

Step 3. Provide this email address to court staff so they can link the new court account to your existing SLP.

If the email address listed in your SLP account information needs to be updated, review [Appendix B](#) for detailed information on how to complete this task.

Changing your email address and/or your name does NOT require you to request another SLP. Remember, you should only have one SLP, as it is your single sign-on to all your court accounts. If you need to update your SLP account information, make the edits directly on your SLP page and save your changes.

Key Factors to Remember for Your SLP

- SLPs are unique to each user and are not court specific.
- The SLP email address and Login.gov email address are not related and do NOT have to be the same.
- The SLP email address does not affect and is not related to the email address on your court profile. The email address on your court profile is used for sending court-specific system and workflow-generated email messages and notifications.
- Changing the name or email address associated with your SLP does not change the name or email address associated with your court profile(s), Login.gov account, or VMS account.



Login.gov Overview

Login.gov is a separate service you must use to authenticate and securely sign in to both the eVoucher and VMS applications. Login.gov uses your personal information for identity proofing.

- Your Login.gov account belongs to you, NOT to a firm or organization.
- You may use any existing Login.gov account you've previously created, regardless of what email address is attached to it.
- Login.gov recommends having only ONE Login.gov account to access all government applications.
- Your Login.gov sign-in credentials (email and password) are ONLY used for signing in to eVoucher and VMS and DO NOT have to match the email address used in your SLP or your court profile(s).

NOTE: When your eVoucher account was created, you were sent an email with a link that directed you to Login.gov.

Dear David D Attorney,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:

If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact court_staff@ao.uscourts.gov to reach the CJA eVoucher help desk.

CLICK HERE to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,
District of Texas Western

The **CLICK HERE** link in the email is specific to your individual SLP and creates a connection between Login.gov and eVoucher. This connection uses a unique Login.gov User ID that is stored in eVoucher to link your Login.gov account to your SLP. *Only one Login.gov account can be linked to your eVoucher SLP.*



Once linked, all court accounts that are linked to your SLP are connected to your Login.gov account. DO NOT delete the Login.gov account that is connected to your SLP or you will break the connection and lose access to eVoucher and VMS.



Updating vs. Deleting Your Login.gov Account

Your Login.gov account is tied to your SLP; DO NOT delete it. Deleting your Login.gov account does not delete that specific Login.gov account's connection to eVoucher or VMS.

Creating a duplicate Login.gov account using the same credentials does not create the unique string of code that connects your first linked Login.gov account to your SLP. When you delete your account, you break the link that gives you access to eVoucher and VMS and consequently lose access to log in to eVoucher or VMS.

Updating Your Login.gov Account

To avoid access issues, you must make changes directly to your linked Login.gov account.

Step 1. Edit your account.

Navigate to <https://secure.login.gov/> and sign in using your current username email address and password. *If you forgot your password, you can reset it by clicking the reset link on the sign-in screen.*

Step 2. Review the Login.gov account summary page.

The left navigation pane contains links to actions that are tied to your account, such as adding an email address or phone number. Make updates to your account in each topic section of the account summary. Go to [Manage my account | Login.gov](#) for more information on updating your account.

Step 3. Update your Login.gov information.

From your account summary page, make changes when necessary. DO NOT delete your Login.gov account unless you have lost the authentication method you use to access your account.

It is *highly recommended* to use more than one authentication method to maintain consistent access to your account. Use the links in the left navigation pane to select additional authentication methods to add to your account. Go to [Authentication methods | Login.gov](#) for descriptions of each authentication method.

LOGIN.GOV Welcome DAVID | Sign out

Your Account

- Add email address
- Edit password
- Delete account
- Reset personal key

Your authentication methods

- Add phone number
- Add authentication apps
- Add face or touch unlock
- Add security key
- Add your government employee ID
- Get backup codes

Your connected accounts

- History
- Forgot all browsers
- Customer support

Your account

Identity verification Verified

You verified your identity for eVoucher with the information below. [Learn more about verifying your identity](#)

Full name	DAVID D ATTORNEY
Address	1 FAKE RD GREAT FALLS, MT 59010-1234
Date of birth	October 06, 1938
Social Security number	***-**-****
Phone number	+1 210-555-1234

Your profile information is locked for your security. [Learn more at the Help Center](#)

Email preferences

Email addresses

daviddattorney@gmail.com

[+ Add new email](#)

Language

English [Edit](#)

Password

***** [Edit](#)

Personal key

Reset your personal key if you don't have it. You'll need this personal key if you forget your password.

***** [Reset](#)

Last generated on May 30, 2024

Phone numbers

+1 210-445-1135 [Manage](#)

[+ Add phone](#)

Authentication apps

***** [Manage](#)

[+ Add app](#)



Deleting Your Login.gov Account

If deleting the Login.gov account is unavoidable, contact your court's help desk to release the connection between Login.gov and eVoucher and VMS. You will receive an email with a new link that allows a different Login.gov User ID to connect the accounts.

Key Factors to Remember About Login.gov

- Update your information when changes are necessary. DO NOT delete the Login.gov account you used to connect to eVoucher and VMS.
- If you need to delete your account, or have deleted it accidentally, contact your court's help desk to release the Login.gov User ID and reconnect your new Login.gov account to eVoucher.
- Use more than one authentication method.
- The email address you use for your Login.gov account does NOT have to match your SLP email address, or any email address used on your court profile(s).

VMS Overview

VMS is a separate application that allows you to manage your tax and bank account information to receive electronic fund transfer (EFT) payments for vouchers certified in eVoucher. You must sign in to VMS using your Login.gov account. The first time you access VMS, you are invited to link your Login.gov account with VMS. Once linked, the same unique Login.gov User ID that connects Login.gov to your eVoucher SLP is now connected to VMS. This connection allows eVoucher to access billing information from VMS and apply it to all court accounts that are linked to your SLP.

- DO NOT delete the Login.gov account that is connected to your eVoucher SLP or you will break the connection and lose access to both eVoucher and VMS.
- Your VMS vendor account includes contact information such as an email address and phone number. This information does NOT have to match email addresses or phone numbers used in either your Login.gov account or your eVoucher court profile(s). This is because it is the unique Login.gov User ID working behind the scenes that connects everything together.



Updating Your VMS Account Information

Step 1. Access your account.

Option 1: Navigate directly to [Vendor Manager](#) and sign in using your Login.gov credentials.

Option 2: From eVoucher, click **go to Vendor Manager** in the Billing Information section of your SLP page.

Single Login Profile – David D Attorney

Account Information	+
Billing Information	–

Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

David D Attorney
TIN (EIN):10

Electronic payments will be sent to:
Routing Number: 121000248, WELLS FARGO BANK, NA
Account Number:45

Option 3: From eVoucher, click **Manage at Vendor Manager** in the Billing Info section of your Court Profile page.

Court Profile

Attorney Info This is the contact information that will appear on payment vouchers.	Bar Number: 6843594 Name: David D Attorney	Edit
	<i>Contact Info:</i> Phone: 2105551355 davidattorney@gmail.com <i>Address:</i> 4 Attorney St Rio Grande City, TX 78582 US	
Billing Info View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.	David D Attorney - Test TXS-a4 Billing Code:0541-010001 4 Attorney St Rio Grande City, TX 78582 - US Phone: 333-333-3333 Fax:	View SLP

[Manage at Vendor Manager](#)



Step 2. Review your VMS dashboard.

Your dashboard is where you will complete all actions related to updating your VMS account. The Contact Information section contains your name, address, email address, and phone number(s). The My Payment Account section displays the payment accounts you have set up in VMS; each payment account is listed separately. From your dashboard, you can edit your contact information, add a new payment account, and edit the tax and/or bank details for each of your payment accounts.

Step 3. Update your VMS account information.

Click **Edit Contact Info** to make changes to your contact information. Click **More** to update the W9 tax form or the banking information for a particular payment account. Refer to [Appendix C](#) for instructions on how to complete these tasks.

Vendor Manager
Manage your contact, business, and account information.

Help Sign out

Contact Information

David Attorney
2500 Main Street
San Antonio, TX 78209
davidattorney@gmail.com
(210) 555-2500

Edit Contact Info

My Payment Accounts

+ Add New Payment Account

David D Attorney
TIN (SSN): ●●●●●●20 ✓
2500 Main Street
San Antonio, TX 78209
Electronic payments will be sent to:
WELLS FARGO BANK, NA
Routing Number: 121000248, WELLS FARGO BANK, NA
Account Number: ●●●45

More ▾
Edit W9
Edit Payment Info

David Attorney
TIN (EIN): ●●-●●●●-60 ✓
Doing Business As (DBA): DD Attorney & Associates
2500 N MAIN AVE
San Antonio, TX 78212
Electronic payments will be sent to:
WELLS FARGO BANK, NA
Routing Number: 121000248, WELLS FARGO BANK, NA
Account Number: ●●●45

More ▾



Summary

eVoucher, Login.gov, and VMS are three separate applications that are tied together by the unique Login.gov User ID that was created when eVoucher first linked to Login.gov. This ID is not tied to any email address since each of the three applications can have a different email address associated with it. To ensure connections between the applications function properly, you should use *one* SLP and *one* Login.gov account. This connection is broken if you create a new Login.gov account instead of updating your existing Login.gov account when changes are necessary. Avoid access issues by making changes directly in each application, as needed, instead of creating new accounts. DO NOT delete your linked Login.gov account, as this will cause access issues as well.

The following appendices include steps for updating your Login.gov, eVoucher, and VMS accounts plus scenarios that highlight the importance of proper account management.

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- [Scenario 3: My assistant had their Login.gov account linked to my SLP. I want to link my Login.gov account to my SLP, instead. How can I make this change?](#)

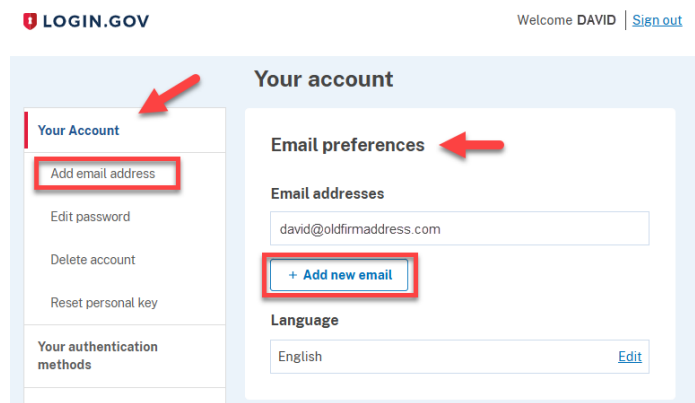


Appendix A: Updating Your Login.gov Account

Your Login.gov account is linked to your SLP using a unique string of code called the Login.gov User ID. This ID is specific to your linked Login.gov account and has nothing to do with the email address that is associated with your Login.gov account or your SLP. ***If you delete the Login.gov account that is linked to your SLP, you will lose access to eVoucher and, subsequently, to VMS.*** To avoid access issues, you must UPDATE your Login.gov account when your contact information changes.

Updating Your Email Address

Step 1. Go to <https://secure.login.gov/> and sign in to your account. Click **+ Add new email** in the Email preferences section of your account summary or click **Add email address** in the left navigation pane.



Step 2. You must reauthenticate your account to make any changes.

Reauthentication required

Before you can make changes to your account, we need to make sure it's really you by using one of your authentication methods.

Step 3. Enter your new email address and click **Submit**. *It is recommended to use a personal email address for your Login.gov account.*

Add a new email address

Enter your email address

daviddattorney@gmail.com

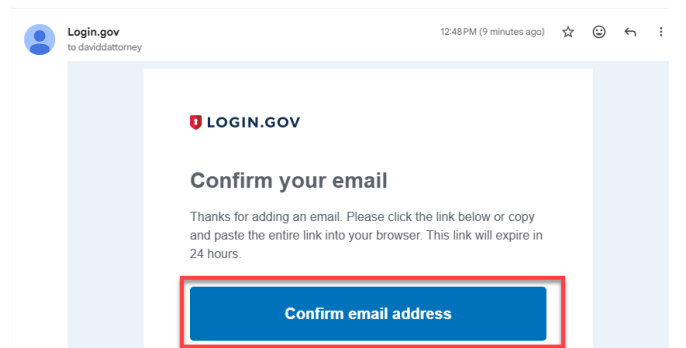
Submit



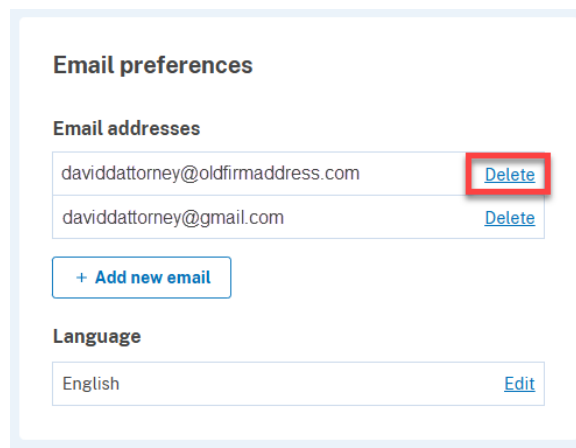
Step 4. A confirmation email is sent to the new email address. In that email, click **Confirm email address** within 24 hours to make the update.

Check your email

We sent an email to **daviddattorney@gmail.com** with a link to confirm your email address. Follow the link to continue adding this email to your account.



Step 5. You are redirected back to your Login.gov account summary. The new email address displays in your email preferences. Optionally, click the **Delete** link to remove any unnecessary email addresses.



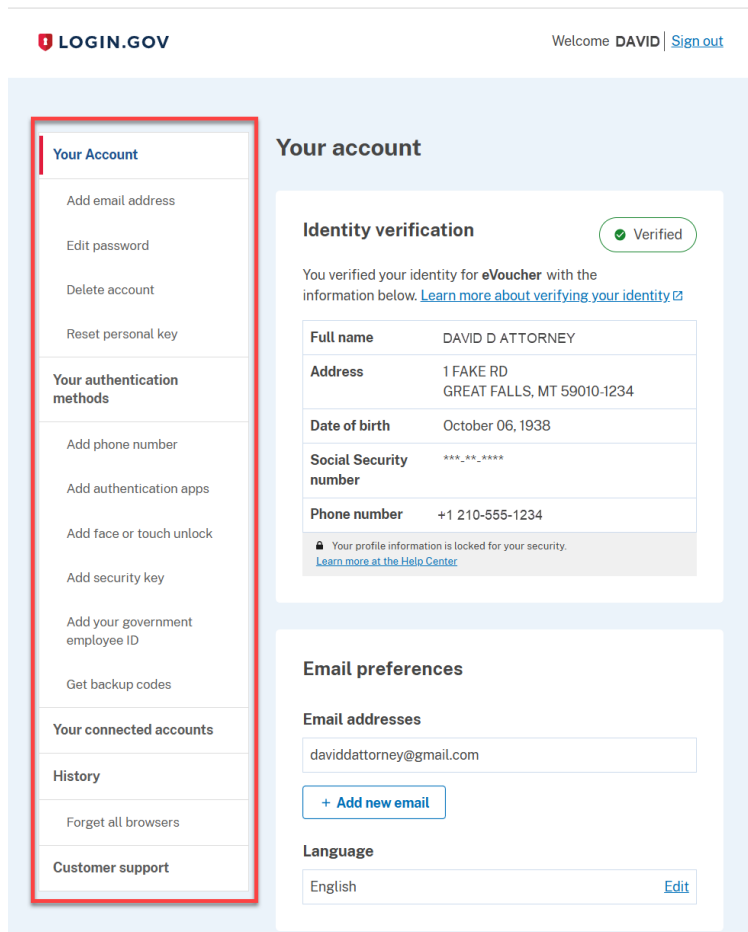
Updating Other Login.gov Account Information

Use the left navigation pane in your account summary to update other account information. Here, you can add another email address or authentication method, manage existing authentication methods, or update your phone number. *It is strongly recommended to have more than one authentication method.*

The **Your connected accounts** link in the left navigation pane only displays a list of accounts that are currently connected to this Login.gov account. It does NOT affect the Login.gov User ID or the connection made between Login.gov, eVoucher, and VMS.

Visit Login.gov's [Help Center](#) for more information on updating your Login.gov account. Other helpful links include:

- [How do I change the email address associated with my account? | Login.gov](#)
- [How do I change the phone number associated with my account? | Login.gov](#)
- [How do I add or change the authentication method on my account? | Login.gov](#)



LOGIN.GOV Welcome DAVID | [Sign out](#)

Your account

Identity verification Verified

You verified your identity for eVoucher with the information below. [Learn more about verifying your identity](#)

Full name	DAVID D ATTORNEY
Address	1 FAKE RD GREAT FALLS, MT 59010-1234
Date of birth	October 06, 1938
Social Security number	***-**-****
Phone number	+1 210-555-1234

🔒 Your profile information is locked for your security. [Learn more at the Help Center](#)

Email preferences

Email addresses

davidattorney@gmail.com

[+ Add new email](#)

Language

English [Edit](#)

If you need to delete your account because you have lost the authentication method you use to access your account, or if you have deleted it accidentally, contact your court's help desk to release the Login.gov User ID associated with your original account. You will receive an email with a new link to reconnect your new Login.gov account to eVoucher.



Appendix B: Updating Your eVoucher Accounts

In eVoucher, you can edit your SLP account information and, if given permission by your court, your court profile information. Editing this information is necessary if your contact information changes.

Editing Your SLP

Modifying Your Name

Step 1. On your SLP page, click **Edit** to the right of your name.

Single Login Profile – David D Attorney

Account Information

First name
David

Middle name
D

Last name
Attorney

Suffix
-

[Edit](#)

Step 2. Make any necessary changes and then click **Save changes**.

Single Login Profile – David D Attorney

Account Information

First name

David

Middle name

D

Last name

AttorneyAtLaw

Suffix

[Cancel](#)

[Save changes](#)

Changing your SLP name does not change the name associated with any eVoucher court profile.



Updating Your SLP Email Address

Step 1. On your SLP page, click **Edit** to the right of your email address.

Single Login Profile – David D Attorney

Account Information

First name	Middle name	Last name	Suffix	
David	D	Attorney	-	Edit

Email address
davidattorney@oldfirmaddress.com [Edit](#)

Password


Step 2. Enter your new email address, confirm it, and then click **Save changes**.

Single Login Profile – David D Attorney

Account Information

 Note: This email change does not change the email associated with Login.gov

First name	Middle name	Last name	Suffix	
David	D	Attorney	-	Edit

Email address

davidattorney@gmail.com

Confirm email address

davidattorney@gmail.com

[Cancel](#) [Save changes](#)

Updating your SLP email address only means you will get SLP-related emails to that new email address. It does NOT have to match the email address associated with your Login.gov account or any email address associated with your court profile(s).



Updating Your Court Profile – Attorney/Expert Info

When you update your court profile, the changes you make affect only that specific court account. You must make the same changes to any other court profiles you may have for those changes to apply to those court accounts.

Step 1. On your Court Profile page, click **Edit** next to Attorney Info (or Expert Info for expert users).

> Help > Court Profile

Court Profile

Attorney Info
This is the contact information that will appear on payment vouchers.

Bar Number:
Name: **David D Attorney**

Contact Info:
Phone: 210-555-1113
david@oldfirmaddress.com

Address:
123 Main Street
San Antonio, TX 78210
US

Edit

Step 2. Optionally edit your email address, phone number, and physical address, as appropriate, and save your changes.

> Help > Court Profile

Court Profile

Attorney Info
This is the contact information that will appear on payment vouchers.

* Required Fields

Bar Number

First Name * Middle Last Name *

David D Attorney

Main Email *

daviddattorney@gmail.com

2nd Email

3rd Email

Phone * Cell Phone

210-555-1113

Address 1 * City *

123 Main Street San Antonio

Address 2 State * (US only) Zip * (US only)

TEXAS 78210

Address 3 Country *

UNITED STATES

☐ Foreign Vendor?

Save
cancel

Updating your court profile email address ensures that court-specific information, such as system-generated notifications, reaches you. Examples of these notifications include emails sent to you when a voucher is paid or when an authorization is approved.

The court profile email address does NOT have to match your SLP email address or Login.gov email address.

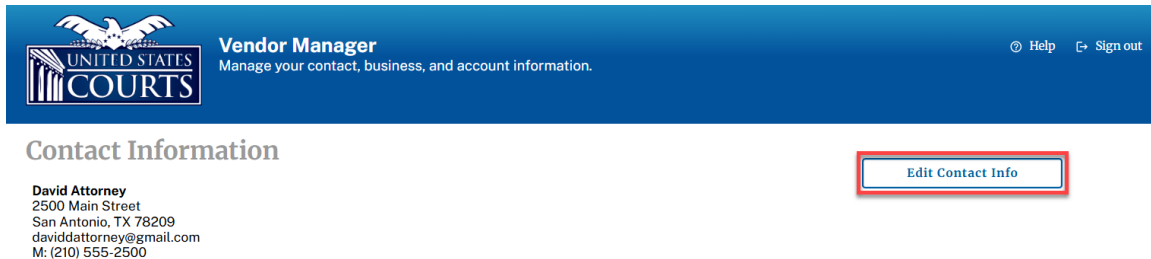


Appendix C: Updating Your VMS Accounts

In VMS, you can edit your contact information and the W9 tax form and bank account details associated with each of your payment accounts. You can also add new payment accounts, as needed.

Updating Your Contact Information

Step 1. From your dashboard, click **Edit Contact Info**.

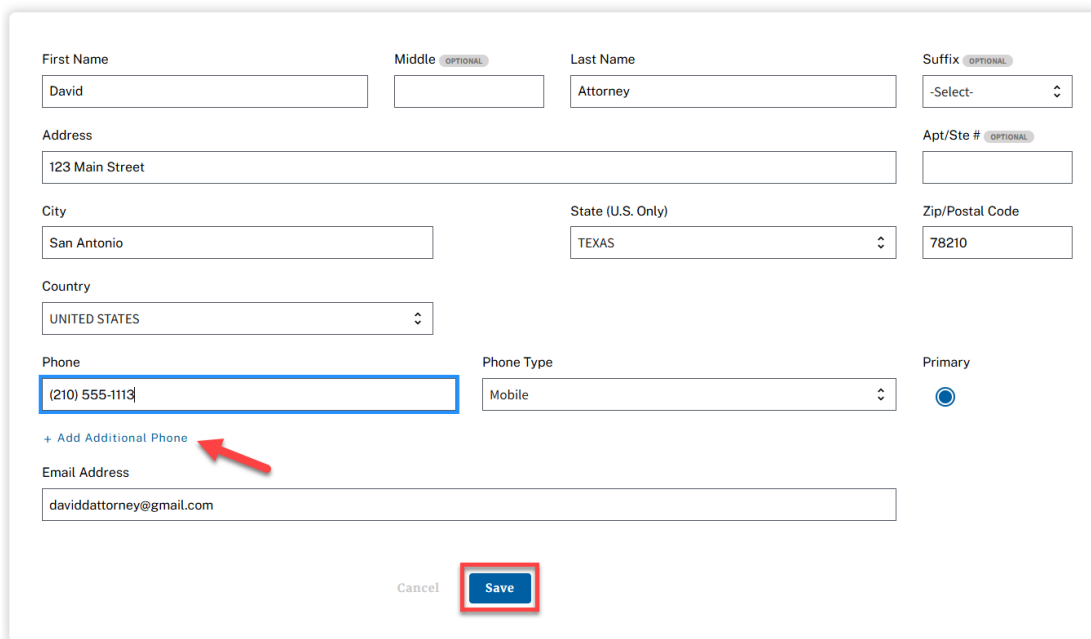


The screenshot shows the Vendor Manager interface. At the top, there's a blue header with the United States Courts logo and the text "Vendor Manager" and "Manage your contact, business, and account information." On the right, there are links for "Help" and "Sign out". Below the header, the page title is "Contact Information". On the left, there's a summary of contact information for "David Attorney": "2500 Main Street, San Antonio, TX 78209, davidattorney@gmail.com, M: (210) 555-2500". On the right, there is a red-bordered button labeled "Edit Contact Info".

Step 2. Make updates and click **Save**.

Edit Contact Information

Manage your personal contact and mailing address information here.



The screenshot shows the "Edit Contact Information" form. It contains several input fields: "First Name" (David), "Middle" (OPTIONAL), "Last Name" (Attorney), "Suffix" (OPTIONAL, dropdown menu), "Address" (123 Main Street), "City" (San Antonio), "State (U.S. Only)" (TEXAS, dropdown menu), "Zip/Postal Code" (78210), "Country" (UNITED STATES, dropdown menu), "Phone" ((210) 555-1113), "Phone Type" (Mobile, dropdown menu), "Primary" (radio button), "Email Address" (davidattorney@gmail.com), and a "+ Add Additional Phone" link with a red arrow pointing to it. At the bottom, there are "Cancel" and "Save" buttons, with the "Save" button highlighted with a red border.

Optionally, click **+ Add Additional Phone** to add another phone number to your contact information.



Updating Your Payment Account Information

In the My Payment Accounts section, click **More** next to the account you want to update. A drop-down list appears giving you the option to edit the W9 tax form or the bank information where EFT payments will be sent for that payment account.

If you need to associate a new Taxpayer Identification Number (TIN) with your payment account, DO NOT select the **Edit W9** option. Instead, you must click **+Add New Payment Account** to create a new W9 and validate the new TIN. Review the Creating a Payment Account Using an SSN job aid and the Creating a Payment Account Using an EIN job aid for instructions on creating these account types.

My Payment Accounts

[+ Add New Payment Account](#)

David D Attorney
TIN (SSN): ●●●●●●00 ✓
2500 Main Street
San Antonio, TX 78209

Electronic payments will be sent to:
WELLS FARGO BANK, NA
Routing Number: 121000248, WELLS FARGO BANK, NA
Account Number: ●●●●●●89

More ▾
Edit W9
Edit Payment Info

David Attorney
TIN (EIN): ●●●●●●40 ✓
Doing Business As (DBA): DD Attorney & Associates
2500 N MAIN AVE
SAN ANTONIO, TX 78212-3451

Electronic payments will be sent to:
WELLS FARGO BANK, NA
Routing Number: 121000248, WELLS FARGO BANK, NA
Account Number: ●●●45

More ▾

Payment accounts from which you receive payment cannot currently be deleted in VMS. You must click **+Add New Payment Account** to add a new Employer Identification Number (EIN).

Editing Your W9 Information

Step 1. For the payment account you wish to edit, from the **More** drop-down list, select **Edit W9**.

David Attorney
TIN (EIN): ●●●●●●60 ✓
Doing Business As (DBA): DD Attorney & Associates
2500 N MAIN AVE
San Antonio, TX 78212

Electronic payments will be sent to:
WELLS FARGO BANK, NA
Routing Number: 121000248, WELLS FARGO BANK, NA
Account Number: ●●●45

More ▾
Edit W9
Edit Payment Info



Step 2. Make updates and click **Save**.

Edit W9 Information

Manage your tax information here. Changes to this existing W9 will generate a new W9 that may be validated with the IRS. **To associate a new TIN with your account, please use "Add New Payment Account" found on your dashboard.**

Name (as shown on your income tax return)
David Attorney

Doing Business As Name (DBA) (OPTIONAL)
DD Attorney & Associates

Tax Identification Number (TIN) ⓘ
Employer Identification Number (EIN)

Confirm EIN

Federal Tax Classification
6 - Limited Liability Company

☐ Use my contact address

Address (This is where IRS-1099 forms will be sent, if applicable.)
123 Capitol Street

Apt/Ste # (OPTIONAL)

City
Austin

State (U.S. Only)
TEXAS

Zip/Postal Code
78210

Country
UNITED STATES

Certification

☒ 1. The number shown on this form is my correct taxpayer identification number.
2. I am a U.S. citizen or other U.S. person.

☒ I am not subject to backup withholding [more details](#)

☐ I am subject to backup withholding [more details](#)

☒ **TIN Matching Notice:** By clicking 'Save', you consent to IRS TIN matching. After successfully matching TIN and Name with IRS records, no changes can be made to the TIN for this payment account.

Cancel

Save

You cannot update the EIN on an existing payment account. You must click **+Add New Payment Account** to create a new payment account associated with a different EIN.

Editing Your Payment Information

Step 1. From the **More** drop-down list, select **Edit Payment Info**.

David Attorney
TIN (EIN): •••••••60 ✓
Doing Business As (DBA): DD Attorney & Associates
2500 N MAIN AVE
San Antonio, TX 78212

More ▾

[Edit W9](#)

[Edit Payment Info](#)

Electronic payments will be sent to:
WELLS FARGO BANK, NA
Routing Number: 121000248, WELLS FARGO BANK, NA
Account Number: •••45



Step 2. Make updates and click **Save**.

Edit Payment Information

Manage your payment information here. Editing this data will overwrite your existing bank information.

☒ Checking Account ☐ Savings Account

Routing Number

114000093

FROST BANK

Account Number

.....

Re-enter Account Number

.....

Nickname for this account OPTIONAL

Cancel

Save

YOUR NAME
1234 Main Street
Anytown, TX 12345

DATE

123

PAY TO THE ORDER OF

\$

DOLLARS

114000093 114000093

ROUTING NUMBER ACCOUNT NUMBER

Making changes to your payment information may cause delays to pending payments. It is recommended that you wait until all submitted vouchers are paid before making changes to your bank account and/or routing number.



Appendix D: Account Management Scenarios

Scenario 1: I'm changing firms, but I'm still going to work in eVoucher in my new job. What do I need to do to ensure I can still access my accounts?

While this scenario is specific to moving/changing jobs, the steps listed below also apply to other situations where updating your contact information is necessary. Review the following actions to ensure you maintain access to Login.gov, eVoucher, and VMS whenever any changes to your contact information must be made.

Step 1. Review your Login.gov account. DO NOT DELETE IT.

- If you're using a personal email address to access your Login.gov account, you do NOT need to update it. Your Login.gov email address does not have to match the email address on your SLP or your court profile. Making changes to a personal email address is OPTIONAL.
- Review [Appendix A](#) for instructions to optionally:
 - Update your email address.
 - Add/remove an authentication method.
 - Add/remove a phone number.

Step 2. Review your contact information in your eVoucher court profile(s) and update your email address, physical address, and phone number, as needed. Review [Appendix B](#) for instructions to complete these tasks.

Step 3. Review your SLP email address. Updating it is OPTIONAL because it is only used for linking your eVoucher court profiles. If you need to update it, review [Appendix B](#) for instructions to complete this task.

Step 4. Review your VMS account information and update your contact information, as needed. Review [Appendix C](#) for instructions on updating your contact information and updating/adding payment accounts.

Scenario 1 Assessment: When your contact information changes, whether it's because of a new job or for any other reason, the best way to ensure that you can continue to access eVoucher and VMS is by updating the information in your existing accounts (Login.gov, SLP, court profile, and VMS) instead of deleting these accounts and creating new ones.



Scenario 2: I need to add a new court account, and I have an existing SLP. What information should I provide to get this set up?

Step 1. Confirm the email address on your SLP page.

Single Login Profile – David D Attorney

Account Information

First name	Middle name	Last name	Suffix
David	D	Attorney	-

Email address
davidattorney@gmail.com

Password
LOGIN.GOV

Billing Information

Linked eVoucher Accounts

Step 2. Provide court staff with the SLP email address so they can search for and link to your existing SLP.

Step 3. Optionally, click the plus (+) sign to the right of Linked eVoucher Accounts to review your linked accounts, including your default court.

Single Login Profile – David Attorney

Account Information

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
District of Texas Western (DavidAttorney)	Attorney	☐
Fifth Circuit Court (DavidAttorney)	Attorney	☒

Cancel Save changes

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, in the Default column, click the radio button for the desired court account, and then click **Save changes**.

Scenario 2 Assessment: Attorneys and experts should always provide the email address that is associated with their SLP to court staff when creating additional court profiles. Review [Appendix B](#) for instructions on updating this email address.



Scenario 3: My assistant has their Login.gov account linked to my SLP. I have a Login.gov account that I want to link to my SLP, instead. How can I make this change?



It is not a recommended practice to link another person's Login.gov account to your SLP. The purpose of the Login.gov account is to securely authenticate your individual access to the eVoucher application. However, using different multi-factor authentication methods does provide you with flexibility in your Login.gov access.

A unique Login.gov User ID is connecting your assistant's Login.gov account to your eVoucher SLP. This connection must be broken, and the Login.gov User ID must be released before your Login.gov account can be linked to your SLP.

Step 1. Contact your court staff so they can put in a ticket to release the connection between your assistant's Login.gov account and your SLP.

Step 2. Once the connection is broken, court staff will send you an email with a link to Login.gov. Click the link in the email to be redirected to Login.gov.

Dear David D Attorney,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact court_staff@ao.uscourts.gov to reach the CJA eVoucher help desk.

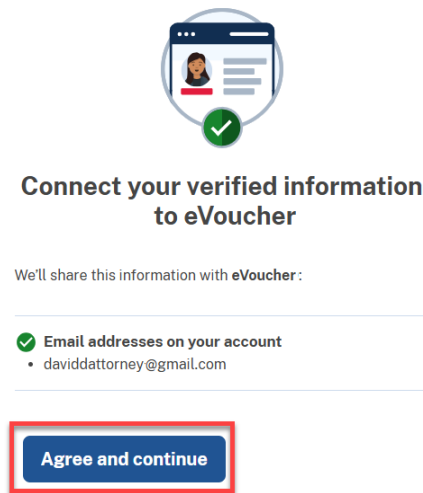
[CLICK HERE](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,
District of Texas Western

Step 3. On the Login.gov sign-in screen, enter your email address and password for your Login.gov account and click **Submit**.



Step 4. When prompted, click **Agree and continue** to link the Login.gov account to eVoucher. This will assign a new Login.gov User ID and create a new connection between the Login.gov account and your SLP.



Step 5. You are redirected to your eVoucher home page where a banner appears confirming the connection between Login.gov and eVoucher.

