

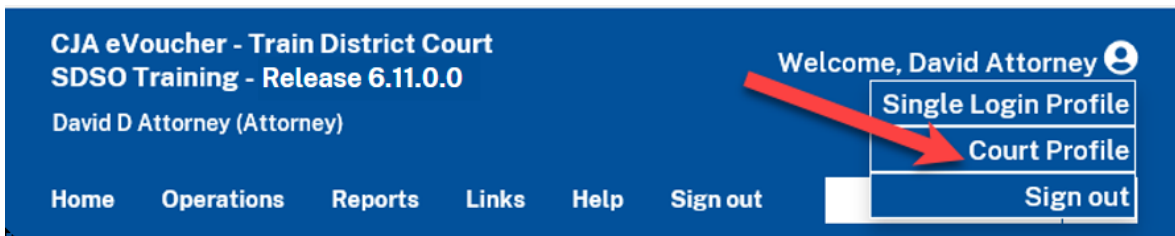
## Modifying Your Court Profile

Your Court Profile section contains court-specific information for each of your eVoucher accounts. You can edit your court profile for each of your court accounts, in one or more courts. Any changes in your court profile do not affect your Single Login Profile (SLP). From your court profile, you can:

- Edit court account contact information, including your phone number, email address, and physical address (Attorney Info section).
- Access Vendor Manager to view and edit your billing and payment account information (Billing Info section).
- Add a time period during which the attorney will be out of the office (Holding Period section).
- Document any continuing legal education attendance.

### Step 1

If given access by your court, you may be able to make changes to your eVoucher account information by clicking the **Court Profile** link on the Home page.



Be aware that any changes made to your court profile are not applied to any of your other linked accounts. This is noted at the top of your court profile page.

### Court Profile

**!** Changes made to this court profile will not be applied to any other linked accounts. Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 2

To the right of the Attorney Info, Holding Period, and Continuing Legal Education sections, click **Edit** or **View** to view these sections and make any necessary changes.

Court Profile

<p><b>Attorney Info</b> This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.</p>	<p>Bar Number: <b>15779050</b> Name: <b>David D Attorney</b></p> <p><i>Contact Info:</i> Phone: 2105555555 deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov</p> <p><i>Address:</i> 1234 san antonio El Paso, TX 79901 US</p>	<p><input type="button" value="Edit"/></p>
<p><b>Billing Info</b> View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.</p>	<p><b>David D Attorney</b> Billing Code:0542-010442 221 N. Kansas, Suite 1103 El Paso, TX 79901 - US Phone: 915-542-1222 Fax: 915-532-0904</p>	<p><input type="button" value="View SLP"/></p>
<p><b>Holding Period</b></p>	<p>No info has been stored. Please click VIEW to type your info.</p>	<p><input type="button" value="View"/></p>
<p><b>Continuing Legal Education</b></p>	<p>No info has been stored. Please click VIEW to type your info.</p>	<p><input type="button" value="View"/></p>

[Manage at Vendor Manager](#)

**Note:** If you have an SLP that is linked to more than one court, certain changes made to the Attorney Info section of your court profile will be applied to your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across your other linked accounts:

**Court Profile**

**!** For **Attorney Info** or **Expert Info** section of this court profile, changes made to **Address lines, City, State, Zip, Country, Phone and Fax** WILL be applied to any linked accounts with the same SSN/EIN after one business day.  
Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

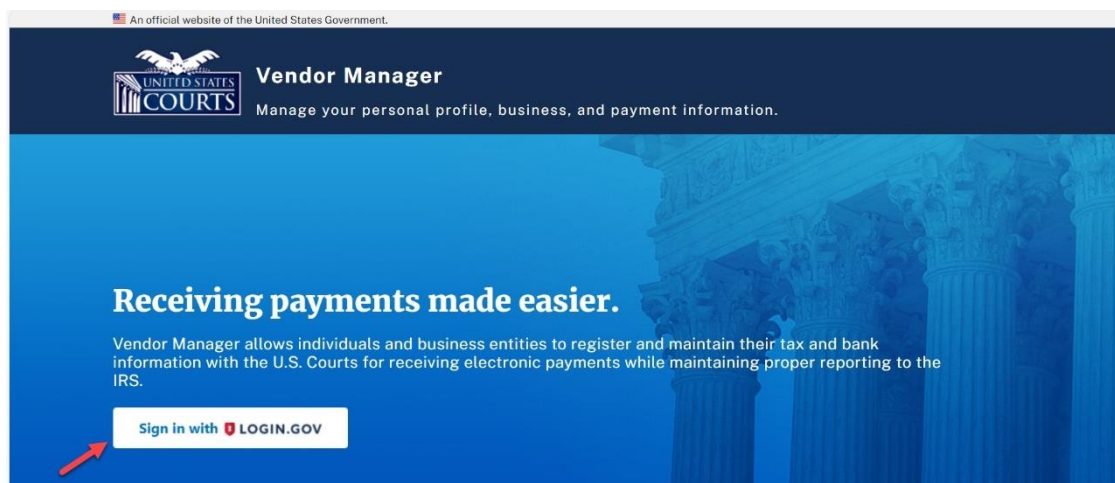
To the right of the Billing Info section, click the **Manage at Vendor Manager** link to access the Vendor Manager application.

## Court Profile

<p><b>Attorney Info</b> This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.</p>	<p>Bar Number: <b>15779050</b> <span>Edit</span> Name: <b>David D Attorney</b></p> <p><i>Contact Info:</i> Phone: 2105555555 deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov</p> <p><i>Address:</i> 1234 san antonio El Paso, TX 79901 US</p>
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**Note:** Beginning with release 6.11, you can no longer edit your billing information in eVoucher's Court Profile section.

Click **Sign in with LOGIN.GOV** to view and edit your billing and payment account information there.



To the right of the Billing Info section, click **View SLP** to access your SLP section in eVoucher.

### Court Profile

<p><b>Attorney Info</b> This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.</p>	<p>Bar Number: <b>15779050</b> Name: <b>David D Attorney</b></p> <p><i>Contact Info:</i> Phone: 2105555555 deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov</p> <p><i>Address:</i> 1234 san antonio El Paso, TX 79901 US</p>	<p><input type="button" value="Edit"/></p>
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<p><b>Continuing Legal Education</b></p>	<p>No info has been stored. Please click VIEW to type your info.</p>	<p><input type="button" value="View"/></p>

In the Billing Information section, you can view the payment account(s) you have set up in Vendor Manager. Click the **go to Vendor Manager** link to view and edit your billing and payment account information there.

Home Operations Reports Links Accounts Help Sign out

> Help > Single Login Profile

#### 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 (SSN): .....60

**Electronic payments will be sent to:**  
Routing Number: 314074269, FAKE BANK  
Account Number: .....78