

## First Login to CJA eVoucher

Figure 1: Profile Page

The screenshot shows the profile page with a 'logout' link at the top. A red banner message states: "In order to complete the activation of your profile, please fill the mandatory information." Below this are five sections:

- Login Info:** Your Login information. Username: **AAttorney**.
- Attorney Info:** Your personal info. Includes Bar Number, Name (**Adam A Attorney**), Contact Info (Phone: 210-666-7845, Fax: james\_schaaf@aobc.uscourts.gov), and Address (1112 N. Main Street, San Antonio, TX 78211, USA).
- Billing Info:** In order to get paid you need to setup at least one Billing entry. List all available billing info records.
- Holding Period:** No info has been stored. Please click VIEW to type your info.
- Continuing Legal Education:** No info has been stored. Please click VIEW to type your info.

The first time you log on to CJA eVoucher, a screen may appear requesting you to complete your profile information, especially your billing information. Click **Add** to the right of the **Billing Info** section. When you have completed any missing information, log out and log on again, and you be taken directly to your **Home** page. If the profile error page appears again with a new login attempt, check each section for missing information such as phone numbers, Tax ID, etc.

You are required to change your password within 30 days of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character.
- One uppercase character.
- One number.
- One special character.

You are required to periodically change your password.

Figure 2: Profile Page- Billing Info section

The Billing Info section includes a text box with instructions: "If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN)."

Form fields include:

- Billing Type:** Radio buttons for Self-Employed (selected), Firm, and Associate.
- Copy Address from Profile
- Name:** Text input field.
- Phone:** and **Fax:** Text input fields.
- Address 1:**, **Address 2:**, and **Address 3:** Text input fields.
- City:**, **State:** (dropdown menu), and **Zip Code:** Text input fields.
- Country:** Dropdown menu with "UNITED STATES" selected.