

## First Login to CJA eVoucher

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. Password requirements:

- Must be at least eight characters in length
- Contain one lowercase character
- Contain one uppercase character
- Contain one special character
- Be alphanumeric
- Cannot be a password used in the past 365 days

You are required to change your password every 180 days.

