

## First Login to CJA eVoucher

The first time you log in to CJA eVoucher, a screen may appear requesting that you complete your profile information. If you have the right to update your billing information, click **Add** to the right of the Billing Info section.

An official website of the United States government

**CJA eVoucher - Train District**  
SDSO Training - Release 6.3.0.0

Welcome, David D Attorney (Attorney)

**In order to complete the activation of your profile, please fill the mandatory information.**

<p><b>Login Info</b> Your Login information</p>	<p>Username: <input type="text" value="Dddattorney"/> <a href="#">change</a></p> <p>Password: <input type="password" value="*****"/> <a href="#">reset</a></p>	<p><input type="button" value="Close"/></p>
<p><b>Attorney Info</b> Your personal info</p>	<p>Bar Number: 1234256</p> <p>Your Name: David D Attorney</p> <p>Your Contact Info: Phone: 555-555-5555 Fax: deadmail@aobx.uscourts.gov</p> <p>Your Address: 123 San Antonio San Antonio, TX 78245 US</p>	<p><input type="button" value="Edit"/></p>
<p><b>Billing Info</b> List all available billing info records</p>	<p>In order to get paid you need to setup at least one Billing entry.</p>	<p><input type="button" value="Add"/></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>

When you have completed any missing information, sign out by pointing to the profile icon and clicking **Sign out**. Then sign in again, and you will 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 numbers, etc.



You are required to change your password within 30 days of the first time you log in to eVoucher.

Passwords must:

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

You are required to change your password every 180 days.