

Linking Your Single Login Profile

If you have more than one eVoucher account because you perform CJA-related services in more than one court, or if you have separate attorney and expert user logins in the same court, you must link those accounts to your Single Login Profile (SLP) to access them.

Once the accounts are linked, you can switch between accounts from within eVoucher using the **Accounts** menu. You are no longer required to log in and out of each account or keep track of separate usernames and passwords for each account. Note that one account must be selected as your default court. Each time you log in to eVoucher, you will be taken to the Home page for your default court.

Step 1

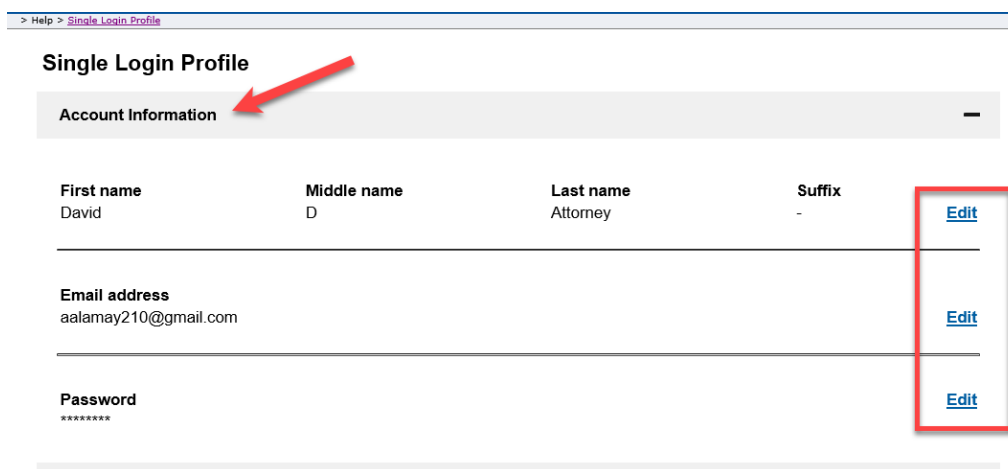
Click the Help menu or the profile icon, and then click **Single Login Profile** link.



Step 2

The Account Information section is automatically displayed. Review your account information to ensure it is correct or to make any modifications. Modifications made to your Single Login Profile (SLP) do not change information in your court account profiles.

To modify each section, click **Edit**.



Step 3

Click the +/- icon to expand the Security Questions section. You can change your security questions and/or update your answers for each question.

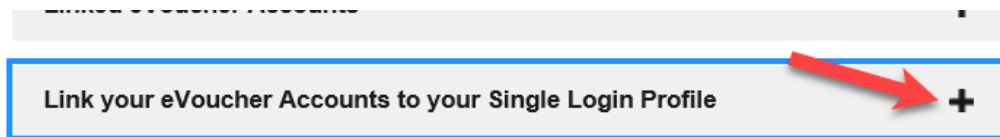
Step 4

Click the +/- icon to expand the Linked eVoucher Accounts section and view any accounts that are currently linked. If this is your first time in the system, your only linked account will be the one with the court you just logged in as. This is your default account. Note that you can also change your default court from the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.

| Account | User Type | Default |
|----------------------------|-----------|----------------------------------|
| Massachusetts (DDAttorney) | Attorney | <input checked="" type="radio"/> |

Step 5

If you need to log in to other district or appellate courts, you must link to those accounts. Click the +/- icon to expand the Link your eVoucher Accounts to your Single Login Profile section.



Step 6

Select the type of court you want to link to by clicking the **District** or the **Appellate** tab. Select your court from the drop-down list and enter your username and password for that court.

A screenshot of a form titled "Link your eVoucher Accounts to your Single Login Profile". The form contains a paragraph of text, a heading "Enter the information for the eVoucher Account to link to your Single Login Profile", and two tabs: "District" and "Appellate". Below the tabs is a "Court" dropdown menu with "Train District Court" selected. There are two input fields for "Court login username" and "Court login password". At the bottom are "Cancel" and "Link Account" buttons. Red arrows point to the tabs, the dropdown menu, and the input fields.

Step 7


Then, click **Link Account**.

Court
Train Circuit Court

Court login username
dattorney

Court login password
.....


Cancel **Link Account**



Step 8

A success message appears and your account(s) are now linked.

> Help > [Single Login Profile](#)

 **Link Success!**
You have successfully linked this Circuit account to your single login profile.

Step 9

An **Accounts** menu is now created on the menu bar and gives you access to all of your linked accounts.

CJA eVoucher - Train District Court
SDSO Training - Release 6.4.0.0
David D Attorney (Attorney)

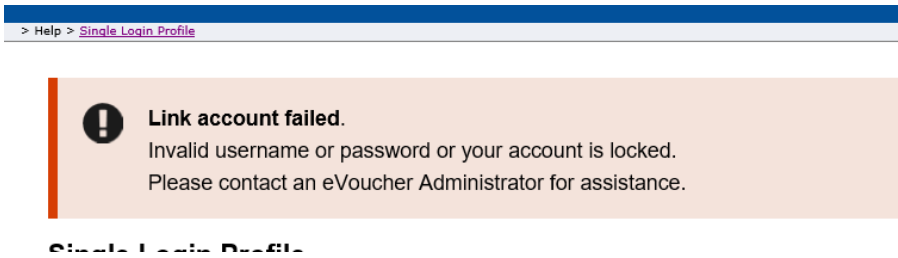
Home Operations Reports Links **Accounts** Help Sign out

> [Home](#)

Circuit - Attorney
District - Attorney

My Active Documents
To group by a particular Header, drag the column to this area.

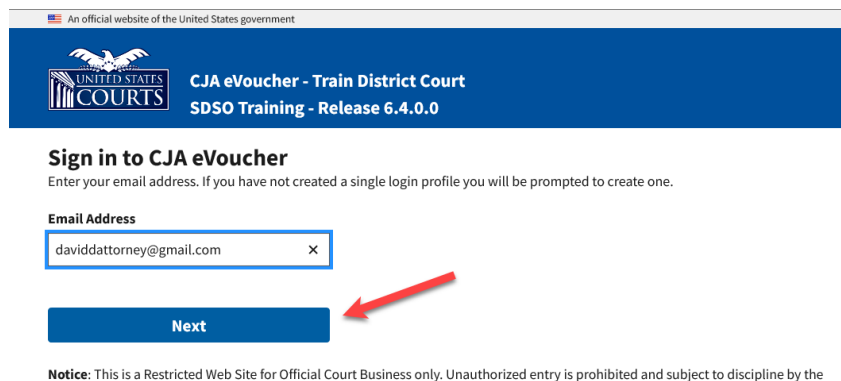
Note that if you receive an error message, you must contact the court to which you are trying to link and ensure that your username and password are correct or your account is not locked or expired.



Logging in with Your Single Login Profile and Accessing Linked Accounts

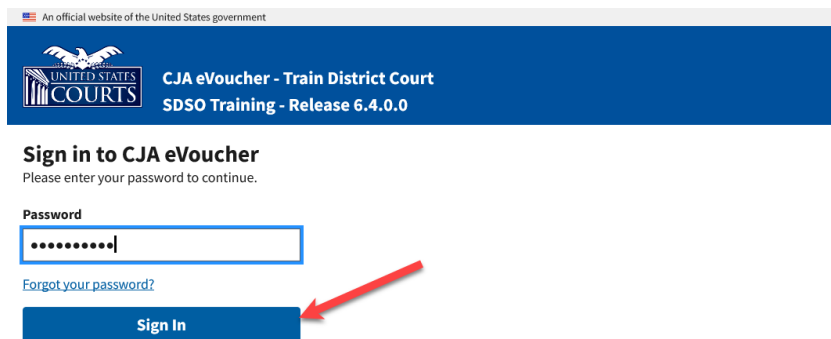
Step 1

To access your linked accounts, log in to the eVoucher system using your Single Login Profile (SLP). Enter your email address and click **Next**.



Step 2

Enter your password and click **Sign In**.



Step 3

From the **Accounts** menu, click the account or court you wish to log in to. You will always be logged in to your default account. Switching between various accounts is called **Context Switching**. Upon your first context switch to another account, it is best practice to review your profile information and ensure it is correct.

