

First Login to CJA eVoucher - Attorney

The first time you log in to CJA eVoucher, a screen may appear requesting you to complete your profile information, especially your billing information.

logout

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

Login Info Your Login information	UserName AAAttorney CM/ECF Access is NOT validated
Attorney Info Your personal info	Bar Number: Your Name: Adam A Attorney <i>Your Contact Info:</i> Phone: 210-666-7845 Fax: james_schaaf@aobx.uscourts.gov <i>Your Address:</i> 1112 N. Main Street San Antonio, TX 78211 USA <input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Billing Info List all available billing info records	In order to get paid you need to setup at least one Billing entry.
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.

To activate the Billing Type “Self-Employed” or “Firm” in the Billing Info screen, you are required to enter your social security number in the Attorney Info screen.

Click **Edit**.

The screenshot shows the 'Attorney Info' section with the following details: Bar Number, Your Name: Attorney One, Your Contact Info (Phone: 111-111-1111, Fax: joan_stifter@wisd.uscourts.gov), and Your Address (120 N. Henry St., Madison, WI 53703, US). A red box highlights the 'Edit' button in the top right corner.

Enter your social security number, click **Save**.

This screenshot shows the 'Attorney Info' screen with the 'Tax Identification Number' section highlighted in red. It includes fields for SSN (111-11-1111) and Confirm (111-11-1111). A red box also highlights the 'Save' button in the top right corner.

You may now enter your billing information.

To the right of the **Billing Info** section, click **Add**. Enter in the required information. When you have completed any missing information, click **Save**. Log out and log in again. You should go 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.

The screenshot shows the 'Billing Info' section with the following details: Billing Type (Self-Employed selected), Copy Address from Profile checkbox, Name, Phone, Fax, Address 1, Address 2, Address 3, City, State, Zip Code, and Country (UNITED STATES).

Users will be required to change their passwords within 30 days of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

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

Users are required to periodically change their passwords.