Starting with version 6.4 of eVoucher, the email address used to create your single login profile will be used to log in to all of your CJA eVoucher accounts. You can modify your full name and email address, change your password and security questions, and view and link your other eVoucher accounts from the Single Login Profile (SLP) link. This job aid describes how to modify your account information and security questions. For instructions on how to view and link your other accounts, see the Linking Accounts job aid.

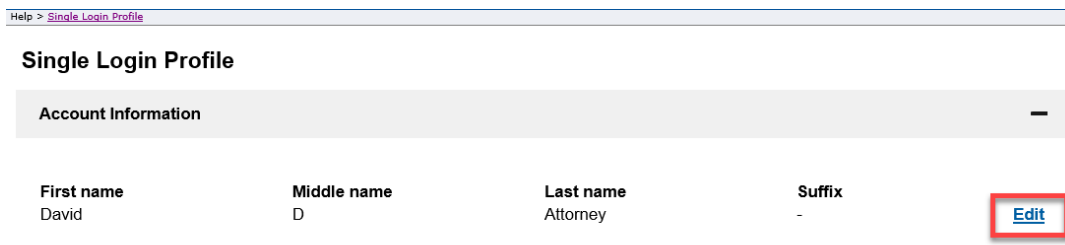## Modifying Your Single Login Profile (SLP) Account Information

Step 1

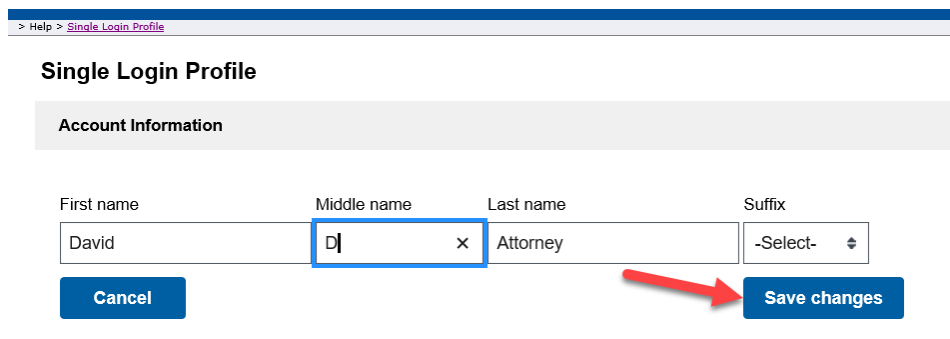Point to the profile icon, and then click the **Single Login Profile** link.

Step 2

To change your account information; first, middle, or last name; email address; and password; click the **Edit** link.

Step 3

Make any changes to your account information and click **Save changes**.

Step 4

To change your email address, from the same Account Information screen, click the **Edit** link to the right of the email address.

Single Login Profile

Account Information				−

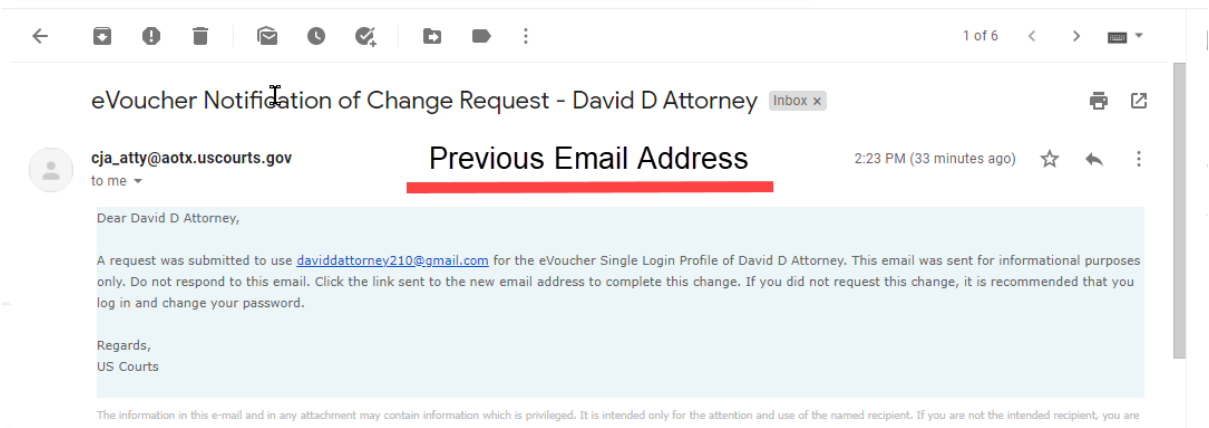| First name	Middle name	Last name	Suffix	
David	D	Attorney	-	**Edit**

Email address
aalamay210@gmail.com   **Edit**

Step 5

Make any changes to your email address and confirm those changes. Then click **Save changes**.
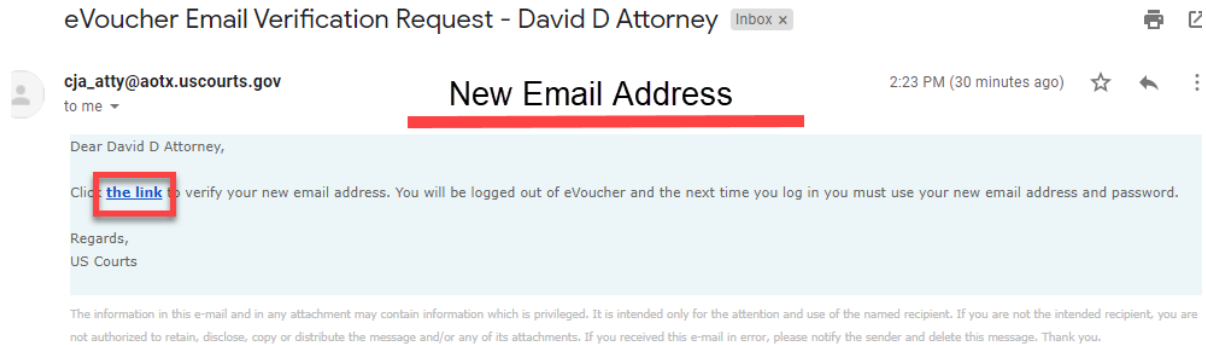
Email address

daviddattorney210@gmail.com

Confirm email address

daviddattorney210@gmail.com

Cancel   **Save changes**

As a security measure, an email is sent to your previous email address informing you of a change to your email address on your Single Login Profile (SLP).

eVoucher Notification of Change Request - David D Attorney   Inbox ×

cja_atty@aotx.uscourts.gov   **Previous Email Address**   2:23 PM (33 minutes ago)
to me

Dear David D Attorney,

A request was submitted to use daviddattorney210@gmail.com for the eVoucher Single Login Profile of David D Attorney. This email was sent for informational purposes only. Do not respond to this email. Click the link sent to the new email address to complete this change. If you did not request this change, it is recommended that you log in and change your password.

Regards,
US Courts

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are

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Step 6

A verification email is sent to your new email address. Click **the link** to verify the new address and to re-sign in to eVoucher.

Note: When creating a new email address, if the email address format is invalid, is already being used on another single login profile, or does not match the confirmation entry, then the original email address is retained on your Single Login Profile (SLP).

Step 7

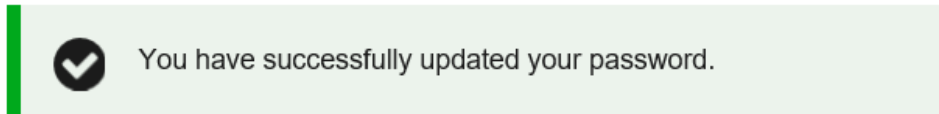To change your password, click the **Edit** link to the right of the password.
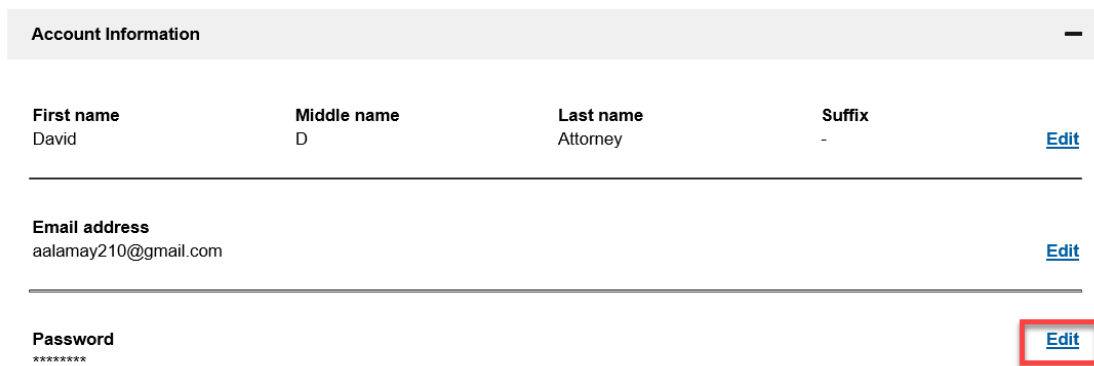
Step 8

Change your password and confirm your changes. Click **Save changes**.

A message appears, stating that you have successfully updated your password.

Note: If you have forgotten the email address used to set up your Single Login Profile (SLP) or are locked out of your account, you must contact your court to unlock the account. For more information, see the Expired Passwords and Locked Accounts job aid.

Modifying Your Security Questions

When you created your Single Login Profile (SLP), you chose three security questions to be asked if you forget your password or are locked out of your account. In the Security Questions section, you can modify those security questions and answers.

<div style="border:1px solid #000;">Step 1</div>

To change your security question and its corresponding answer, click the plus (**+**) icon to expand the Security Questions section.

Step 2

Select the question(s) you would like to change, and type the new answer. Then click **Save changes**.

By default, your answers are concealed. To view them, click the **Show my Answers** link. You are the only person with access to view the answers to your security questions; other court staff cannot view them.

You have now successfully updated your account information and security questions.

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