

First Login to CJA eVoucher

The first time you log in to CJA eVoucher, you will see a screen requesting you complete your profile information.

To change your password, select **Edit** in the **Login Info** section. Then **Reset** next to **Password**. Passwords must be at least eight characters in length and contain: one lower-case character, one upper-case character, one number and one special character. After entering your new password twice, select **Reset**.

The screenshot shows the 'Login Info' section with the following fields: Username (JDoe), Password, and Confirm. A red box highlights the Password and Confirm fields. There are 'change' and 'Reset' buttons. A 'cancel' button is partially visible.

The screenshot shows the 'Attorney Info' section with a red header. A message states: 'The following mandatory field(s) are missing: Address1, City, State, Zip Code, Phone'. Fields include: Bar Number, First Name (John), Middle, Last Name (Doe), Main Email (john.doe@email.com), 2nd Email, 3rd Email, Phone, Cell Phone, Fax, Address 1, City, Address 2, State, Zip, Address 3, and Country (USA).

Complete the **Attorney Info** section by adding your Phone and Address. Click **Save** to the right of the section to save your information. Do not complete the billing portion of your screen until you have saved your **Attorney Info**.

The screenshot shows the 'Billing Info' section with a red header. A note states: 'If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN)'. Fields include: Billing Type (Self-Employed, Firm, Associate), Copy Address from Profile, Name, Phone, Fax, Address 1, Address 2, Address 3, City, State, Zip Code, and Country (UNITED STATES).

To complete the **Billing Info** section, click **Add**. When you have completed any missing information, select **Save**. Then 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.

Note: The Fourth Circuit does not utilize the Holding Period or Continuing Legal Education portion of the screen.