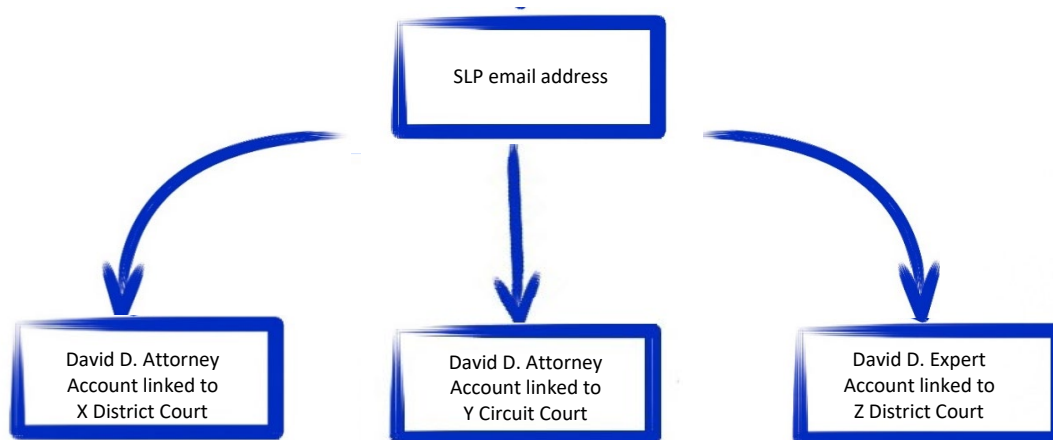## Accessing and Editing Your SLP

Your Single Login Profile (SLP) is set up by court staff when your court profile is initially created in eVoucher. An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out.

Single Login Profile for David D. Attorney

Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.

Note: Users with more than one eVoucher account have one account designated as the default—typically this is the first court that set up your court profile. See step 4 in the next section for more information on how to change your default court.

eVoucher 6.11 | Single Login Profile (SLP)
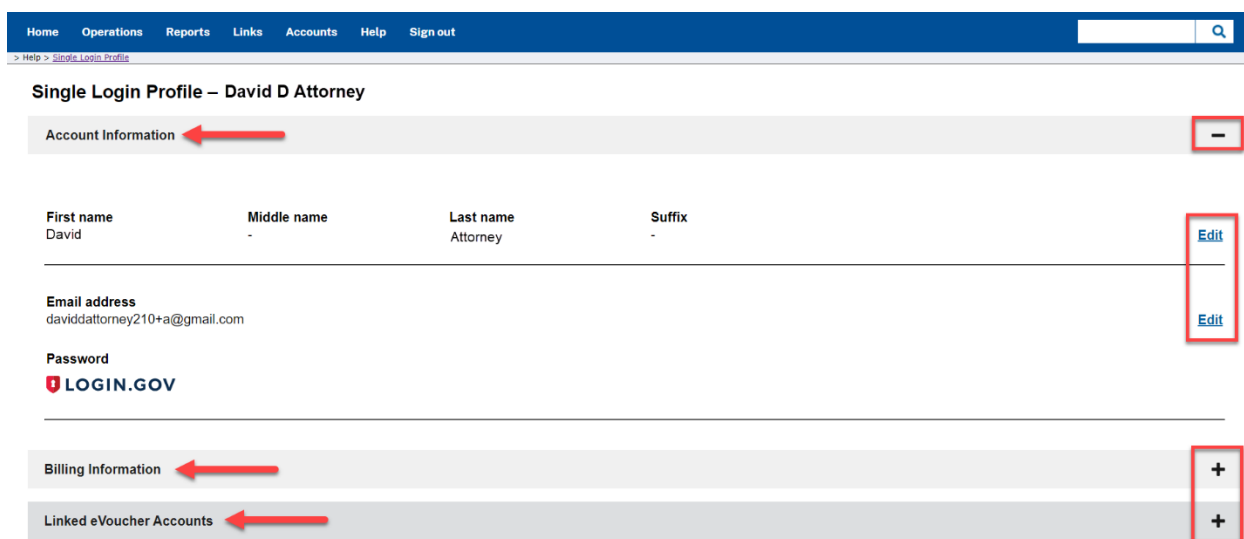
Editing Your SLP

Step 1

To access your SLP, in the profile menu at the top right of the screen, click **Single Login Profile**.
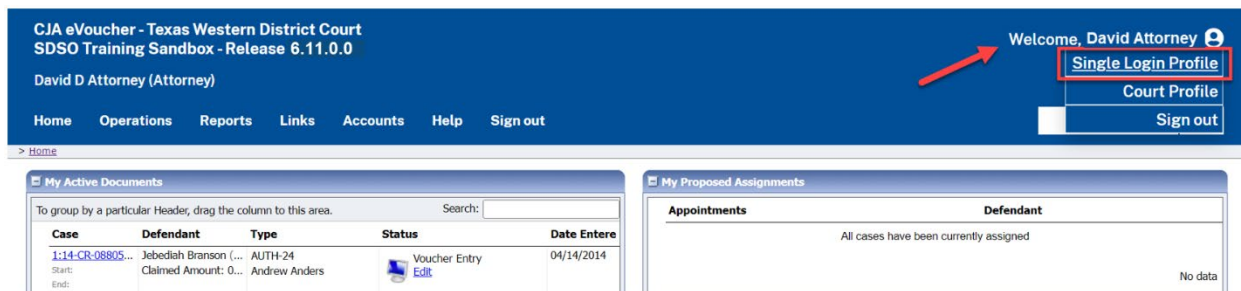
Your SLP information is divided into three sections: Account Information, Billing Information, and Linked eVoucher Accounts. Click the plus (**+**) or minus (**-**) signs to expand or collapse each section.

Note: The Account Information section automatically displays when you access your SLP information.

Step 2

In the Account Information section, click **Edit** next to your name or email address to change this information. It is important to remember that:

- Changing your SLP name does not change the name associated with your court profile.
- Changing your SLP email address does not change the email address associated with your Login.gov account.

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Step 3

In the Billing Information section, you can view the payment account(s) you have set up in Vendor Manager. Click the **go to Vendor Manager** link to view and edit your billing and payment account information there.

Step 4

In the Linked eVoucher Accounts section, you can change your default court by clicking the radio button for the desired court account, and then clicking **Save changes**.

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