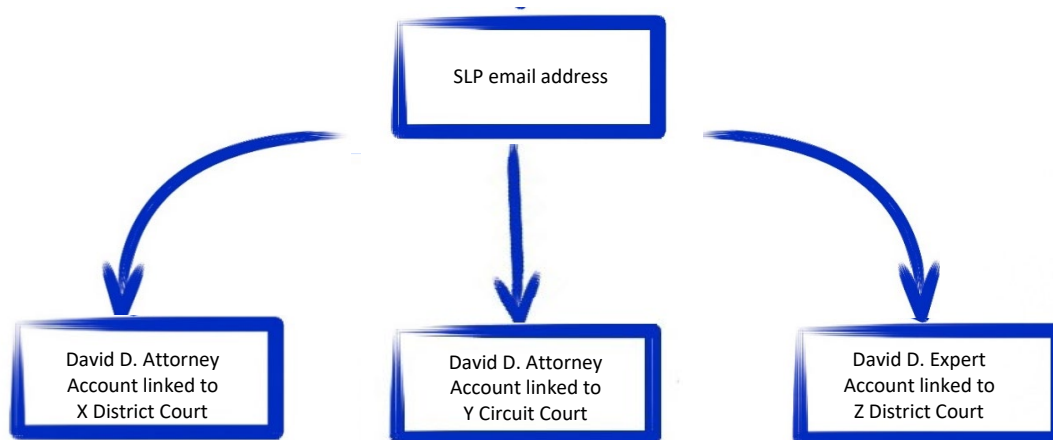


Accessing and Editing Your SLP

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.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.11.0.0

David D Attorney (Attorney)

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

> Home

My Active Documents

To group by a particular Header, drag the column to this area. Search:

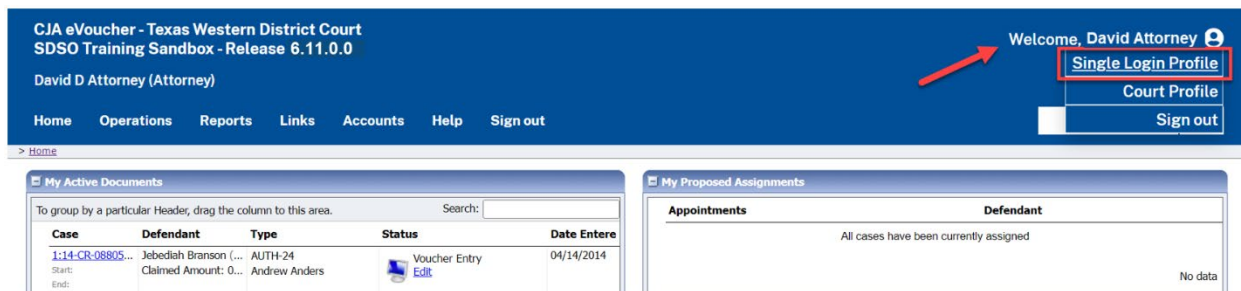
Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA- Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	Voucher Entry Edit	04/14/2014

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.

Editing Your SLP

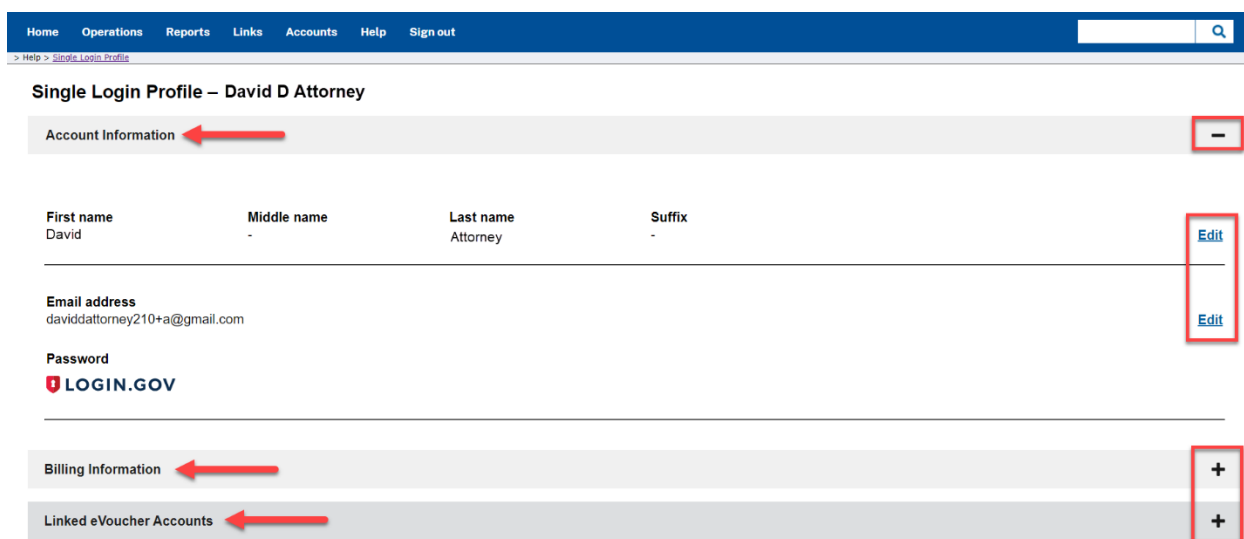
Step 1

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.

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.

The screenshot shows the 'Single Login Profile – David D Attorney' page. The 'Billing Information' section is expanded, showing payment accounts ready to use. A red box highlights the account details for David D Attorney, and a red arrow points to the 'go to Vendor Manager' link.

Home Operations Reports Links Accounts Help Sign out

> Help > [Single Login Profile](#)

Single Login Profile – David D Attorney

Account Information +

Billing Information -

Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

David D Attorney
TIN (SSN):60

Electronic payments will be sent to:
Routing Number: 314074269, FAKE BANK
Account Number:78

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**.

The screenshot shows the 'Single Login Profile – David D Attorney' page. The 'Linked eVoucher Accounts' section is expanded, showing a table of linked accounts. A red box highlights the 'Save changes' button, and a red arrow points to the radio button for the Fifth Circuit Court account.

Home Operations Reports Links Accounts Help Sign out

> Help > [Single Login Profile](#)

Single Login Profile – David D Attorney

Account Information +

Linked eVoucher Accounts -

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
District of Texas Western (davidattorney)	Attorney	<input type="radio"/>
Fifth Circuit Court (davidattorney)	Attorney	<input checked="" type="radio"/>

Cancel Save changes