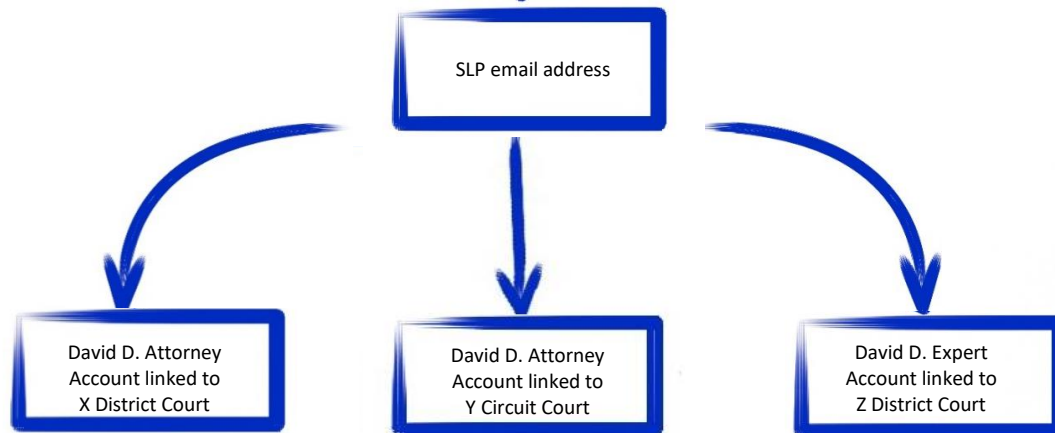


Accessing and Editing Your SLP

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 6.10.0.0
Andrew Anders (Attorney)

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

> Home

My Active Documents

District of Texas Western - Attorney
Fifth Circuit Court - Attorney

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 3 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**.

The screenshot shows the top navigation bar of the eVoucher system. On the right side, the user is logged in as 'Andrew Anders (Attorney)'. A dropdown menu is open, showing options: 'Single Login Profile' (highlighted with a red box and a red arrow), 'Court Profile', and 'Sign out'. Below the navigation bar, there are two main sections: 'My Active Documents' and 'My Proposed Assignments'. The 'My Active Documents' section contains a table with columns for Case, Defendant, Type, Status, and Date Entered. The 'My Proposed Assignments' section shows a table with columns for Appointments and Defendant, with a note that all cases have been currently assigned.

Your SLP information is divided into two sections: Account 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.

The screenshot shows the 'Single Login Profile - Andrew Anders' page. At the top, there is a navigation bar with 'Home', 'Operations', 'Reports', 'Links', 'Accounts', 'Help', and 'Sign out'. Below the navigation bar, the page title is 'Single Login Profile - Andrew Anders'. There are two main sections: 'Account Information' and 'Linked eVoucher Accounts'. The 'Account Information' section is expanded and contains fields for 'First name' (Andrew), 'Middle name' (-), 'Last name' (Anders), and 'Suffix' (-). There are 'Edit' buttons next to the 'Last name' and 'Email address' fields. The 'Email address' field contains 'aandersattorney+10@gmail.com'. Below the 'Account Information' section, the 'Linked eVoucher Accounts' section is collapsed. Red arrows point to the minus sign on the 'Account Information' header and the plus sign on the 'Linked eVoucher Accounts' header.

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 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**.

Home Operations Reports Links Accounts Help Sign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

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 (Anders)	Attorney	<input type="radio"/>
Fifth Circuit Court (Anders)	Attorney	<input checked="" type="radio"/>

Cancel Save changes