	U.S. District Court – Southern District of Ohio	
	Department Name	
	Procedure Name	Creating a CJA Single Login Profile
	Last Reviewed/Update Date	January 21, 2021

Creating A CJA Single Login Profile (SLP)

Purpose

The Southern District of Ohio will be going live with eVoucher 6.4 on January 30, 2021. Version 6.4 introduces a single sign on profile. Existing attorneys and service providers will be required to setup a SLP following the upgrade to version 6.4. Once you create a SLP with a single email address and password, you will be able to link to each eVoucher account you have and switch from one eVoucher account to another without the need to log out.


Scope

This procedure applies to all existing attorneys and service providers that currently have access the Southern District of Ohio's eVoucher system.

Prerequisites

Users must have a Southern District of Ohio eVoucher account.

Users must have a unique email belonging to them that will be used to access their Southern District of Ohio eVoucher account.



 **Note:** The email address and newly created password will be the only way to access eVoucher.

Responsibilities

Contact Mary Rogers at 513-564-7529 with any issues creating your SLP.

Procedure

The following steps are required to create your SLP:

1	Click on the Court's login link for eVoucher.
2	Enter your email address and click Next .
3	Enter your username and password that you currently use to log into eVoucher and click Next .
4	<p>On the Create New Single Login Profile screen, complete First name, Middle name, Last name, and Suffix fields and confirm your email.</p> <p> Note: The name you enter does not have to match exactly what is in your previous profile. The system will use this information to create your SLP account.</p>
5	<p>Answer the Security Questions by selecting a question from the dropdown box and typing in the corresponding answer in the Answer field. Click Next once completed.</p> <p>The following are the requirements for creating an answer:</p> <ul style="list-style-type: none"> • Must be unique • Contain 3 to 60 characters • No special characters used • No spaces used
6	eVoucher will generate a message instructing you to check your email. This will be the same email that you provided when creating your SLP.
7	In the email message, click the confirm your email address link.
8	<p>Enter a new password that you will use to sign into eVoucher Verify your password and click Next.</p> <p>The following are the requirements for creating a password:</p> <ul style="list-style-type: none"> • Must be at least 8 characters long • Must be alpha-numeric • Must contain at least one lowercase and one uppercase character • Must contain at least one special character • Cannot be a password used within the past 365 days
9	<p>Once you have created a new password, you will receive a success message and then be directed to the eVoucher homepage.</p> <p> Note: Your email address and new password are now your new login credentials.</p>