	U.S. District Court – Southern District of Ohio	
	Department Name	
	Procedure Name	Linking & Accessing Linked SLP Accounts
	Last Reviewed/Update Date	January 22, 2021

Linking Single Login Profile (SLP) Accounts and Accessing Linked Accounts

Purpose

CJA eVoucher Release version 6.4 is scheduled to deploy on January 30, 2021. If you have more than one account to perform CJA-related services, you will need to link your accounts. Linking is a one-time process that will consolidate all of your eVoucher accounts into your SLP account and must be accomplished **AFTER** CJA eVoucher version 6.4 is released. Below are the steps to link your eVoucher accounts.

Scope

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

Prerequisites




You must have created a SLP account and know your usernames and passwords for each account you want to add to your SLP account.

Responsibilities

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

Procedure

The following steps are required to link accounts from within eVoucher.

Linking with SLP	
1	Log into the Court's eVoucher system.
2	At the top-right of the Home Page, in the blue field, hovering over the person icon to bring up the menu and click the Single Login Profile link.
3	<p>Review your Account Information details, as needed.</p> <ul style="list-style-type: none"> • To modify any section, click Edit. • Once updated, click Save changes. <p> Note: Modifications made to your SLP do not change information in your court account profiles.</p>
4	Click the +/- icon to expand the Security Questions section to make any changes to a security question/answer.
5	<p>Click the +/- icon to expand the Linked eVoucher Accounts section to view any accounts that are currently linked.</p> <p>Multiple eVoucher accounts can be linked to a SLP. If more than one account is linked, select a default eVoucher account. Use Accounts to switch between accounts.</p> <p> Note: If this is your first time in the system, your only linked account will be the one with the court you just logged in as. <u>This is your default account.</u> While you can change your default court from the Linked eVouchers Accounts section, you will <i>initially</i> be logged in through your default account.</p>
6	<p>To link accounts, click the +/- icon to expand the Link your eVoucher Accounts to your Single Login Profile section.</p> <ul style="list-style-type: none"> • Select the type of court - District or Appellate. • Select the court from the dropdown list. • Enter your username and password for that court. • Click Link Account. • A success message will appear, and your account(s) are now linked. <p> Note: Should you receive an error message, you must contact the court you are trying to link to and ensure your username/password are correct or your account is not locked or expired.</p>
Accessing Linked Accounts	
1	Log into the Court's eVoucher system.
2	In the blue field at the top of the screen, click Accounts for a list of all your linked accounts. Click on the Court to switch your account to that Court.



Note: You will always be logged in to your default (court) account. Switching between various accounts is called **Context Switching**. Upon your first context switch to another account, it is best practice to review and ensure your profile information is correct.
