

## Linking Your Single Login Profile

If you have more than one eVoucher account because you perform CJA-related services in more than one court, or if you have separate attorney and expert user logins in the same court, you must link those accounts to your Single Login Profile (SLP) to access them.

Once the accounts are linked, you can switch between accounts from within eVoucher using the **Accounts** menu. **Note that one account must be selected as your default court. Each time you log in to eVoucher, you will be taken to the Home page for your default court.**

Click the Help menu or the profile icon, and then click the **Single Login Profile** link.

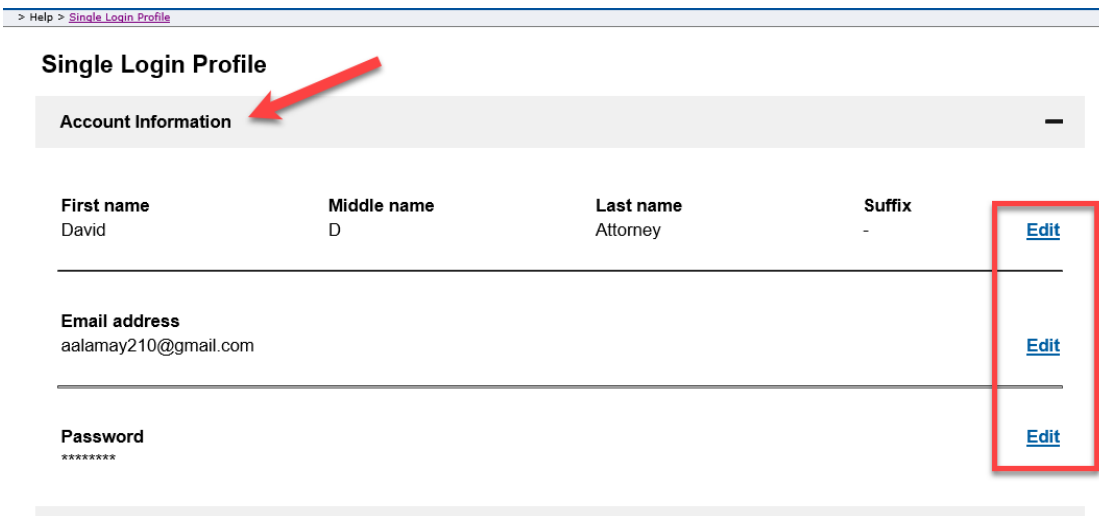
### Step 1



### Step 2

The Account Information section is automatically displayed. Review your account information to ensure it is correct or to make any modifications. Modifications made to your Single Login Profile (SLP) do not change information in your court account profiles.

To modify each section, click **Edit**.



Step 3

Click the +/- icon to expand the Security Questions section. You can change your security questions and/or update your answers for each question.

The screenshot shows a 'Security Questions' section. At the top, there is a header bar with the text 'Security Questions' and a minus sign icon on the right. A red arrow points to this icon. Below the header, the section is expanded to show three questions. Each question has a dropdown menu for the question text and a text input field for the answer. The questions are: 'In what city or town was your first job?', 'What was your childhood nickname?', and 'What was your first car?'. The answers are masked with asterisks.

Step 4

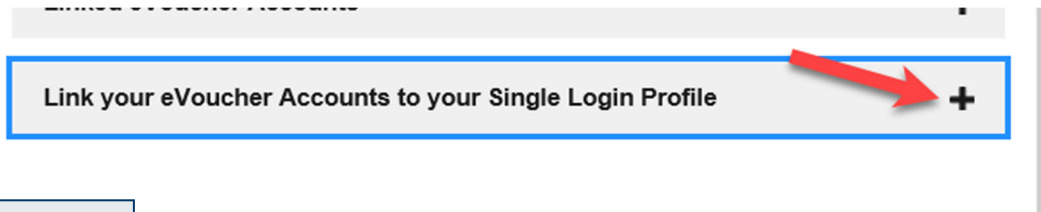
Click the +/- icon to expand the Linked eVoucher Accounts section and view any accounts that are currently linked. **If this is your first time in the system, your only linked account will be the one with the court you just logged in as. This is your default account. Note that while you can change your default court from the Linked eVoucher Accounts section, you will always initially be logged in through your default account.**

The screenshot shows the 'Linked eVoucher Accounts' section. At the top, there is a header bar with the text 'Linked eVoucher Accounts' and a minus sign icon on the right. A red arrow points to this icon. Below the header, there is a paragraph of text: '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.' Below this text is a table with three columns: 'Account', 'User Type', and 'Default'. The table contains one row: 'Massachusetts (DDAttorney)', 'Attorney', and a radio button. Below the table, there is a button that says 'Link your eVoucher Accounts to your Single Login Profile' with a plus sign icon on the right.

Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	<input checked="" type="radio"/>

Step 5

If you need to log in to other district or appellate courts, you must link to those accounts. Click the +/- icon to expand the Link your eVoucher Accounts to your Single Login Profile section.



Step 6

Select the type of court you want to link to by clicking the **District** or the **Appellate** tab. Select your court from the drop-down list and enter your username and password for that court.

A screenshot of the expanded form for linking accounts. At the top is a grey bar with the text "Link your eVoucher Accounts to your Single Login Profile" and a minus sign icon. Below this is a paragraph of text: "Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out." Below the text is a heading: "Enter the information for the eVoucher Account to link to your Single Login Profile". Under the heading are two tabs: "District" and "Appellate". A red box highlights these tabs. Below the tabs is a "Court" dropdown menu with "Train District Court" selected. A red arrow points to the dropdown menu. Below the dropdown are two input fields: "Court login username" and "Court login password". Two red arrows point to these input fields. At the bottom are two buttons: "Cancel" and "Link Account".

Step 7

Then, click **Link Account**.

Court  
Train Circuit Court

Court login username  
dattorney

Court login password  
.....

**Cancel** **Link Account**

Step 8

A success message appears and your account(s) are now linked.

> Help > [Single Login Profile](#)

**Link Success!**  
You have successfully linked this Circuit account to your single login profile.

Step 9

An Accounts menu is now created on the menu bar and gives you access to all of your linked accounts.

CJA eVoucher - Train District Court  
SDSO Training - Release 6.4.0.0  
David D Attorney (Attorney)

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

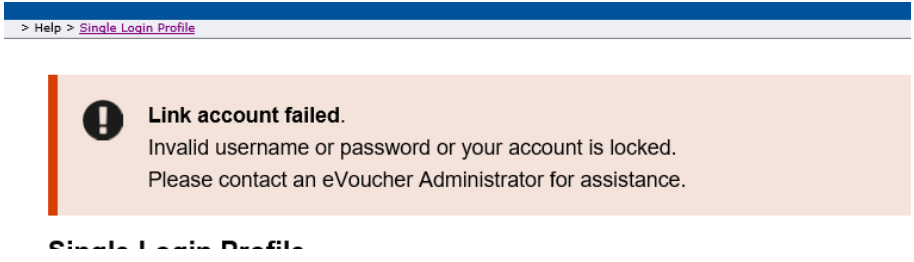
> [Home](#)

**Circuit - Attorney**  
**District - Attorney**

My Active Documents

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

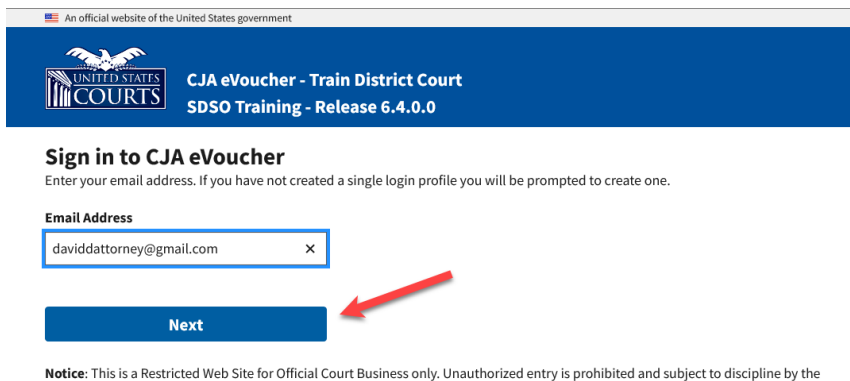
Note that if you receive an error message, you must contact the court to which you are trying to link and ensure that your username and password are correct or your account is not locked or expired.



## Logging in with Your Single Login Profile and Accessing Linked Accounts

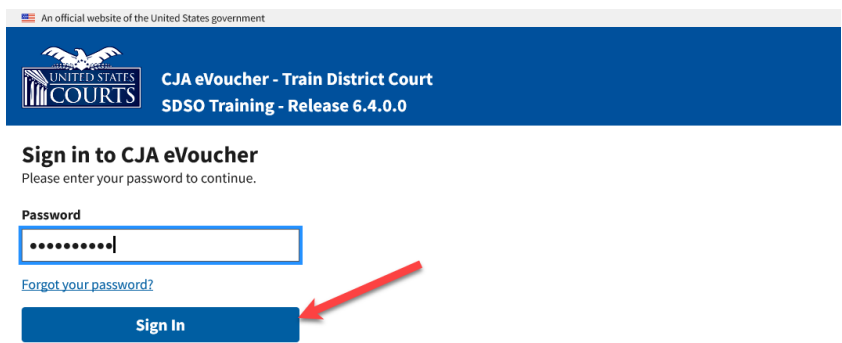
### Step 1

To access your linked accounts, log in to the eVoucher system using your Single Login Profile (SLP). Enter your email address and click **Next**.



### Step 2

Enter your password and click **Sign In**.



Step 3

From the **Accounts** menu, click the account or court you wish to log in to. You will always be logged in to your default account. Switching between various accounts is called **Context Switching**. Upon your first context switch to another account, it is best practice to review your profile information and ensure it is correct.

