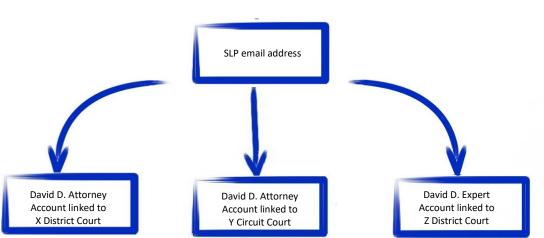


Accessing and Editing Your SLP

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.



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.

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Editing Your SLP

Step 1

To access your SLP, in the profile menu at the top right of the screen, click **Single Login Profile**.

Andrew Anders	ng Sandbox - Re (Attorney)	10.0.0			Single Login Profi Court Profi		
Home Ope	rations Report	s Links /	Accounts Help Sig	gn out			Sign or
My Active Docu	ments cular Header, drag the co	olumn to this area.	Search:		E My Proposed Assignments Appointments	Defendant	
My Active Docu		olumn to this area. Type	Search:	Date Entere		Defendant 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.

	ports Links Accounts Hel	p Sign out		Q
Single Login Profile	ile – Andrew Anders			
Account Information	←			-
First name Andrew	Middle name -	Last name Anders	Suffix -	Edit
Email address aandersattorney+10@g	gmail.com			Edit
Password				
Linked eVoucher Acco	punts			+

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.

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eVoucher 6.10



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			۹
Help > <u>Single Login Profile</u>				
Single Login Profile – Andrew Ande	rs			
Account Information				+
Linked eVoucher Accounts				-
Multiple eVoucher accounts can be linked to a Sin	gle Login Profile. If more than or	ne account is linked, select a d	efault eVoucher account.	
Use the Accounts menu to switch between accounts	ints.			
Account	User Type	Default		
District of Texas Western (Anders)	Attorney	0		
Fifth Circuit Court (Anders)	Attorney			
Cancel	Sa	ve changes		

