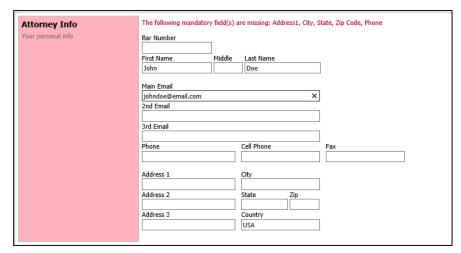
## First Login to CJA eVoucher

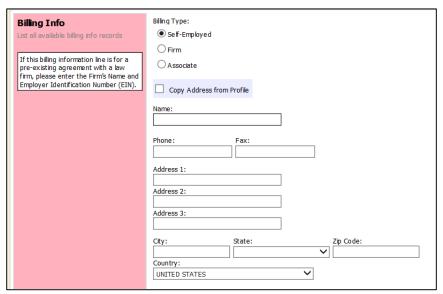
The first time you log in to CJA eVoucher, you will see a screen requesting you complete your profile information.

To change your password, select **Edit** in the **Login Info** section. Then **Reset** next to **Password**. Passwords must be at least eight characters in length and contain: one lower-case character, one upper-case character, one number and one special character. After entering your new password twice, select **Reset**.





Complete the **Attorney Info** section by adding your Phone and Address. Click **Save** to the right of the section to save your information. Do not complete the billing portion of your screen until you have saved your **Attorney Info.** 



To complete the *Billing Info* section, click **Add**. When you have completed any missing information, select **Save**. Then log out and log in again. You should go directly to your Home Page. If the profile error page appears again with a new login attempt, check each section for missing information such as phone numbers, tax id, etc.

**Note**: The Fourth Circuit does not utilize the Holding Period or Continuing Legal Education portion of the screen.