

First Login to CJA eVoucher

The screenshot shows a user profile page with a blue header containing a 'logout' link. Below the header is a red warning banner with a crossed-out icon and the text: 'In order to complete the activation of your profile, please fill the mandatory information.' The profile is divided into several sections:

- Login Info:** A blue box with the title 'Login Info' and subtitle 'Your Login information'. To its right, it displays 'UserName **AAAttorney**' and 'CM/ECF Access is **NOT validated**'.
- Attorney Info:** A blue box with the title 'Attorney Info' and subtitle 'Your personal info'. To its right, it lists: 'Bar Number:', 'Your Name: **Adam A Attorney**', 'Your Contact Info:', 'Phone: 210-666-7845', 'Fax: james_schaaf@aobx.uscourts.gov', and 'Your Address: 1112 N. Main Street, San Antonio, TX 78211, USA'.
- Billing Info:** A red box with the title 'Billing Info' and subtitle 'List all available billing info records'. To its right, it says 'In order to get paid you need to setup at least one Billing entry.' Below this are three buttons: 'Select', 'Add', and 'Edit'.
- Holding Period:** A blue box with the title 'Holding Period'. To its right, it says 'No info has been stored. Please click VIEW to type your info.'
- Continuing Legal Education:** A blue box with the title 'Continuing Legal Education'. To its right, it says 'No info has been stored. Please click VIEW to type your info.'

The first time you log in to CJA eVoucher, you may see a screen requesting you complete your profile information - especially your billing information. Click the Edit button to the Right of the section in red. When you have completed any missing information, 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.

This is a close-up of the 'Billing Info' form. It features a red background on the left side with the title 'Billing Info' and subtitle 'List all available billing info records'. The form fields on the right include:

- Name** and **SSN/EIN** (text input fields)
- Copy Address from Profile**
- Phone** and **Fax** (text input fields)
- Address 1**, **Address 2**, and **Address 3** (text input fields)
- City**, **State**, and **ZipCode** (text input fields)
- Country** (text input field)