

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 error banner with a warning 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** (blue box): 'Your Login information'. It shows 'UserName **AAAttorney**' and 'CM/ECF Access is **NOT validated**'.
- Attorney Info** (blue box): 'Your personal info'. It displays 'Bar Number:' and 'Your Name: **Adam A Attorney**'. Under 'Your Contact Info:', it lists 'Phone: 210-666-7845', 'Fax: james_schaaf@aobc.uscourts.gov', and 'Your Address: 1112 N. Main Street, San Antonio, TX 78211, USA'.
- Billing Info** (red box): 'List all available billing info records'. A red message states: 'In order to get paid you need to setup at least one Billing entry.' To the right of this section are three buttons: 'Select', 'Add', and 'Edit'.
- Holding Period** (blue box): 'No info has been stored. Please click VIEW to type your info.'
- Continuing Legal Education** (blue box): '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 header with the title 'Billing Info' and the text 'List all available billing info records'. The form fields include:

- Name and SSN/EIN input fields.
- A checkbox labeled 'Copy Address from Profile'.
- Phone and Fax input fields.
- Three separate input fields for Address 1, Address 2, and Address 3.
- City, State, and ZipCode input fields.
- A Country input field.