Login.gov

Starting with the 6.10 eVoucher release, attorneys and experts are required to use Login.gov to securely sign in to the eVoucher application. Login.gov provides a simple, secure, and private way to access government websites such as eVoucher. Using one account email address and password, you can securely sign in to participating government websites and verify your identity. To access your eVoucher account, you must have a Single Login Profile (SLP) and create or sign in to an existing Login.gov account.

Note: Login.gov is a separate application from eVoucher. If you run into any issues, you **must** contact Login.gov support via their Help center page at https://www.login.gov/contact or call their 24-hour help line at (844) 875-6446.

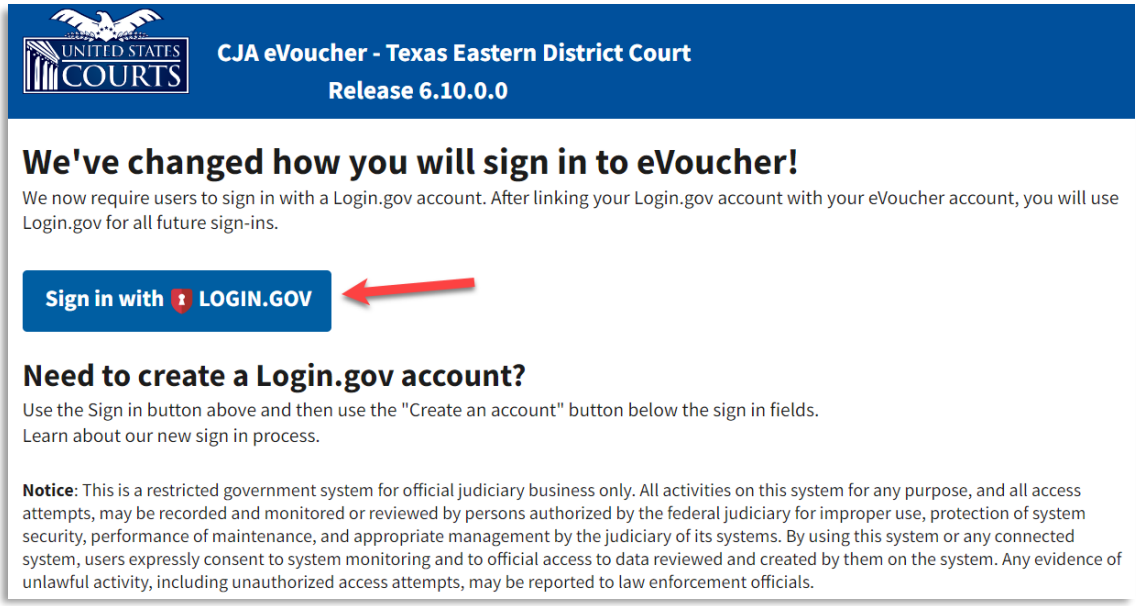
For more information about Login.gov or helpful tips for creating your account, please visit:
https://login.gov/what-is-login/
https://login.gov/create-an-account/

Create a Login.gov Account

Step 1

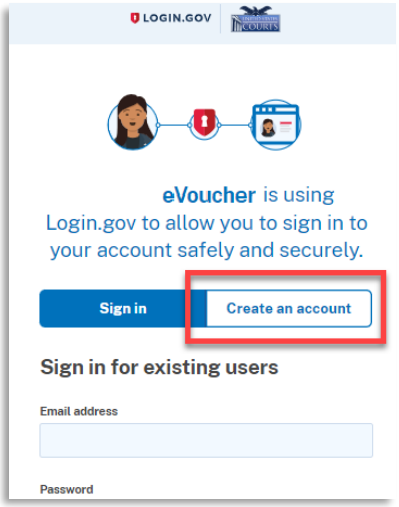
If you are accessing eVoucher for the first time after Login.gov integration, you will be directed to create a Login.gov account.

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.



Step 2

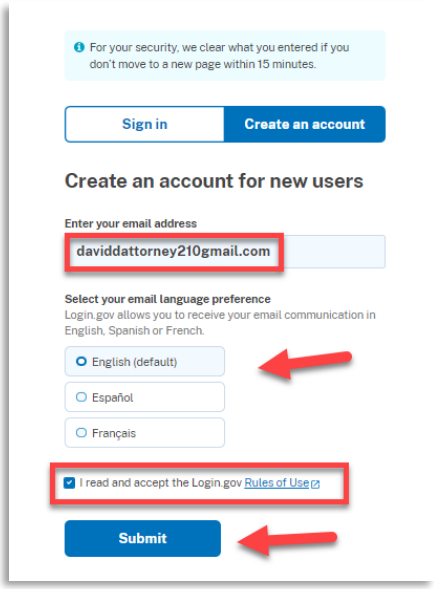
On the Login.gov page, click **Create an account**, and then follow the prompts to begin creating your account.



Step 3

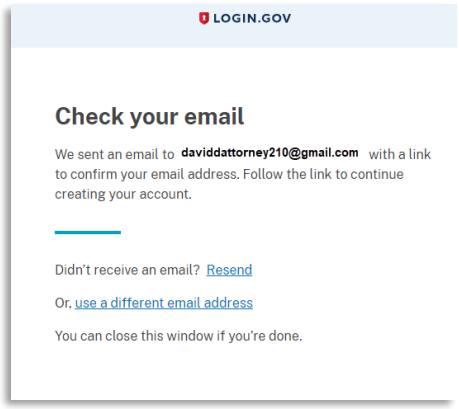
Enter your email address, and select you email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Then click **Submit**.

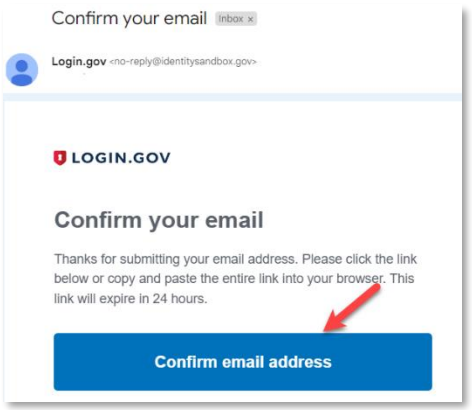
Note: Login.gov recommends that you enter a personal email address that you can always access, not a work email address.



Step 4

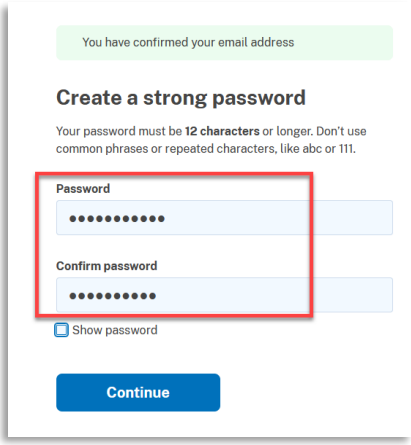
You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.





Step 5

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.



Your Login.gov account is now created.

Note: Once your Login.gov setup is complete, you will ONLY use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them. You are now directed to add an authentication method. For more information on how to do this, view the Adding an Authentication Method job aid.

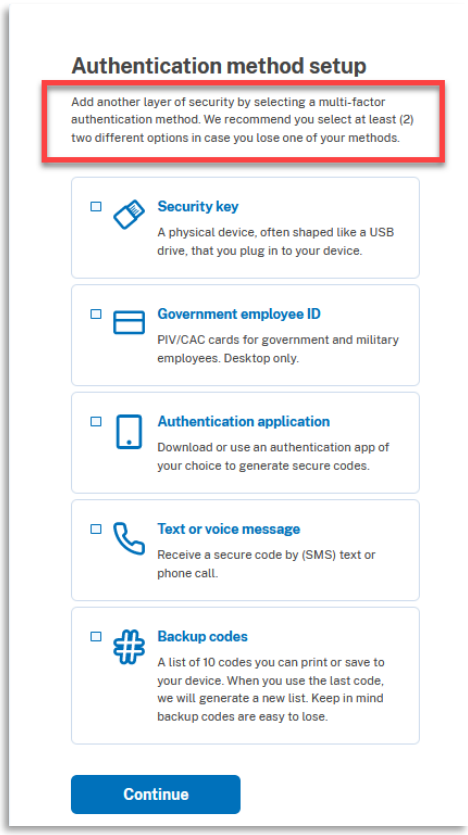
Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.

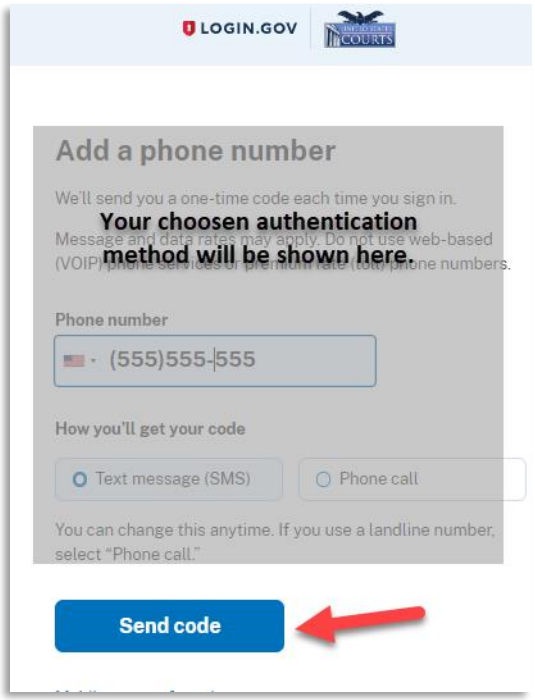
Note: Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access.



- For the text or voice message option, you must provide your phone number to receive a one-time code by text message or phone call.
- For the authentication application option, you can use several applications such as Google Authenticator, DUO, etc.

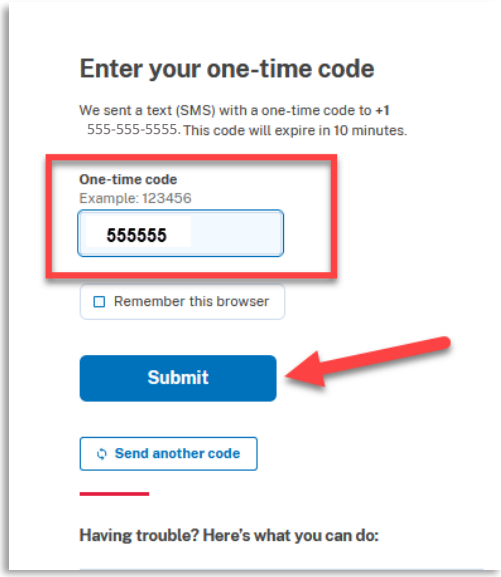
Step 2

Authenticate your account using your chosen authentication method, and then click **Send code**.



Step 3

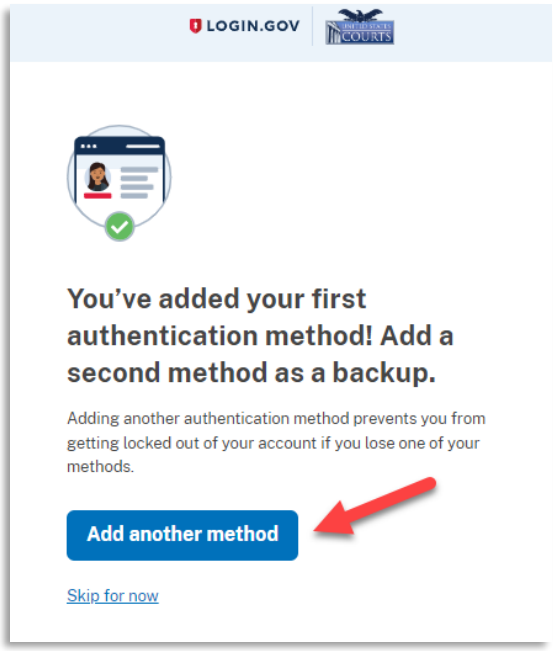
In the **One-time code** field, enter the one-time code sent to you, and then click **Submit**.



Step 4

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

Note: It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.



You have now added at least one authentication method to your Login.gov account. If you have not already verified your identity with Login.gov, see the Identity Verification job aid. If you are ready to link to eVoucher from Login.gov, see the Linking your eVoucher Account with your Login.gov Account job aid for further instructions.

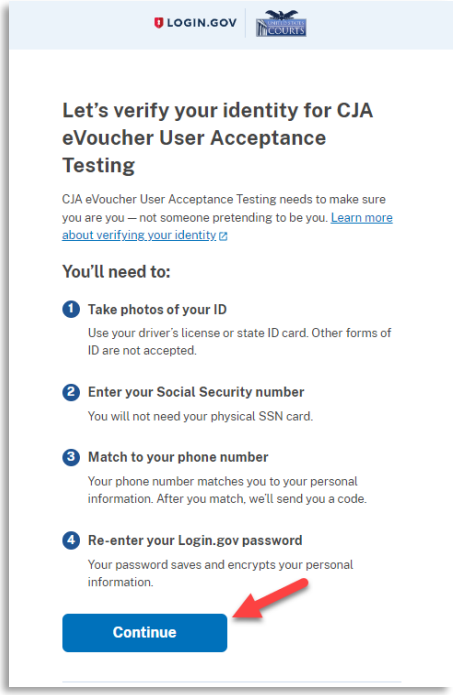
Identity Verification

Before you receive access to eVoucher through Login.gov, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.

Note: This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

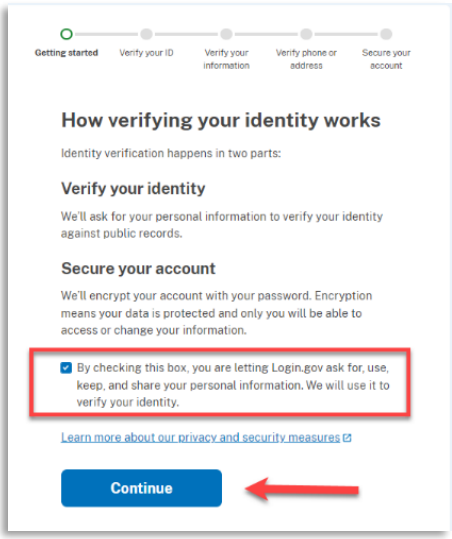
Step 1

After signing in to Login.gov, you are asked to verify your identity. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



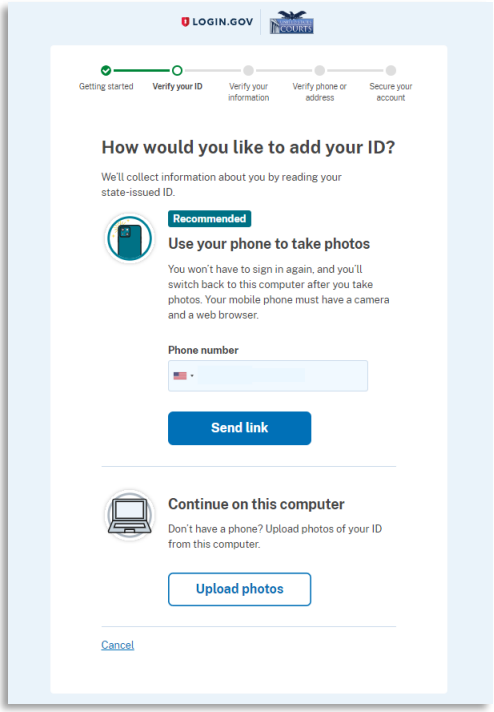
Step 2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and click **Continue**.



Step 3

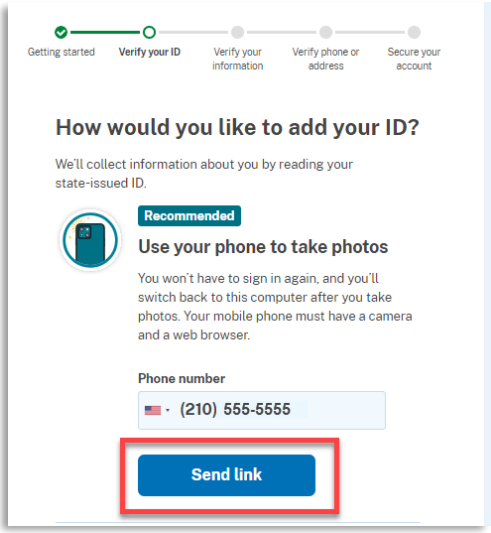
Choose an option for adding your identification information. Option one is to upload photos of your ID from your phone and option two is to upload photos directly from your computer.

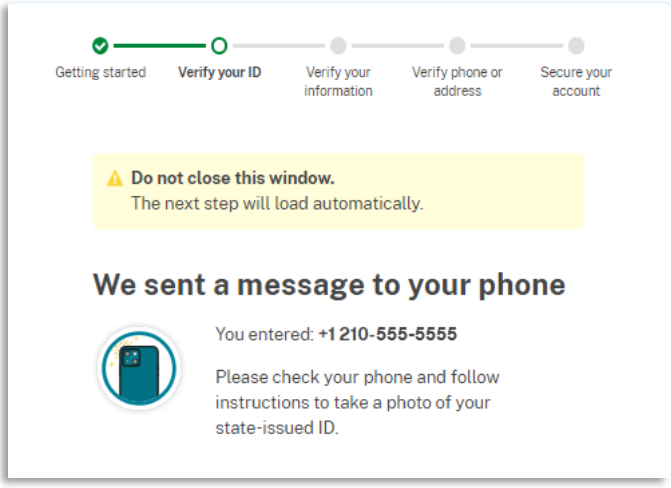


Option 1: Upload photos from phone (recommended)

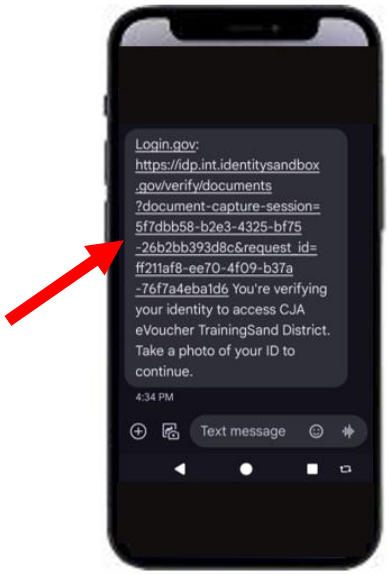
Option 1

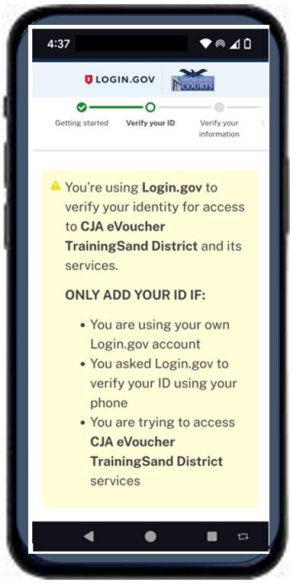
1. Click **Send link**. A message appears prompting you to check your cell phone for a text message with instructions for taking a photo of your ID to verify your identity.



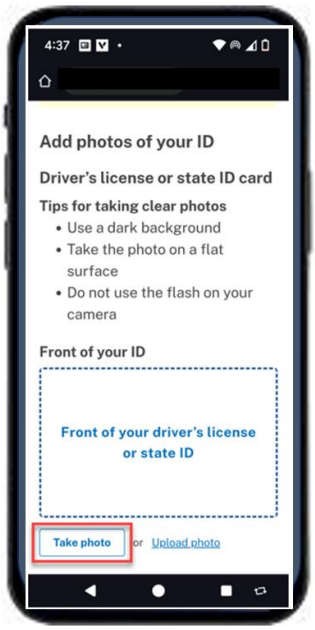


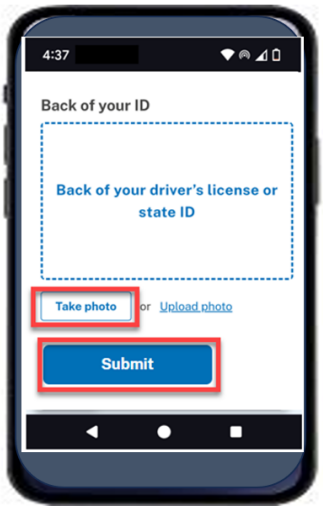
2. Tap the link in the text message. A message appears confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



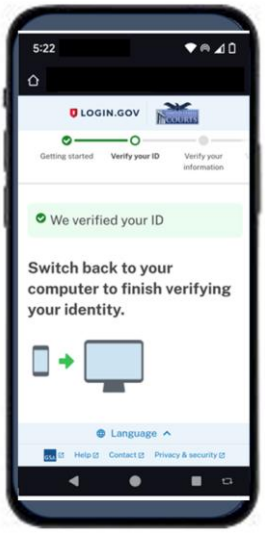


3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down, and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.





4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.

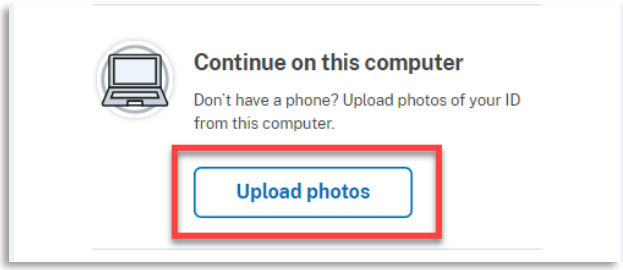


Continue to Step 4 to complete the identity verification process.

Option 2: Upload photos from your computer

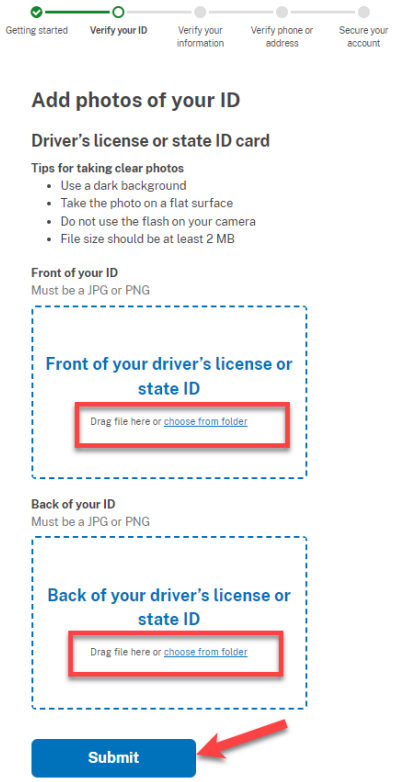
Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



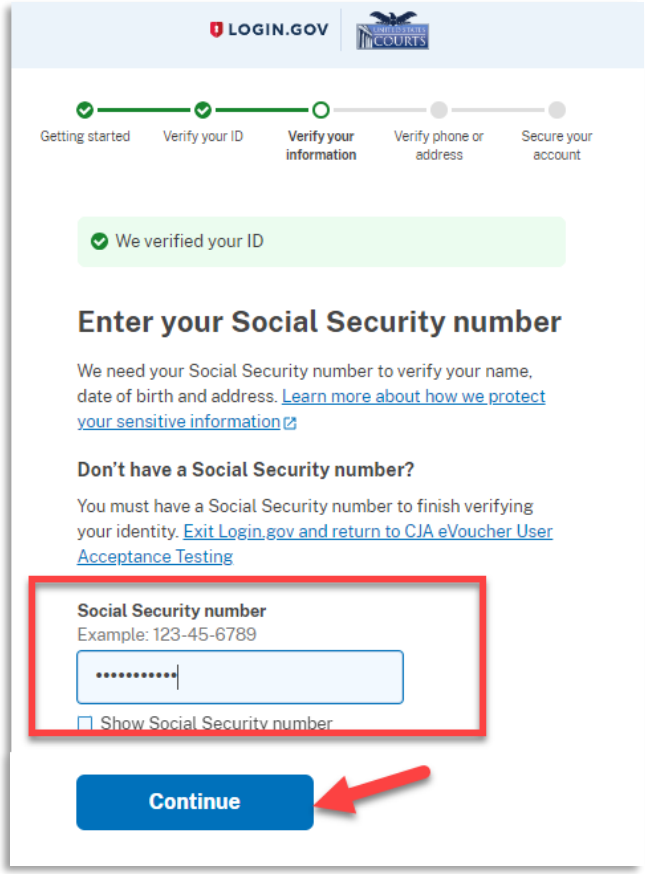
2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.

Note: You may see a processing screen the upload completes and Login.gov verifies your identity.



Step 4

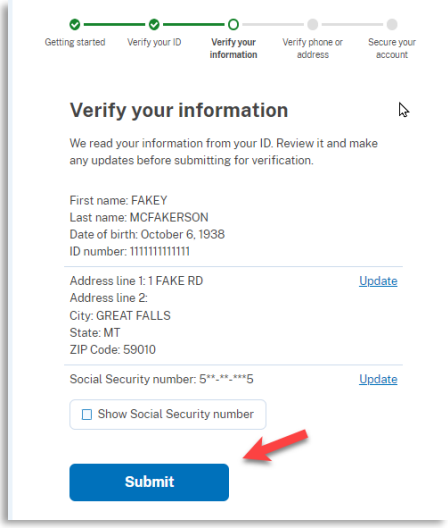
Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.



Step 5

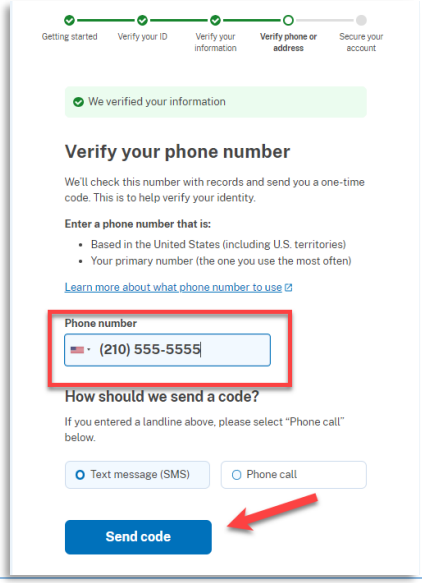
Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

Note: You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.



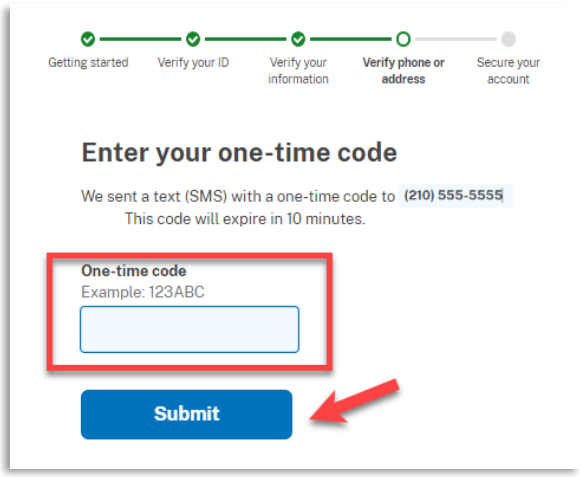
Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.



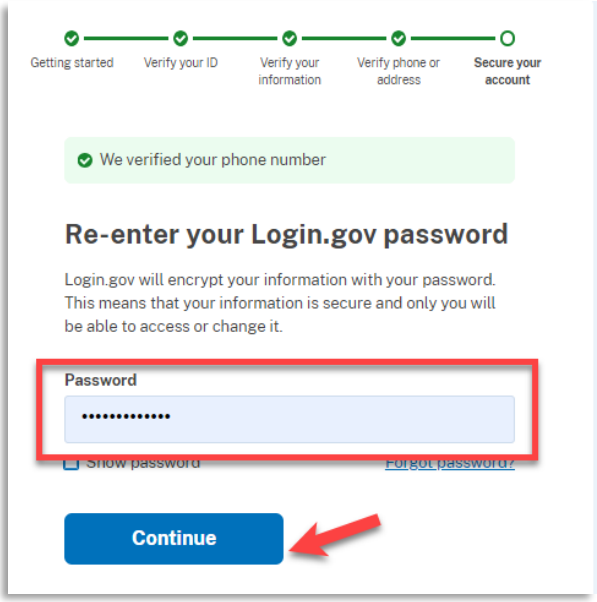
Step 7

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.



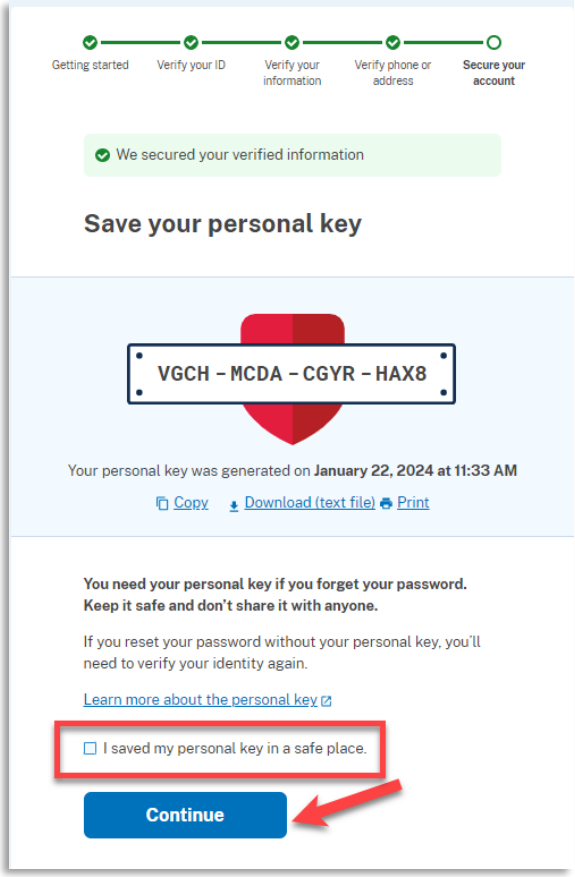
Step 8

Once your phone number is verified, re-enter the password you created to access Login.gov and then click **Continue**.



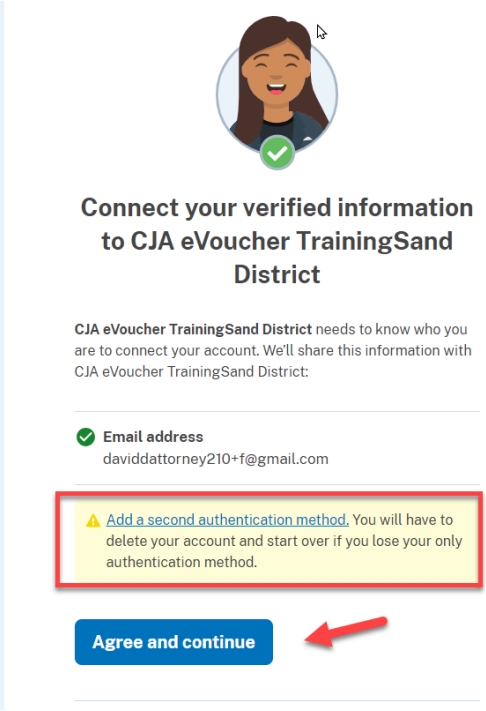
Step 9

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.



Step 10

Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. It is recommended that you add a secondary authentication method if you have not already done so. Follow the instructions to add the authentication method, and then click **Agree and continue**.



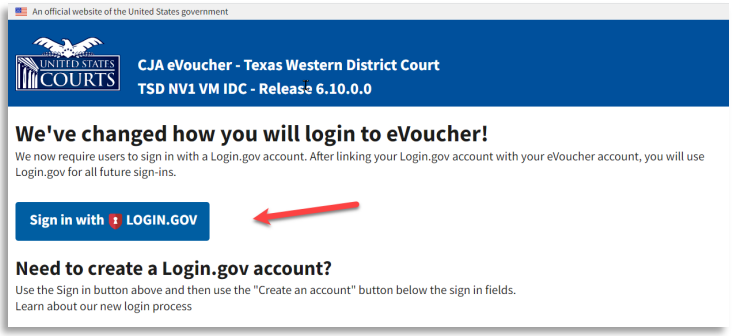
Your Login.gov account is now verified. For instructions on adding an authentication method, view the **Adding an Authentication Method** job aid. To continue linking your Login.gov account to your eVoucher account, view the **Linking your eVoucher Account with your Login.gov Account** job aid and begin at Step 4.

Linking Your eVoucher Account to Your Login.gov Account WITHOUT Your SLP Email Address

If you already have a Login.gov account, you must link it to your eVoucher Single Login Profile (SLP) account to sign in to eVoucher. **Note:** Skip to step 4 if you have already signed in to Login.gov.

Step 1

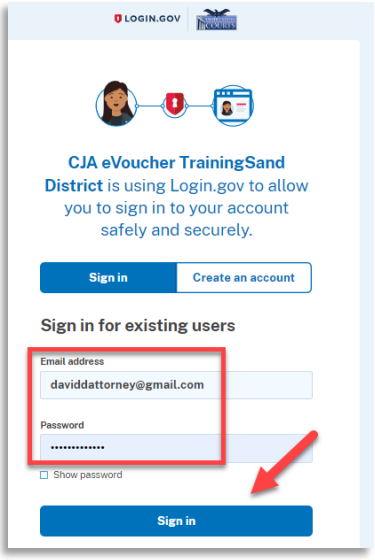
From your court's eVoucher sign in page, click **Sign in with LOGIN.GOV**.



Step 2

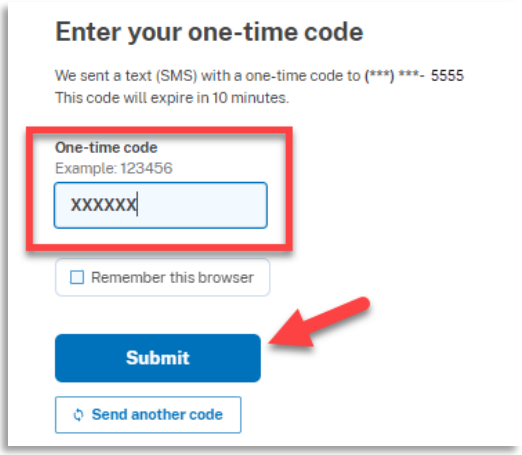
You are taken to the Login.gov website, where you can sign in or create an account. If you have not created your Login.gov account, review the Creating a Login.gov Account job aid before continuing.

The website defaults to the sign in view. In the **Email address** field, enter the email address used to create your Login.gov account, and then in the **Password** field, enter your password. Click **Sign in**.



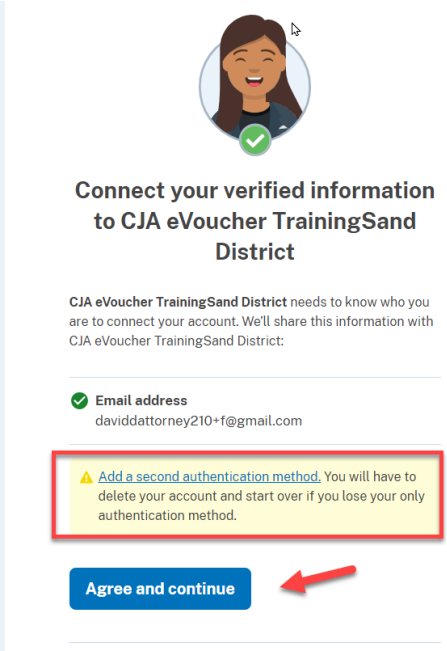
Step 3

In the **One-time code** field, enter the one-time code sent to your device using your chosen authentication method, and then click **Submit**.



Step 4

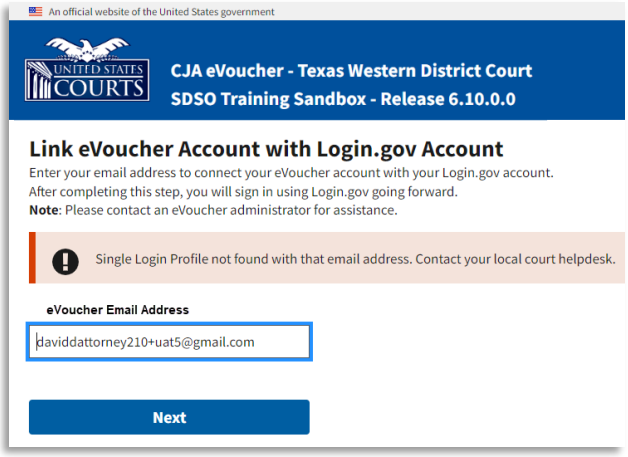
Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. It is recommended that you add a second multi-factor authentication method if you haven't already. To do this, follow the instructions to add the second method, and then click **Agree and continue**.

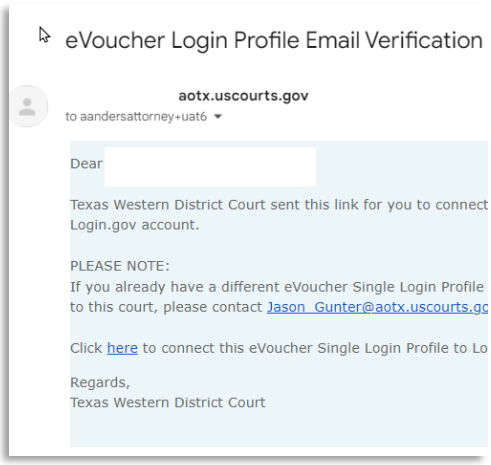


Step 5

Login.gov directs you back to your court's eVoucher sign in page. Note that the **eVoucher Email Address** field is now pre-populated with your email address. Click **Next**.

Note: If your Login.gov email address is different than your SLP email address, an error message appears, prompting you to contact your court's help desk. If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.

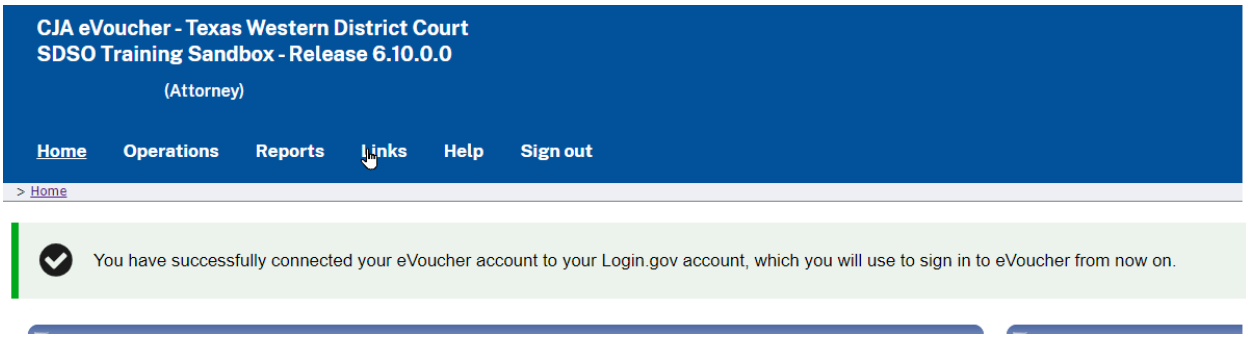




If you had to stop the process and/or close your browser, you are required to sign in to Login.gov again.

Step 6

If your accounts are successfully linked, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.

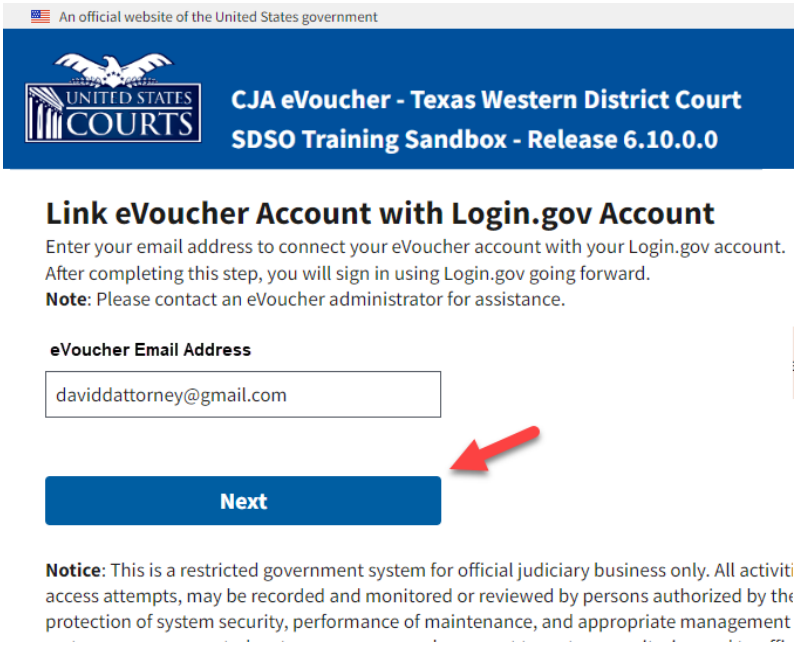


Linking Your eVoucher Account with Your Login.gov Account WITH Your SLP Email Address

If you have signed in to Login.gov and are directed to your court's eVoucher URL to link your accounts, the Login.gov email address automatically appears in the **eVoucher Email Address** field.

Step 1

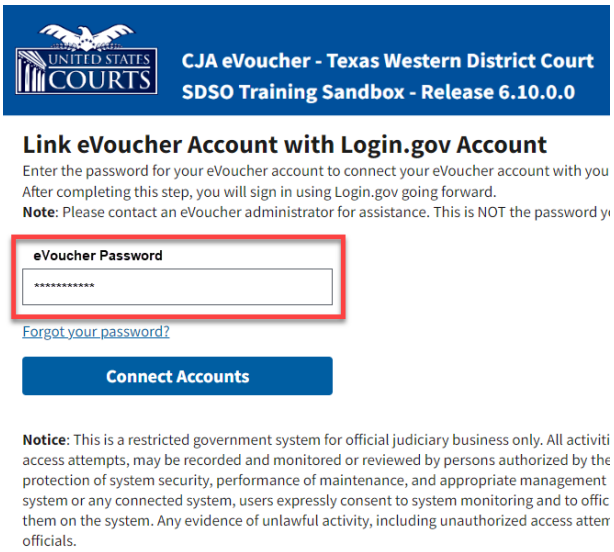
If desired, you can delete the Login.gov email address and enter your eVoucher email address in this field. Click **Next**.



If you are a new user, a message appears prompting you check your email and confirm that you entered the correct email address. Click the link in the email message to automatically link your accounts and return to your eVoucher home page.

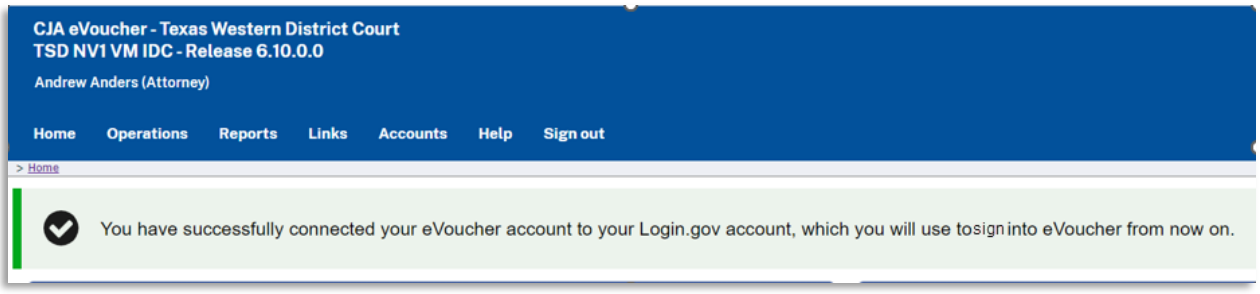
Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.



Step 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.