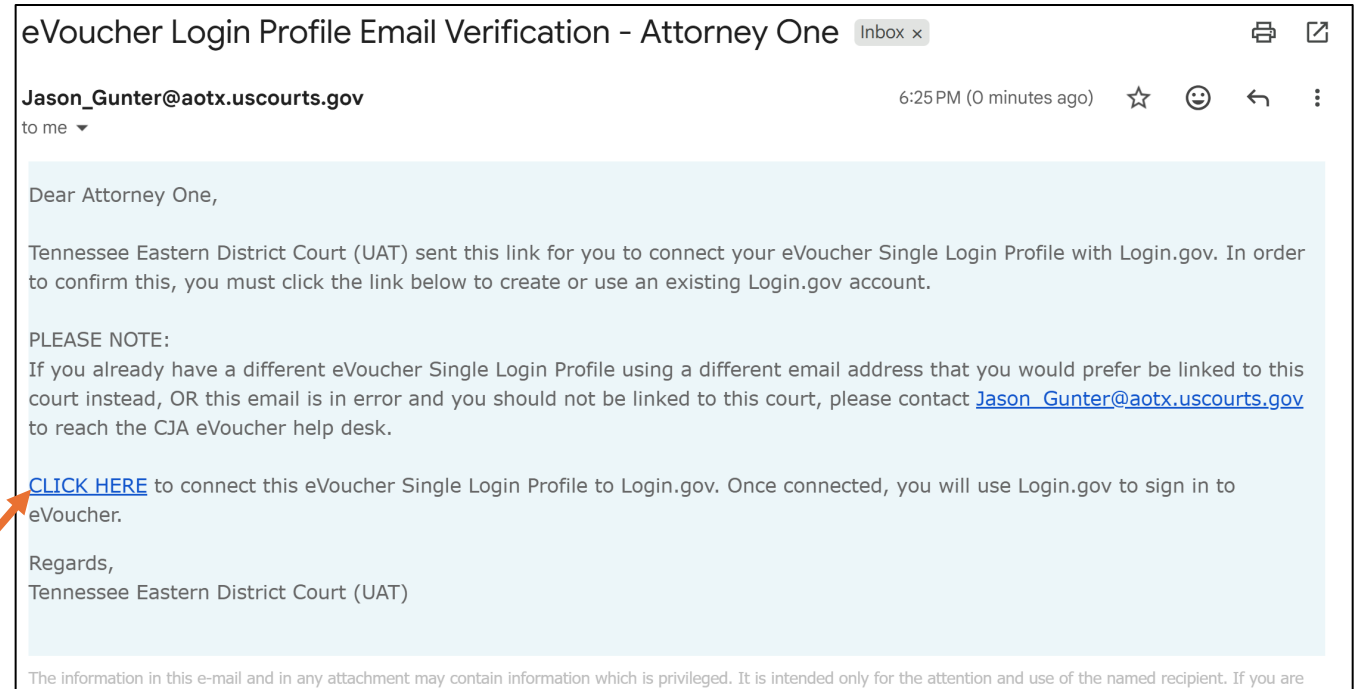


## Getting set up in eVoucher for the first time

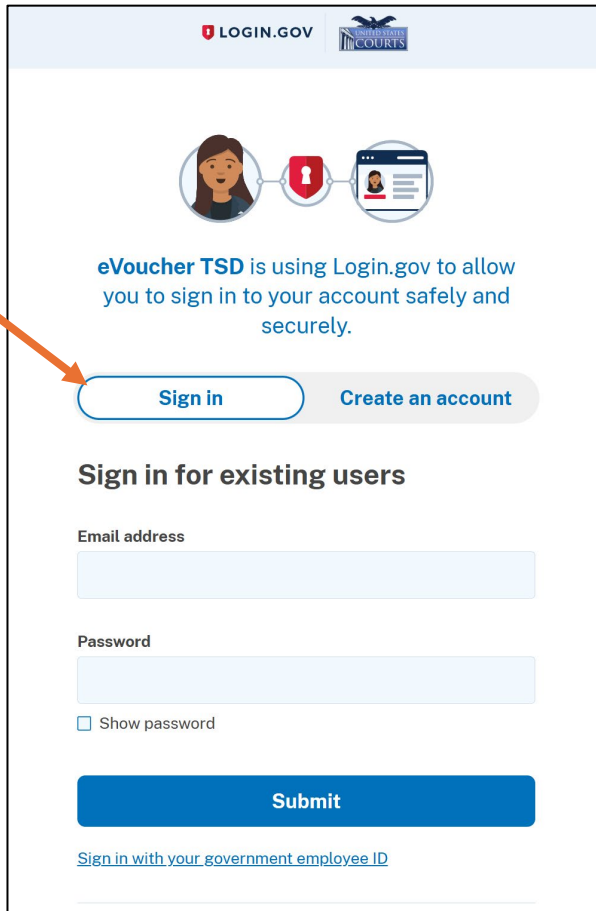
### STEP ONE:

Select the “CLICK HERE” link in the e-mail that you receive.



## STEP TWO: LOG IN TO LOGIN.GOV OR CREATE ACCOUNT

If you already have a login.gov account, you can log in here.



LOGIN.GOV

**eVoucher TSD** is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

### Sign in for existing users

Email address

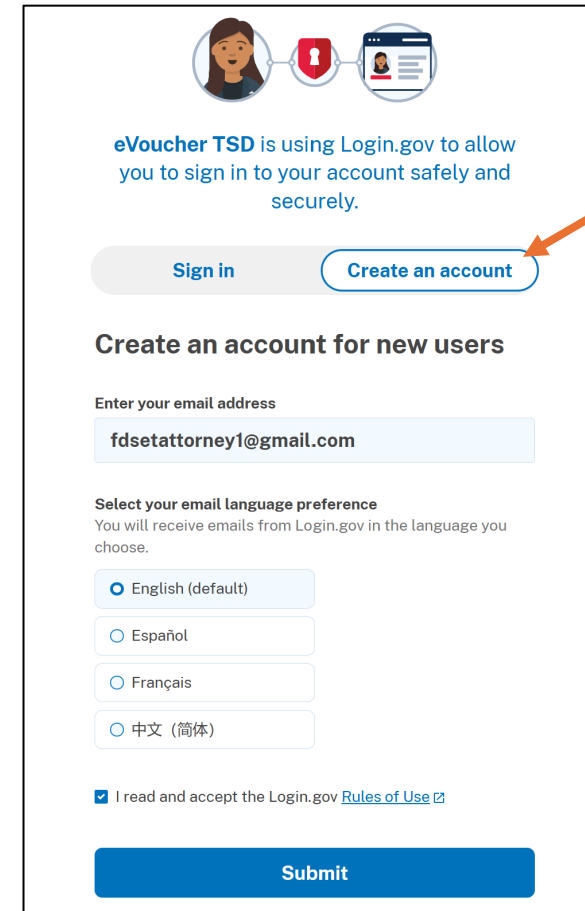
Password

Show password

[Submit](#)

[Sign in with your government employee ID](#)

If you do not have a login.gov account or want to create a new account for this, you do that here.



**eVoucher TSD** is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

### Create an account for new users

Enter your email address

Select your email language preference  
You will receive emails from Login.gov in the language you choose.

English (default)

Español

Français

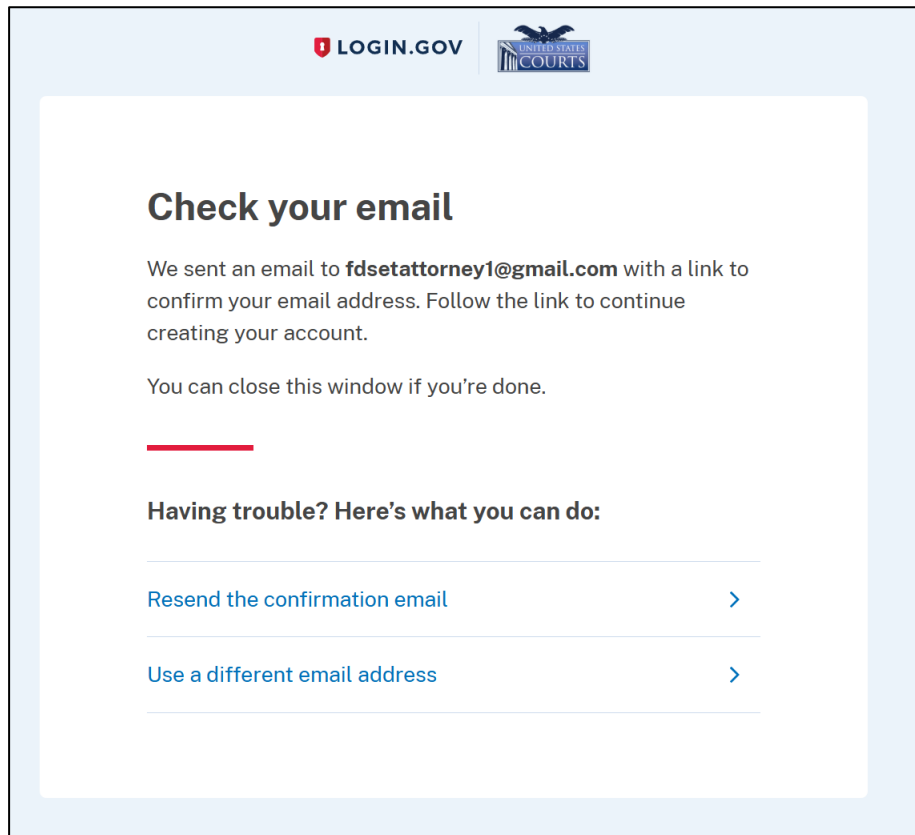
中文 (简体)


I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

## STEP THREE: CONFIRM YOUR EMAIL

You will receive the following email:



**LOGIN.GOV** 

### Check your email

We sent an email to **fdsetattorney1@gmail.com** with a link to confirm your email address. Follow the link to continue creating your account.

You can close this window if you're done.

---

**Having trouble? Here's what you can do:**

- [Resend the confirmation email](#) >
- [Use a different email address](#) >

### Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

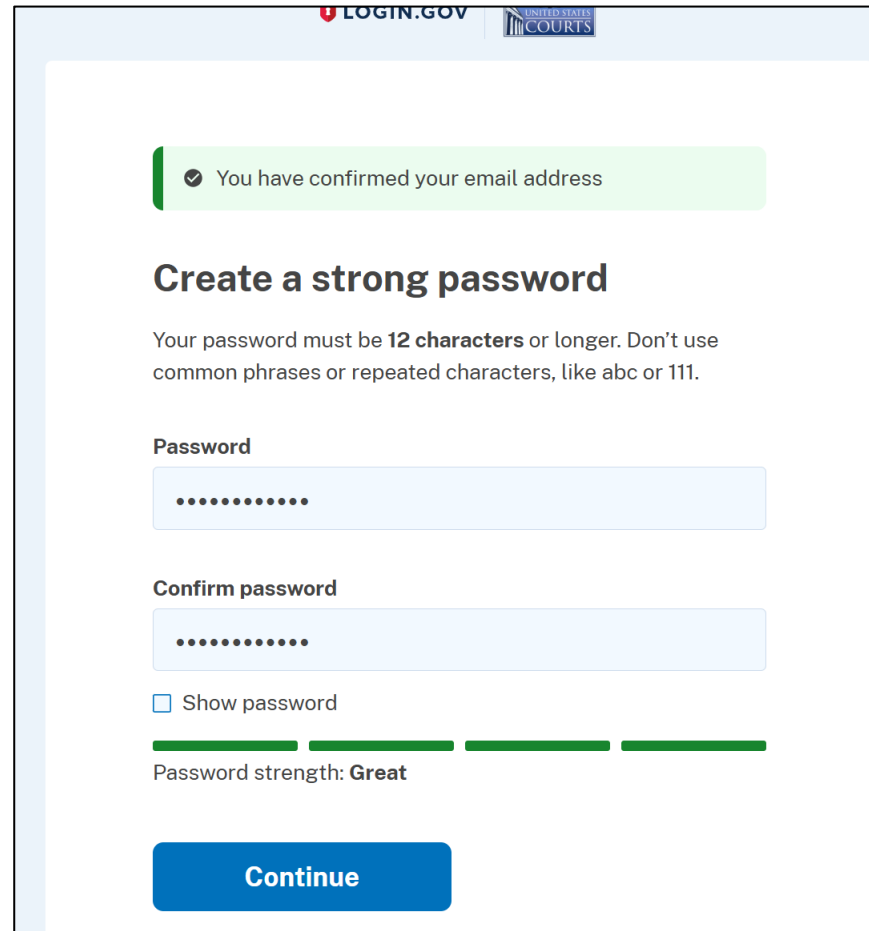
[Confirm email address](#)

[https://idp.int.identitysandbox.gov/sign\\_up/email/confirm?\\_request\\_id=19160537-ff4d-4c98-a8f1-261632fa6a80&confirmation\\_token=G7nBGC5\\_75HUBfg8jiHH](https://idp.int.identitysandbox.gov/sign_up/email/confirm?_request_id=19160537-ff4d-4c98-a8f1-261632fa6a80&confirmation_token=G7nBGC5_75HUBfg8jiHH)

Please do not reply to this message. If you need help, visit [login.gov/help/](https://login.gov/help/)

## STEP FOUR: CREATE A PASSWORD

After clicking the link to confirm your email, you will be directed to this page.



LOGIN.GOV UNITED STATES COURTS

✓ You have confirmed your email address

### Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

**Password**

.....

**Confirm password**

.....

Show password

Password strength: **Great**







[Continue](#)

## STEP FIVE: SET UP AUTHENTICATION

### Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

-  **Face or touch unlock**  
Use your face or fingerprint to access your account without a one-time code.
-  **Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
-  **Text or voice message**  
Receive a secure code by (SMS) text or phone call.
-  **Security key**  
Connect your physical security key to your device. You won't need to enter a code.
-  **Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.
-  **Backup codes**  
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

[Continue](#)

We recommend that you set up at least two authentication methods.

Note: You can add additional phone numbers under the text/voice message option to permit office staff to sign in as you to bill.

# STEP SIX: CONFIRM YOUR IDENTITY

✔ A phone was added to your account.

## Let's verify your identity for eVoucher TSD

eVoucher TSD needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)

### You'll need to:

- 1 Have a U.S. passport book, U.S. driver's license or state ID**

Other forms of ID are not accepted. We'll check that you are the person on your ID.

- 2 Enter your Social Security number**

You will not need your physical SSN card.

- 3 Match to your phone number**

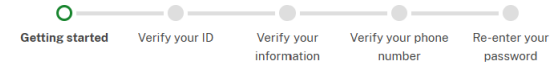
We match your phone number with your personal information and send a one-time code to your phone.

- 4 Re-enter your Login.gov password**

Your password saves and encrypts your personal information.

[Continue](#)

[Cancel](#)



## How verifying your identity works

Identity verification happens in two parts:

### Verify your identity

We'll ask for your ID, phone number, and other personal information to verify your identity against public records.

### Secure your account

We'll encrypt your account when you re-enter your password. Encryption means your data is protected and only you will be able to change your information.

- By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

[Continue](#)

[Cancel](#)

# STEP SIX CONT.: CONFIRM YOUR IDENTITY

Either send link to phone  
or upload via computer

Getting started **Verify your ID** Verify your information Verify your phone number Re-enter your password

### Choose how to verify your ID

**Use your phone**  
Take photos of your ID, then switch back to this computer.  
[Learn more about verifying online](#)

Phone number  
+1 (865)

**Send link**

**Continue on this computer**  
Don't have a phone? Upload photos of your ID from this computer.

**Upload photos**

[Cancel](#)

Choose whether to  
upload photo of state  
ID or passport

Getting started **Verify your ID** Verify your information Verify your phone number Re-enter your password

### Choose your ID type

Select the type of document that you have. You'll need to take photos of your ID to verify your identity.  
[Learn more about which ID types you can use](#)

U.S. driver's license or state ID

U.S. passport book

**Continue**

[Cancel](#)

Add photos  
and submit

Getting started **Verify your ID** Verify your information Verify your phone number Re-enter your password

### Add photos of your driver's license or state ID card

**How to take clear photos**

- Use a flat and dark surface
- Take photos in a well-lit place
- Avoid glare or shadows
- File size should be at least 2 MB.

**Front of your ID**  
Must be a JPG or PNG

Fake ID.jpg [Change file](#)

**Back of your ID**  
Must be a JPG or PNG

Fake ID back.jpg [Change file](#)

**Submit**

[Cancel](#)

# STEP SEVEN: ENTER SSN

Getting started  Verify your ID  **Verify your information**  Verify your phone number  Re-enter your password

We verified your identity document

## Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

**Don't have a Social Security number?**

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to eVoucher.TSD](#)

**i** In the test environment only SSNs that begin with "900-" or "666-" are considered valid. Do not enter real PII in this field.

**Social Security number**  
Example: 123-45-6789

Show Social Security number

**Continue**

[Cancel](#)

# STEP EIGHT: VERIFY INFO

Getting started  Verify your ID  **Verify your information**  Verify your phone number  Re-enter your password

## Verify your information

We will check records to verify that your address and Social Security number match the information on your ID.

First name: FAKEY  
Last name: MCFAKERSON  
Date of birth: October 6, 1938  
ID number: 111111111111

---

Address line 1: 1 FAKE RD [Update](#)  
Address line 2:  
City: GREAT FALLS  
State: MT  
ZIP Code: 59010-1234

---

Social Security number: 6\*\*-\*\*-\*\*6 [Update](#)

Show Social Security number

**Submit**

[Cancel](#)

# STEP NINE: VERIFY PHONE #

Getting started  Verify your ID  Verify your information  **Verify your phone number**  Re-enter your password

We verified your information

### Verify your phone number

We will check records to verify that your phone number matches your verified information, and send a one-time code.

**Enter a phone number that is:**

- Based in the United States
- Your primary number (the one you use the most often)

[Learn more about what phone number to use](#)

**Phone number**

If you entered a landline above, please select "Phone call" below.

Text message (SMS)  Phone call

**Send code**

---

**Having trouble? Here's what you can do:**

[Verify your address by mail instead](#) >

Enter phone #  
and then the  
code that is sent  
to your phone.

Getting started  Verify your ID  Verify your information  **Verify your phone number**  Re-enter your password

### Enter your one-time code

We sent a text (SMS) with a one-time code to +1 [REDACTED]  
[REDACTED] This code will expire in 10 minutes.

**Do not share this code.** If someone calls, texts, or emails asking for this code, it may be a scam. [Learn how to identify fraud and report it](#).

**One-time code**  
Example: 123ABC

**Submit**

[Send another code](#)

[Use another phone number](#)

## STEP TEN: SAVE YOUR PERSONAL KEY

Getting started   Verify your ID   Verify your information   Verify your phone number   Re-enter your password

✓ We verified your phone number

### Re-enter your Login.gov password

Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.

Password

.....

Show password   [Forgot password?](#)

**Continue**

[Cancel](#)

1. Re-enter your login.gov password after verifying your phone number.
2. Save your personal key.
3. After saving, select “Continue.”

Getting started   Verify your ID   Verify your information   Verify your phone number   Re-enter your password

✓ We secured your verified information

### Save your personal key

Your personal key is the only way to access your verified account if you reset your password.

Treat it like a second password. Keep it safe and don't share it with anyone. [Learn more about the personal key](#)

**NK9V - GWWE - FV1Z - H48G**


Your personal key was generated on **March 10, 2026**

[Copy](#)   [Download \(text file\)](#)   [Print](#)

I saved my personal key with the date it was generated.

**Continue**

## STEP ELEVEN: CONNECT TO ETN



**Connect your verified information  
to eVoucher TSD**

We'll share this information with eVoucher TSD:

✓ **Email address**  
fdsetattorney1@gmail.com [Change](#)

**Agree and continue**

Agree and continue.

Note: This will say something like eVoucher ETN

# STEP TWELVE: LOG IN TO E-VOUCHER

Select “Sign in to Vendor Manager”



You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign in to eVoucher from now on.

**Vendor Information Incomplete**  
You must provide vendor and payment information in Vendor Manager before you can submit a voucher for payment. Go to Vendor Manager to proceed.  
**Refresh page (F5) for latest information.**

[Sign in to Vendor Manager](#)

**My Active Documents**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

**Appointments' List**

To group by a particular Header, drag the column to this area. Search:

Appointments	Defendant
No rows have been recorded on the database	

No data

**My Proposed Assignments**

Appointments	Defendant
All cases have been currently assigned	

No data

**My Submitted Documents**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

**My Service Provider's Documents**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

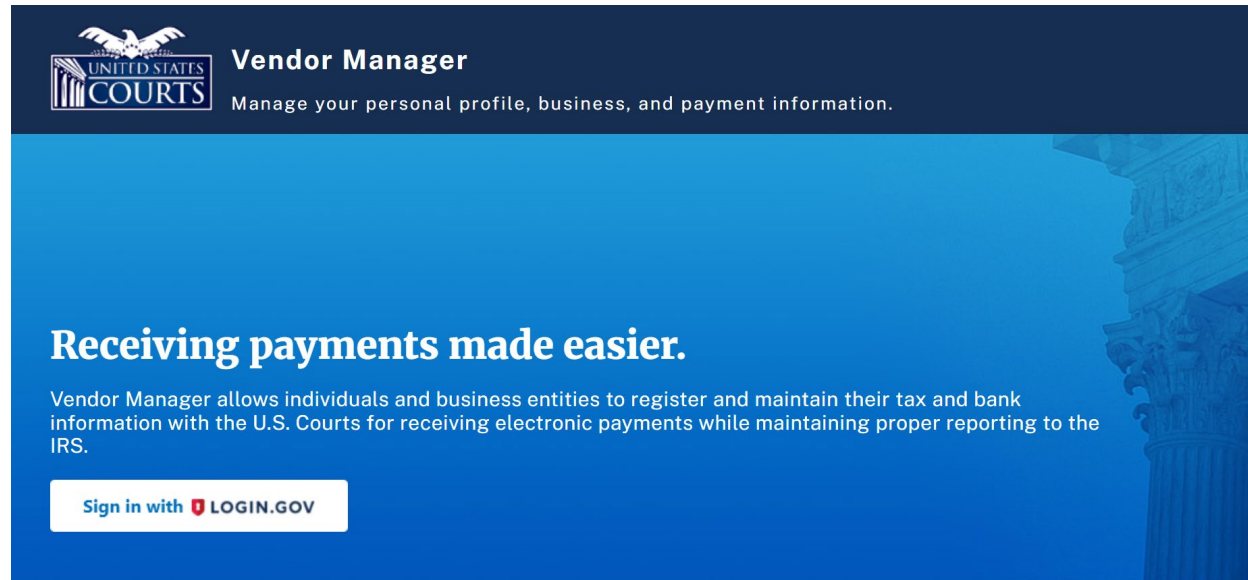
**Closed Documents**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

# STEP THIRTEEN: SIGN IN TO VENDOR MANAGER



The screenshot shows the top section of the Vendor Manager website. At the top left is the United States Courts logo, featuring an eagle and the text 'UNITED STATES COURTS'. To its right, the text 'Vendor Manager' is displayed in a large, bold font, followed by the tagline 'Manage your personal profile, business, and payment information.' in a smaller font. Below this is a large blue banner with the headline 'Receiving payments made easier.' in white. Underneath the headline, a paragraph explains that Vendor Manager allows individuals and business entities to register and maintain their tax and bank information with the U.S. Courts for receiving electronic payments while maintaining proper reporting to the IRS. At the bottom of the banner is a white button with the text 'Sign in with LOGIN.GOV' and the Login.gov logo.

Use your login.gov to sign in to Vendor Manager

About our application...	How to get started...
<p>This system is secure and easy-to-use application that will allow invited Judiciary vendors to register to manage their contact, tax certification, and EFT bank account information to receive EFT payments. Tax Identification Numbers (TINs) will be validated with the IRS in real-time, enabling you to correct issues immediately.</p>	<p><b>Step 1:</b> Create a Login.gov account, if you don't already have one.</p>
<p><b>Who can use this system?</b></p>	<p><b>Step 2:</b> Sign in to your existing CJA eVoucher account.</p>
<p>You may register in Vendor Manager if you or your business provide services compensable under the Criminal Justice Act (CJA) and have an active CJA eVoucher account in a United States District or Appellate Court.</p>	<p><b>Step 3:</b> You will be redirected to Vendor Manager to register.</p> <p><i>Note:</i> After registration, you can sign in directly to Vendor Manager.</p>

## STEP FOURTEEN: CONNECT YOUR ACCOUNT



### Connect your verified information to Vendor Manager nonprod ADU

We'll share this information with Vendor Manager nonprod ADU:

✓ **Email addresses on your account**  
• fdsetattorney1@gmail.com

✓ **Full name**  
FAKEY MCFAKERSON

✓ **Address**  
1 FAKE RD GREAT FALLS, MT 59010-1234

✓ **Phone number**  
+1 865-556-2869

✓ **Date of birth**  
October 6, 1938

✓ **Updated on**  
March 10, 2026 at 6:43 PM

[Agree and continue](#)

[Cancel](#)

## STEP FIFTEEN: CREATE VENDOR MANAGER ACCOUNT

### Welcome to Vendor Manager!

Vendor Manager allows individual and business entities to register and maintain their tax and bank information with the U.S. Courts for receiving electronic payments and proper reporting to the IRS.

### Let's get started...

To create your vendor account, you will need:

1. Your personal contact information.
2. Tax classification and Tax ID information.
3. Your bank information for receiving payments via EFT.

[Create My Account](#)

# STEP SIXTEEN: FILL OUT ACCOUNT INFO

## Vendor Account Setup

### 1 Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

First Name

Middle OPTIONAL

Last Name

Suffix OPTIONAL

Address

Apt/Ste # OPTIONAL

City

State (U.S. Only)

Zip/Postal Code

Country

Phone

Phone Type

Primary



[+ Add Additional Phone](#)

Email Address

Save and Continue

## STEP SEVENTEEN: ENTER TAX INFO

**2 U.S. or Foreign Entity**

For tax purposes, is the vendor you are registering considered a U.S. Entity?  Yes  No

Answer **Yes** if the vendor is:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company or association created or organized in the United States or under the laws of the United States;

What type of **Tax Identification Number (TIN)** is associated with the vendor?  SSN  EIN

[Previous](#) [Continue](#)

Note: You will select EIN or SSN here.

Detailed instructions on SSN:

[http://fdset.com/uploads/1/2/6/1/12611779/vms\\_ssn\\_payment\\_account.pdf](http://fdset.com/uploads/1/2/6/1/12611779/vms_ssn_payment_account.pdf)

Detailed instructions on EIN:

[https://www.fdset.com/uploads/1/2/6/1/12611779/vms\\_ein\\_payment\\_account.pdf](https://www.fdset.com/uploads/1/2/6/1/12611779/vms_ein_payment_account.pdf)

**3 W9 Information**

Name (as shown on your income tax return)  
Attorney One

Doing Business As Name (DBA) OPTIONAL  
Attorney One LLC

**Tax Identification Number (TIN)**

Social Security Number (SSN)  
555-88-2869

Confirm SSN  
.....

Federal Tax Classification  
1 - Individual/sole proprietor or single-member LLC

Use my contact address

Address (This is where IRS-1099 forms will be sent, if applicable.)  
Fake Address St.

Apt/Ste # OPTIONAL

City  
Knoxville

State (U.S. Only)  
TENNESSEE

Zip/Postal Code  
37924

Country  
UNITED STATES

**Certification**

1. The number shown on this form is my correct taxpayer identification number.  
2. I am a U.S. citizen or other U.S. person.

I am not subject to backup withholding [more details](#)

I am subject to backup withholding [more details](#)

**TIN Matching Notice:** By clicking 'Save and Continue', you consent to IRS TIN matching. After successfully matching TIN and Name with IRS records, no changes can be made to the TIN for this payment account.

[Previous](#) [Save and Continue](#)

# STEP EIGHTEEN: ENTER BANK INFORMATION

**4** Bank Information

Checking Account  Savings Account

Routing Number: 044072324  
AXOS BANK

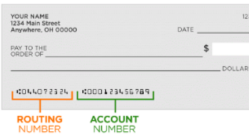
Account Number: .....

Re-enter Account Number: .....

Nickname for this account OPTIONAL: Checking

[Previous](#) [Save and Continue](#)

**5** Review



A check image is shown on the right side of the form. The routing number '044072324' and account number '0000423456789' are highlighted with orange and green boxes, respectively. Labels 'ROUTING NUMBER' and 'ACCOUNT NUMBER' are placed below the highlighted areas. The check header includes 'YOUR NAME', '234 Main Street, Anytown, OR 97000', 'DATE', and 'ISS'. The payee field is labeled 'PAY TO THE ORDER OF' and the amount field is labeled 'DOLLARS'.

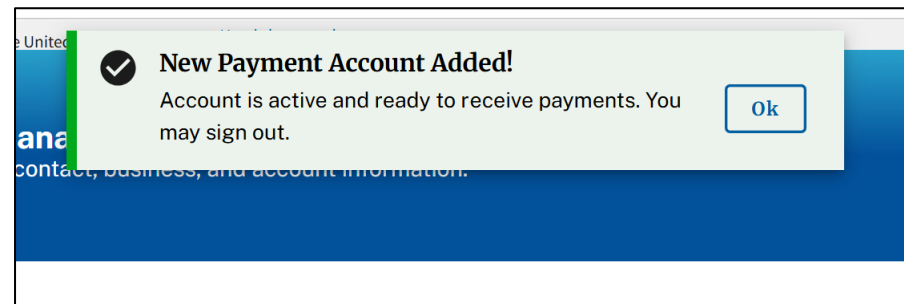
# STEP NINETEEN: CONFIRM PAYMENT INFORMATION

**5** Review

Before selecting 'Confirm', please verify your information is correct.

<h3>Contact Info</h3> <p><b>Attorney One</b> Fake Address St. Knoxville, TN 37924 fdsetattorney1@gmail.com (865) 556-2869</p>	<h3>Tax and Payment Info</h3> <p><b>Attorney One</b> TIN (SSN): ●●●-●●-●●69</p> <p><b>Electronic payments will be sent to:</b> Checking <b>Routing Number:</b> 044072324, AXOS BANK <b>Account Number:</b> ●●●●●●●●89</p>
---	---

[Previous](#) [Confirm](#)



## **MORE HELP:**

- [Creating an SSN Payment Account in Vendor Manager System \(Video\)](#)
- [Creating an SSN Payment Account in Vendor Manager System \(PDF\)](#)
  
- [Creating an EIN Payment Account in Vendor Manager System \(Video\)](#)
- [Creating an EIN Payment Account in Vendor Manager System \(PDF\)](#)
  
- [Authorized Agent in Vendor Manager System \(Video\)](#)
- [Authorized Agent in Vendor Management System \(PDF\)](#)
  
- [Linking to an existing Payment Account in Vendor Manager \(Video\)](#)