US DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA

eVOUCHER: ATTORNEY

MY PROFILE

EDIT USER INFORMATION

Rules for Use

- Attorneys may edit their own user information. Service providers must submit an update Billing Information form to edit or update their user information.
- In the **My Profile** section, attorneys may do the following:
 - Change your password (Login Info section). See Change/Forgot Password instructions for more detailed information.
 - Edit contact information, phone, e-mail, physical address (Attorney Info section).
 - Update Social Security Number (SSN) or employee identification numbers (EIN) and any firm affiliation (Billing Info section).
 - Add a time period in which you will be out of office (Holding Period).
 - Document any CLE attendance (Continuing Legal Education section).

Instructions

- 1. To open the My Profile page, click My Profile from either the Home screen or the Help menu bar.
- 2. Click Edit next to the section in which you want to make changes (Login Info, Attorney Info, etc.)

Revision History

Date	Description
Date 12/15	Original Version