First Login to CJA eVoucher



The first time you log on to CJA eVoucher, a screen may appear requesting you to complete your profile information, especially your billing information. Click Add to the right of the Billing Info section. When you have completed any missing information, log out and log on again, and you be taken 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.

You are required to change your password within **30 days** of the first time you log on to

eVoucher. Password requirements:

- Must be at least eight characters in length
- Contain one lowercase character
- Contain one uppercase character
- Contain one special character
- Be alphanumeric
- Cannot be a password used in the past 365 days

You are required to change your password every 180 days.



