

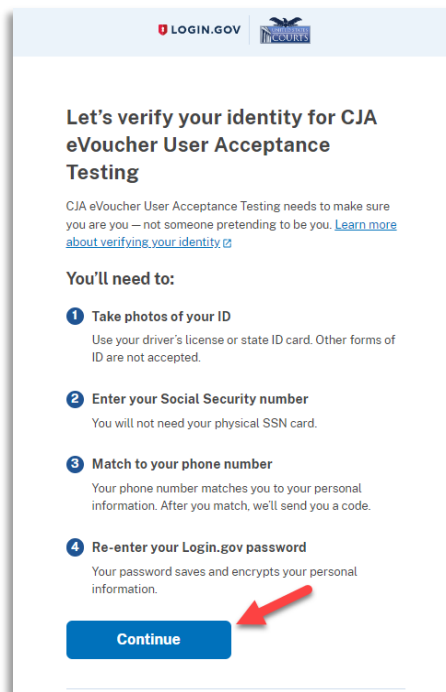
Identity Verification

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**.



The screenshot shows the Login.gov interface for identity verification. At the top, there are logos for LOGIN.GOV and the Department of Justice. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains that CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you, with a link to "Learn more about verifying your identity". Under the heading "You'll need to:", there are four numbered steps: 1. Take photos of your ID (with a note that only driver's license or state ID are accepted), 2. Enter your Social Security number (with a note that a physical SSN card is not needed), 3. Match to your phone number (with a note about matching to personal information and receiving a code), and 4. Re-enter your Login.gov password (with a note about saving and encrypting personal information). At the bottom, there is a blue "Continue" button, which is highlighted by a red arrow.

LOGIN.GOV

Let's verify your identity for CJA eVoucher User Acceptance Testing

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

You'll need to:

- 1 Take photos of your ID**
Use your driver's license or state ID card. Other forms of ID are not accepted.
- 2 Enter your Social Security number**
You will not need your physical SSN card.
- 3 Match to your phone number**
Your phone number matches you to your personal information. After you match, we'll send you a code.
- 4 Re-enter your Login.gov password**
Your password saves and encrypts your personal information.

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**.

The screenshot shows the 'How verifying your identity works' page. At the top, a progress bar has five steps: 'Getting started' (completed), 'Verify your ID' (current), 'Verify your information', 'Verify phone or address', and 'Secure your account'. The main heading is 'How verifying your identity works'. Below it, it says 'Identity verification happens in two parts:'. The first part is 'Verify your identity', where it says 'We'll ask for your personal information to verify your identity against public records.' The second part is 'Secure your account', where it says 'We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.' A red box highlights a checkbox that is checked, with the text: '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.' Below the checkbox is a link: 'Learn more about our privacy and security measures'. At the bottom is a blue 'Continue' button, with a red arrow pointing to it from the right.

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.

The screenshot shows the 'How would you like to add your ID?' page. At the top, a progress bar has five steps: 'Getting started' (completed), 'Verify your ID' (current), 'Verify your information', 'Verify phone or address', and 'Secure your account'. The main heading is 'How would you like to add your ID?'. Below it, it says 'We'll collect information about you by reading your state-issued ID.' There are two options. The first is 'Recommended' with a phone icon, titled 'Use your phone to take photos'. It says 'You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.' Below this is a 'Phone number' field with a dropdown menu showing 'US' and a 'Send link' button. The second option is 'Continue on this computer' with a laptop icon. It says 'Don't have a phone? Upload photos of your ID from this computer.' Below this is an 'Upload photos' button. At the bottom left is a 'Cancel' link.

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.

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

(210) 555-5555

Send link

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

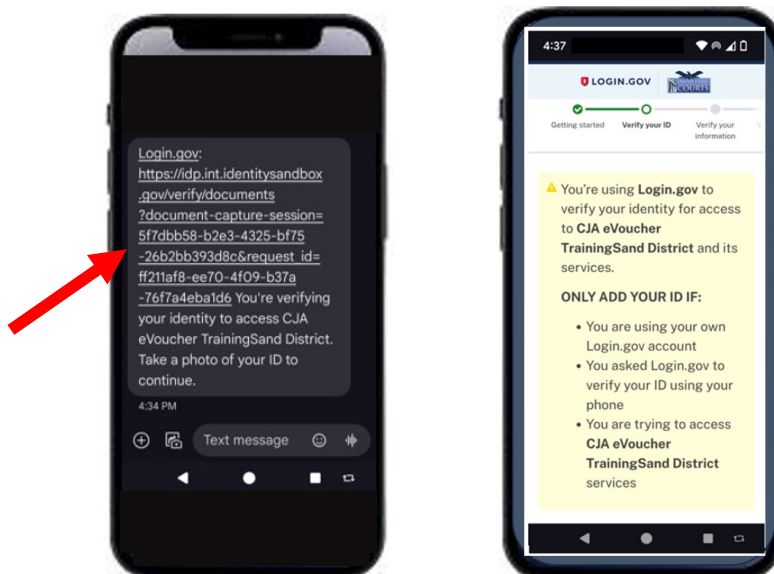
Do not close this window.
The next step will load automatically.

We sent a message to your phone

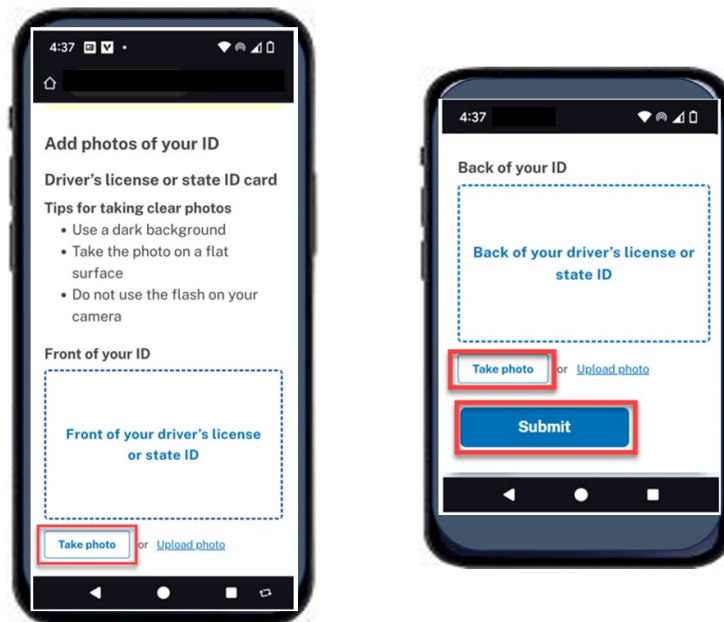
You entered: **+1 210-555-5555**

Please check your phone and follow instructions to take a photo of your state-issued ID.

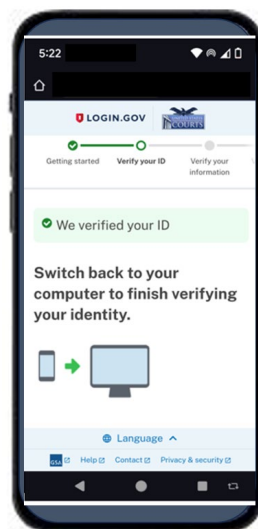
2. Tap the link in the text message. A message appears confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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.

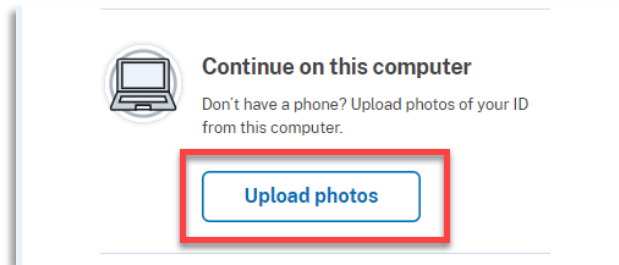


Continue to Step 4 to complete the identity verification process.

Option 2: Upload photos from your computer

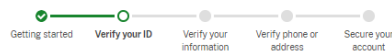
Option 2

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.



Add photos of your ID

Driver's license or state ID card

Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

Back of your ID

Must be a JPG or PNG

Back of your driver's license or state ID

Drag file here or [choose from folder](#)**Submit**

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**.

The screenshot shows the Login.gov verification interface. At the top, there's a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (current step, highlighted with a green circle), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). Below the progress bar, a green message box says 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, it says 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. A section titled 'Don't have a Social Security number?' explains that a SSN is required and provides a link to 'Exit Login.gov and return to CJA eVoucher User Acceptance Testing'. The 'Social Security number' input field is highlighted with a red rectangle. It shows an example '123-45-6789' and a masked input field with dots. Below the input field is a checkbox labeled 'Show Social Security number'. At the bottom, a blue 'Continue' button is highlighted with a red arrow.

LOGIN.GOV

U.S. COURTS

Getting started Verify your ID **Verify your information** Verify phone or address Secure your account

✓ We verified your ID

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 CJA eVoucher User Acceptance Testing](#)

Social Security number
Example: 123-45-6789

.....

☐ Show Social Security number

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.

Getting started Verify your ID **Verify your information** Verify phone or address Secure your account

Verify your information

We read your information from your ID. Review it and make any updates before submitting for verification.

First name: David
Last name: Attorney
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

Social Security number: 5**-**-****5 [Update](#)

☐ Show Social Security number

Submit

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**.

Getting started Verify your ID Verify your information **Verify phone or address** Secure your account

✓ We verified your information

Verify your phone number

We'll check this number with records and send you a one-time code. This is to help verify your identity.

Enter a phone number that is:

- Based in the United States (including U.S. territories)
- Your primary number (the one you use the most often)

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

Phone number

How should we send a code?

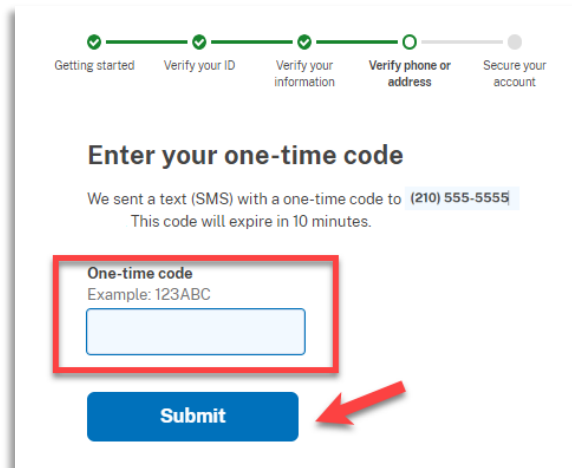
If you entered a landline above, please select "Phone call" below.

☒ Text message (SMS) ☐ Phone call

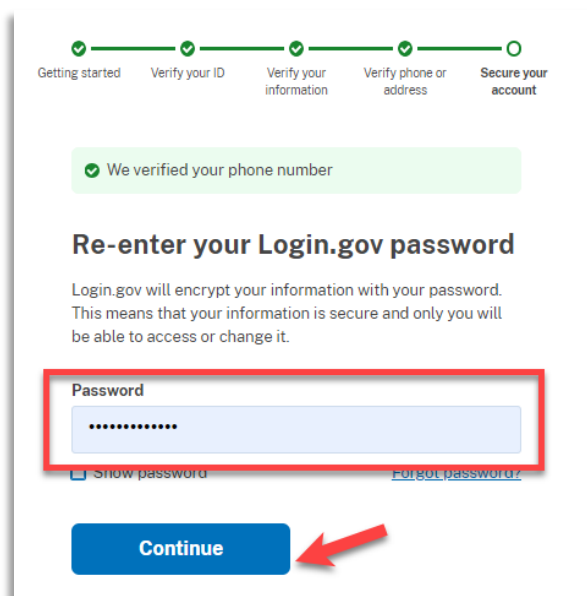
Send code

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**.

Getting started Verify your ID Verify your information Verify phone or address Secure your account

✓ We secured your verified information

Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on **January 22, 2024 at 11:33 AM**

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

You need your personal key if you forget your password.
Keep it safe and don't share it with anyone.

If you reset your password without your personal key, you'll need to verify your identity again.

[Learn more about the personal key](#)

☐ I saved my personal key in a safe place.

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**.



**Connect your verified information
to CJA eVoucher TrainingSand
District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ **Email address**
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

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.