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## Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow court reporters to electronically file a DC-40, LIST OF ALLOWANCES.

The ELECTRONIC VOUCHER PAYMENT SYSTEM- COURT REPORTER USER GUIDE is designed for use by court reporters within the Commonwealth of Virginia. This guide is organized to give an overview of the system, with detailed instructions on how to complete functions using EVPS. It is intended to serve both as a training guide for those who are learning to use the computerized system and as a resource guide for those who have completed training and need follow-up instruction or assistance with problem solving.

EVPS is available 23/7; it is down for maintenance from 4:00 AM to 5:00 AM daily.

EVPS is supported by most internet browsers, such as Google Chrome (Best), Microsoft Edge, Bing, and Firefox; however, Internet Explorer is not supported.

## Getting Help

If the user does not get a satisfactory answer to their question or problem by reviewing this guide, which is also accessible through the *Help* icon located in the EVPS navigation bar, they should contact EVPS Support at [evpssupport@vacourts.gov](mailto:evpssupport@vacourts.gov).

## Registration (OES Identification Number)

The Electronic Voucher Payment System can be found on the VA Courts website ([vacourts.gov](http://vacourts.gov)) under *Online Services > Electronic Voucher Payment System (EVPS)*.

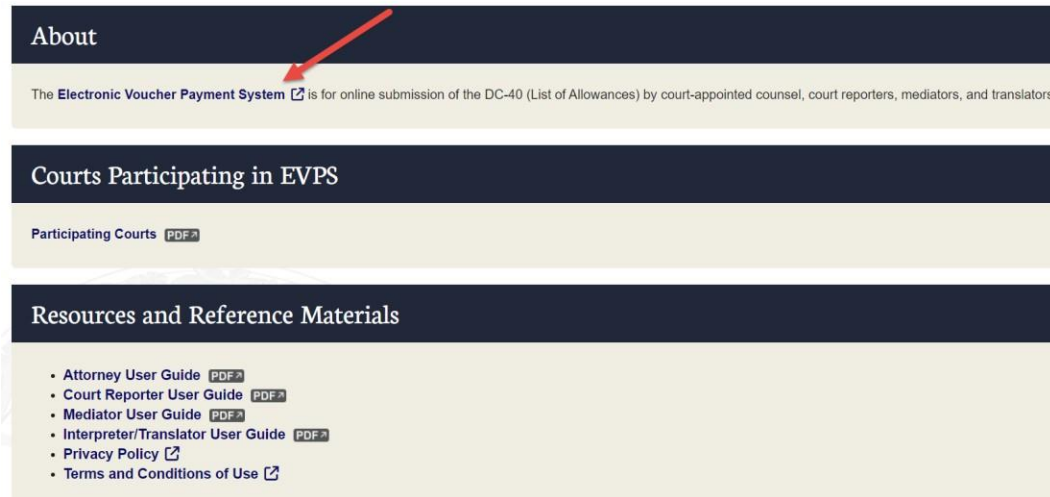
The screenshot shows the homepage of the Virginia's Judicial System. The header includes the title "VIRGINIA'S JUDICIAL SYSTEM", a search bar, and a "PAYMENT OPTIONS" button. The navigation bar contains links for HOME, VIRGINIA'S COURT SYSTEM, ONLINE SERVICES (highlighted with a red arrow), CASE STATUS AND INFORMATION, COURT ADMINISTRATION, DIRECTORIES, FORMS, JUDICIAL BRANCH AGENCIES, and PROGRAMS. Below the navigation bar is a grid of service links:

Pay Traffic Tickets and Other Offenses	Virginia Judiciary E-Filing System (VJEFS)	Fees
Assistance with Protective Orders (I-CAN!)	Virginia Date of Birth Confirmation (VDBC)	Searchable Directories
<b>Electronic Voucher Payment System (EVPS)</b>	Case Status and Information	
Virginia Appellate Courts Electronic System (VACES)	Secure Remote Access (SRA)	

At the bottom left, there is a link for "Court Closings" with a PDF icon.

On this page the user may click on the [Electronic Voucher Payment System](#) link and will then be taken to the registration/login page. Additionally, the user has access to the COURT REPORTER USER GUIDE, as well as the Privacy Policy and Terms and Conditions of Use.

### Electronic Voucher Payment System (EVPS)



In order to create a new account within EVPS, the user must already be an active OES (Office of the Executive Secretary) vendor receiving payments for DC-40 vouchers. If the user is not an OES vendor, then they must contact the OES Accounts Payable Department at 804-225-3346 to complete the documentation needed to become an OES vendor.

To register/create a new account, the user will need to contact their local Clerk's Office to receive an OES (Office of the Executive Secretary) Identification Number.

The OES Identification Number will expire in 48 hours. If the OES Identification Number expires before completing account registration, the user will need to receive a new OES Identification Number from their local Clerk's Office.

1. The user will enter the Vendor F.I.N. or SSN, (also referred to as E.I.N. or Tax ID Number) OES (Office of the Executive Secretary) Identification Number and select the "Sign Up" button.

**Registered Customers/New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**  
Username  
Enter your Username  
Password  
Enter your Password  
[Login](#)  
[Forgot username?](#) [Forgot password?](#)

**Create a new account**  
Vendor F.I.N. or SSN  
Enter a valid Vendor F.I.N. or SSN  
VSB Member Number/OES Identification Number  
Enter a valid VSB Member Number/OES Identification Number  
*For non-attorney users, please contact a Clerk's office to obtain an OES Identification Number.*  
[Sign Up](#) [Reset Account](#)

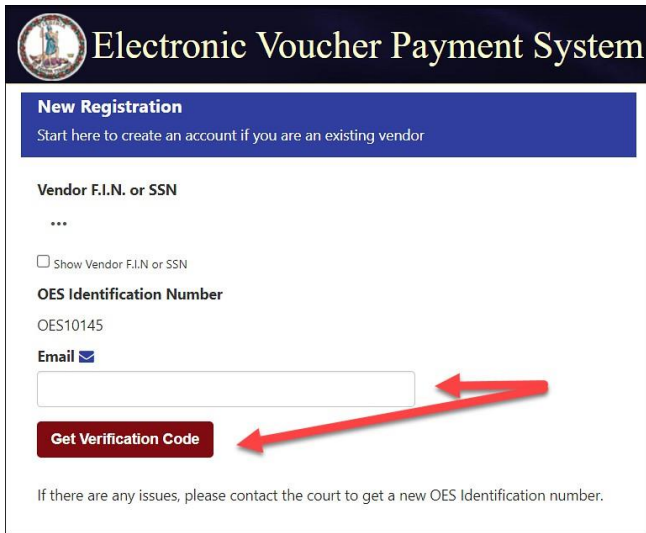
**Start claims submission as a guest (Attorney Only)**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

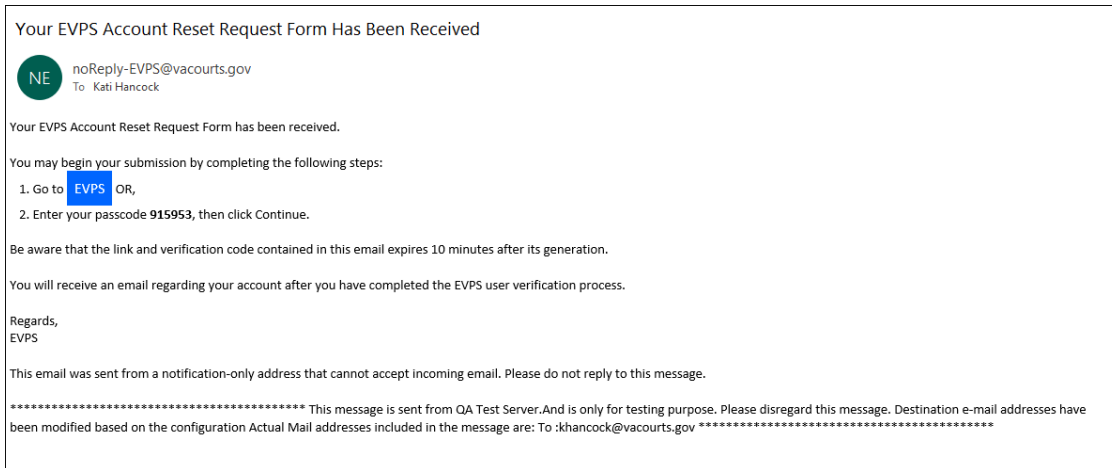
**Track Claim status or continue with submission**  
Enter the Vendor Invoice No. to track claim status or continue with submission process.

**Note:** When given the OES Identification Number, OES is part of the number. For example, OES23456, the user will enter OES23456 as their OES Identification Number.

- 2. The user will enter their email address and select the “Get Verification Code” button.



- 3. An email will be sent to the user with a verification code. The email will be from *noReply-EVPS@vacourts.gov*.



- 4. The user will enter their verification code and select the "Continue" button.

- 5. The user will create an EVPS user name and an EVPS user password.

**Note:** The user name cannot be changed in the future.

- The user will select and answer three security questions.

Electronic Voucher Payment System

Select Security Questions and Answers

\* Question 1: Select [ ] [ ]

\* Question 2: Select [ ] [ ]

\* Question 3: Select [ ] [ ]

\* Required Fields

Save & Continue

Before registration is complete, the user will need to accept the *Electronic Voucher Payment System Terms and Conditions of Use (End User License Agreement)*.

**Note:** Once the user's account is created, an email will be sent with their OES Identification Number. The user should retain this email for future reference.

## How EVPS is Organized

### Accessing EVPS

#### Logging in to EVPS for the First Time

Once logged in, the user's personal information and voucher preferences will need to be completed. This information may be edited for voucher purposes at any time, as necessary.

**Note:** The user has the option to add more vendors, by selecting the *Add New Voucher Preference +* or delete vendors as needed.

#### Log in to EVPS

Registered users will sign in using their username (not case sensitive) and password provided upon completion of the registration portion of the system.

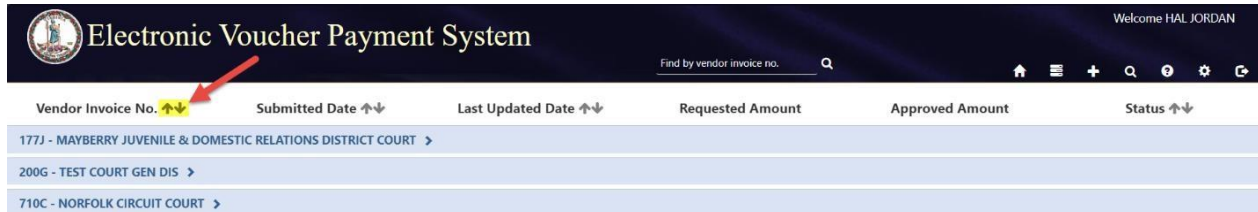
If you are a registered user and do not remember your username or password, please use the *Forgot username?* or *Forgot password?* to have your username or password emailed to you. For more details, please see the **Forgot Username?** and **Forgot Password?** sections within this user guide.



## Dashboard

The dashboard includes all of the user's current vouchers with their reflected status. The user may click on any vendor invoice number, and the voucher details will appear for editing or review.

The user will have the option to sort vouchers within a court, by Vendor Invoice No., Submitted Date, Last Updated Date and Status.

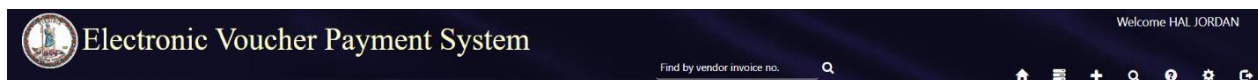


Vouchers will automatically be removed from the dashboard 30 days after their status has changed to *Processed by OES*. Vouchers are never deleted in EVPS, the user will be able to use the search feature to search for any and all vouchers submitted through EVPS. For more details, refer to the *Search* section within this user guide.

**Note:** The user may delete, recall or print the voucher from the dashboard. For more details, see the **Delete Voucher**, **Recall Voucher** and **Print Voucher** sections within this user guide.

## Navigation Bar

The navigation bar is found on the right side of the home screen.



**Home** 

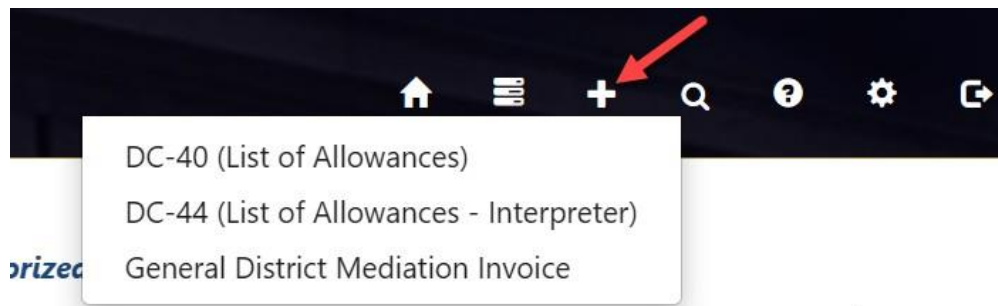
The *Home* icon will take the user to the home screen at any time. When selecting this icon, the home screen will also be refreshed.

**Pending Authorize Signature** 

The *Pending Authorized Signature* icon, when selected will display all pending DC-44 List of Allowances -Interpreter vouchers that require an authorized signature. For court reporters, the icon will display; however, vendors will not be able to select a court reporter as an 'Authorized Signature' on the DC-44 LIST OF ALLOWANCES -INTERPRETER.

## Start New Voucher

The plus icon will allow the user to start a new voucher. There are three options for the user, *DC-40 (List of Allowances)*, *DC-44 (List of Allowances-Interpreter)* and *General District Mediation Invoice*.



If the user selects *DC-40 (List of Allowances)*, they will be routed to the Chart of Allowances.

If the user selects *DC-44 (List of Allowances-Interpreter)*, they will be routed to the electronic version of the *DC-44 (List of Allowances-Interpreter)*. This selection shall only be used by interpreters submitting for their services. For more information on interpreter vouchers, refer to the [Interpreter/Translator User Guide](#).

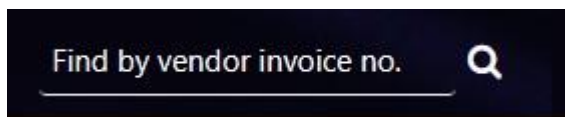
If the user selects *General District Mediation Invoice*, they will be routed to the OES-DRS Mediation Invoice. This selection shall only be used by those who are submitting for their mediation services for General District Court case(s). For more information on Mediator vouchers, refer to the [MEDIATOR USER GUIDE](#).

## Search

The *Search* icon will allow the user to search for cases based on any of the following criteria:

- Court Type/Court Name
- Vendor Invoice Number
- Case Number
- Voucher Status
- Trial/Service Date
- Submitted Date from/to
- Invoices (*Submitted by Me* or *Reviewed by Coordinator*). This criterion will only be seen by those users set up as mediation coordinators.
- Mediator Certification No.

Additionally, the user may search by vendor invoice number on the home screen.



## Help

The *Help* icon will provide direct access to the ELECTRONIC VOUCHER PAYMENT SYSTEM-COURT REPORTER USER GUIDE. The user may also access the *Frequently Asked Questions* and read only versions of the *DC-40 List of Allowances* and its instructions, and the *OES-DRS GDC Invoice*. If the user requires additional assistance, they should contact EVPS Support at [evpssupport@vacourts.gov](mailto:evpssupport@vacourts.gov).

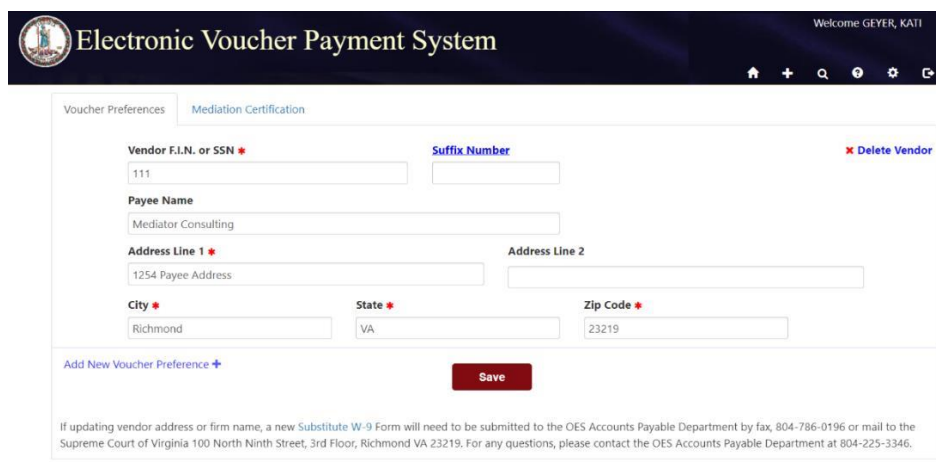
## Settings

The *Settings* icon will allow the user to view or update any of the account information to include:

- Personal Information  
The user's personal information may be edited for voucher purposes at any time necessary. The name entered here will be the name used as the user's electronic signature on the voucher. All other information entered under *Personal Information* is not displayed on the voucher.
- Change Password  
The user may change their password at any time.
- Modify Security Questions

The user may modify their security questions at any time.

- Voucher Preferences
  - On the *Voucher Preferences* tab, the user may update, delete and/or add new vendors at any time. The information entered here is displayed on the voucher and must match the Substitute W-9 on file with the OES Accounts Payable Department. If this information is different than the Substitute W-9 on file, the user's voucher will be rejected by the OES Accounts Payable Department for mismatched information.



The screenshot shows the 'Voucher Preferences' form in the EVPS system. The form is titled 'Electronic Voucher Payment System' and includes a 'Welcome GEYER, KATI' message. The form fields are as follows:

- Vendor F.I.N. or SSN \***: 111
- Suffix Number**: (empty)
- Payee Name**: Mediator Consulting
- Address Line 1 \***: 1254 Payee Address
- Address Line 2**: (empty)
- City \***: Richmond
- State \***: VA
- Zip Code \***: 23219

At the bottom of the form, there is a 'Save' button and a note: 'If updating vendor address or firm name, a new Substitute W-9 Form will need to be submitted to the OES Accounts Payable Department by fax, 804-786-0196 or mail to the Supreme Court of Virginia 100 North Ninth Street, 3rd Floor, Richmond VA 23219. For any questions, please contact the OES Accounts Payable Department at 804-225-3346.'


**Note:** EVPS will not allow the user to changed or add an EIN unless it is valid with the OES Accounts Payable Department.

If updating vendor address or firm name in EVPS, a new [Substitute W-9](#) Form will need to be submitted to the OES Accounts Payable Department by fax, 804-786-0196 or mail to the Supreme Court of Virginia 100 North Ninth Street, 3rd Floor, Richmond VA 23219. For any questions, please contact the OES Accounts Payable Department at 804-225-3346.

**Note:** For those companies with multiple addresses, an optional, *Suffix Number* field may be completed under the *Voucher Preferences* section. Any questions regarding a suffix number, contact the OES Accounts Payable Department at 804-225-3346.

- On the *Mediation Certification* tab, mediators have the ability to update and save their certification number to their user profile. This allows for a more convenient way to validate certification in the invoice filing process.

The user may add their certification number in the *Certification Number* field followed by selecting the “Save” button. Additionally, users may add multiple certification numbers by selecting *Add New Mediation Certification+*.



Voucher Preferences | Mediation Certification

Certification Number: 9999

Mediator Name: Last Name

[Add New Mediation Certification +](#) [Delete Certification](#)

Mediators have the ability to update and save their Mediation Certification information to their user profile. This allows for a more convenient way to validate certification in the invoice filing process.

When the user adds the certification number, the last name of the mediator will appear.

**Note:** There is no limit on the number of certifications added.

The user may also delete certification numbers by selecting *Delete Certification* in the right corner.



Voucher Preferences | Mediation Certification

Certification Number: 9999

Mediator Name: Last Name

[Add New Mediation Certification +](#) [Delete Certification](#)

Mediators have the ability to update and save their Mediation Certification information to their user profile. This allows for a more convenient way to validate certification in the invoice filing process.

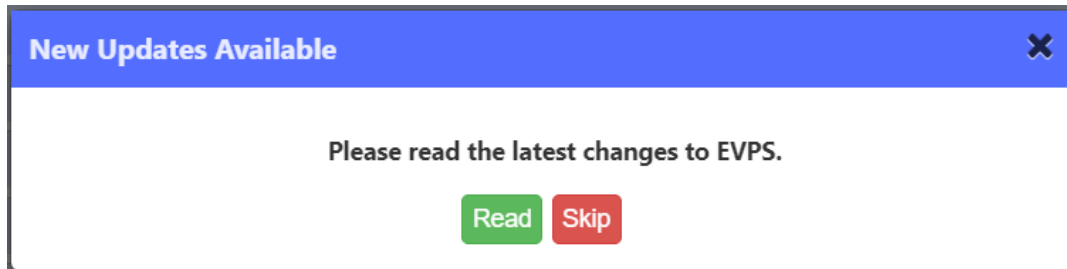
For more information on Mediators/Mediation Coordinators, please refer to the **MEDIATOR USER GUIDE**.



The *Logout* icon will allow the user to securely log off EVPS.

## Notification of EVPS Updates

When updates have been made to EVPS, the user will be notified upon login. The below pop-up will appear.



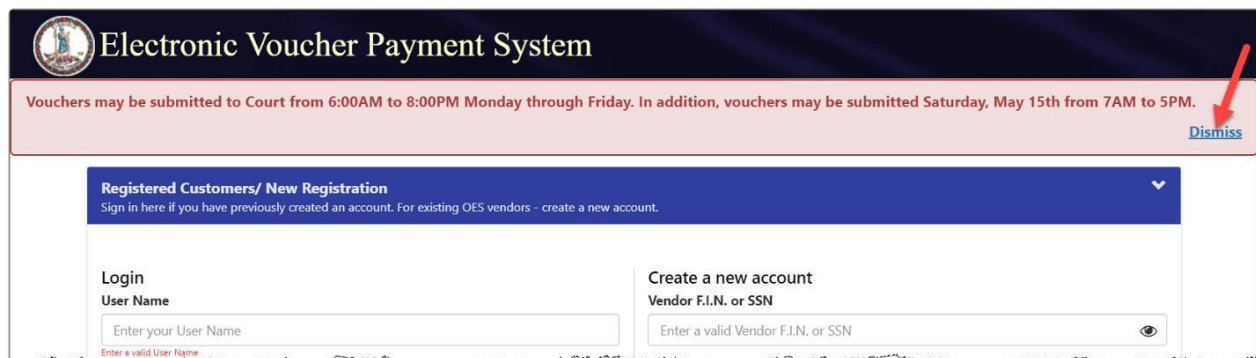
The user may select *Read*, and a listing of the new updates will be displayed.

**Note:** The pop-up will display for three logins unless the user selects *Read*.

## Message Alerts

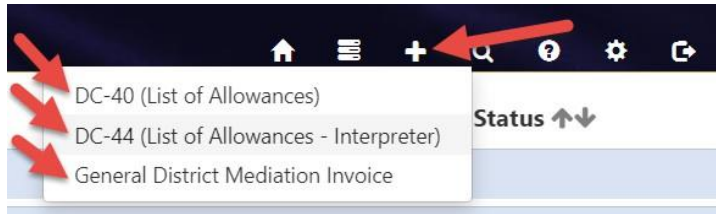
EVPS Admin may add a message on the EVPS login page for all users to view. This message will display any upcoming system maintenance dates or dates that the system will/will not be available.

The user will have the option to *Dismiss* the message.



## How to Start a Voucher

To start a voucher, the user will need to select the plus icon in the upper right corner of their EVPS dashboard. There are three options for the user, *DC-40 (List of Allowances)*, *DC-44 (List of Allowances-Interpreter)*, or *General District Mediation Invoice*.



The user will need to select *DC-40 (List of Allowances)* if they are submitting a DC40-LIST OF ALLOWANCES.

The user will need to select *DC-44 (List of Allowances – Interpreter)* if they are submitting a DC-44- LIST OF ALLOWANCES - INTERPRETER. For more information on interpreter vouchers, refer to the [Interpreter/Translator User Guide](#).

The user will need to select the *General District Mediation Invoice* if they are submitting a mediation invoice to a General District Court. For more information on General District Mediation Invoices, please refer to the [Mediator User Guide](#).

After selecting the appropriate voucher type, the user will need to review and complete the *Vendor Information*, *Pay To The Order Of*, and *Court Information* sections.

**Electronic Voucher Payment System**

**VENDOR INFORMATION**

111 - Court Reporter LLC

**Vendor F.I.N. or SSN** Vendor Invoice No.  
111(VND0000056458) 22-257046

**OES Identification Number** **Vendor Reference (Optional)**  
OES10132

**PAY TO THE ORDER OF**

**Payee Name**  
Court Reporter LLC

**Vendor Name \***  
HANCOCK, KATI MICHELLE

**Address Line 1** **Address Line 2**  
2316 Help Lane 2

**City** **State** **Zip Code**  
Richmond Va 23219

**COURT INFORMATION**

**Court Type**  
Select a Court Type

**Court Name**  
Select Court

- *Vendor Information* includes the Vendor F.I.N. or SSN, OES Identification Number, Vendor Invoice Number, and Vendor Reference.

A dropdown menu is displayed for users that have multiple vendors listed in their *Voucher Preferences*. A refresh icon is displayed to the right of the dropdown menu, if selected, their information will be updated with any changes made in the *Voucher Preferences* section.

**Note:** The *Vendor Reference* is an optional field. This information will be printed on the check stub. Do not use any characters other than numbers or letters in this field.

- *Pay To The Order Of* displays the *Payee Name*, *Vendor Name* and the payee address. This information comes from the *Voucher Preferences* section. If any updates need to be made, please update under *Settings > Voucher Preferences*.

**Note:** *Payee Name* and address must match the Substitute W-9 filed with the OES Accounts Payable Department, even for those payments sent electronically.



- *Court Information* includes the *Court Type*, which requires the user to select the level of court, for example Circuit Court, General District Court, or J&DR Court and the *Court Name*, which requires the user to select the name of the court that the case was heard.

**Note:** Combined courts are listed under both *General District Court* and *J&DR Court*. General District Court cases and Juvenile and Domestic Relations Court cases shall not be combined on the same voucher for Combined Courts.

Once the *Vendor Information*, *Pay To The Order Of*, and *Court Information* sections have been completed, the user will click the “Continue” button. The user will then be directed to the CHART OF ALLOWANCES, where they will be prompted to select the appropriate allowances code.

After the appropriate allowances code has been selected, the user will click the “Continue” button. From here, the user will be routed to the voucher.

**Electronic Voucher Payment System**

SELECT A CHART OF ALLOWANCES CODE §

[DC-40 List of Allowances](#) [DC-40 Form Instructions](#)

RECENTLY USED ALLOWANCE CODE §

19.2-166 - Court reporters

Search Code §

**8.01-9** - Guardian ad litem for defendant under a disability in a civil action. Note: Payment out of the criminal fund of fees and expenses of a guardian ad litem for a defendant under a disability in a civil action is authorized only in certain, limited situations.

(1) In a civil action against an incarcerated felon for divorce where the felon is incarcerated as a result of a crime committed against the felon's spouse, child, or stepchild and involving physical injury, sexual assault, or sexual abuse (as set forth in the statute);

(2) In a civil action against an incarcerated felon for damages arising out of a criminal act (as set forth in the statute)

(3) A court in a divorce action has made specific findings that both the plaintiff and the defendant are indigent and that the defendant is a person under a disability as defined in § 8.01-2, and based upon those findings, the court has determined that payment of the guardian ad litem out of the criminal fund is required as a matter of law. Court order indicating that plaintiff and defendant are both indigent and that defendant is a person under a disability is required.

(4) In a civil action to enter an interdiction order pursuant to § 4.1-333 when the respondent is indigent and a "person under a disability" as defined by § 8.01-2.

**8.01-384.1** - Interpreters for the speech-impaired or hearing-impaired in civil proceedings  
Please use DC-44 paper form.

**8.01-384.1:1** - Interpreters for non-English-speaking persons in civil cases.  
Please use DC-44 paper form.

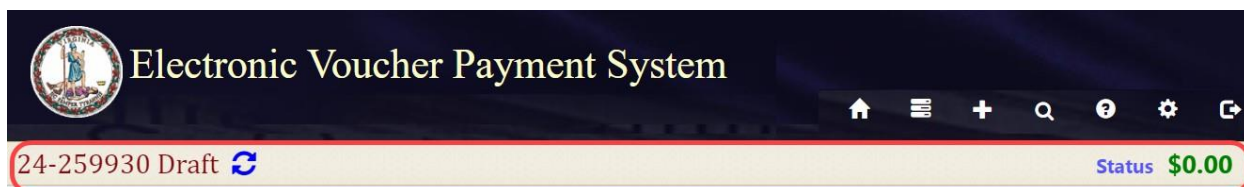
Select code § **Continue**

**Note:** Recently used allowance code sections will be listed at the top for future entries.

## Voucher Details

Every voucher will have the navigation bar, a banner bar, and a voucher header. Additionally, Circuit Court vouchers will be different than District Court vouchers. For more details, refer to the *Circuit Court Voucher* and *District Court Voucher* sections within this section.

### Banner Bar



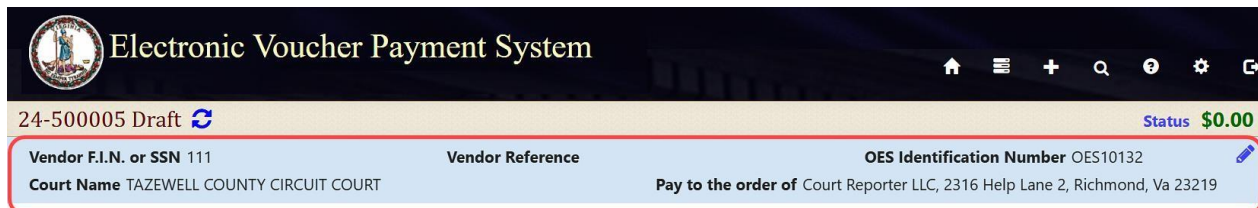
Displayed on the left side of the banner bar:

- Vendor Invoice Number
- Status of the current voucher
- Refresh icon

Displayed on the right side on the banner bar:

- *Status*, when selected will display a detailed summary of the status thus far, as well as any rejection reasons.
- At the end of the banner bar, the total amount for the voucher will be displayed.

## Voucher Header

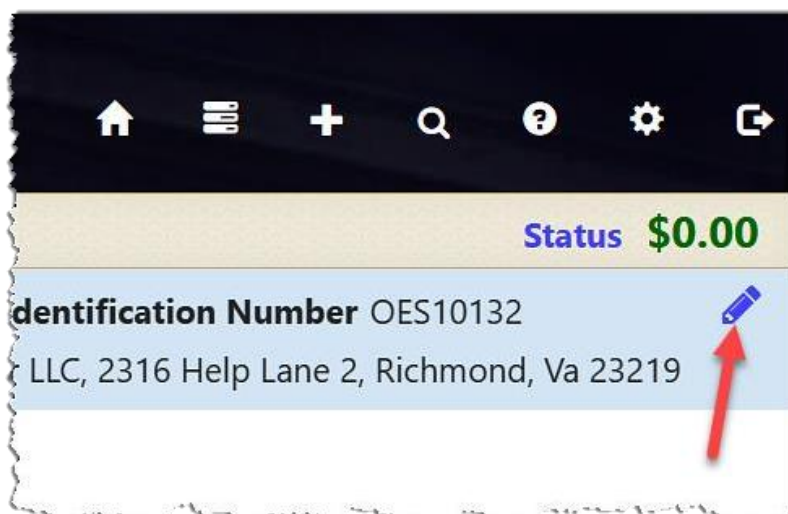


The screenshot shows the top portion of the Electronic Voucher Payment System interface. At the top left is the system logo and name. Below this is a navigation bar with icons for home, menu, add, search, help, settings, and share. The main header area displays the voucher number '24-500005 Draft' and the status '\$0.00'. Below this is a table with three columns: 'Vendor F.I.N. or SSN', 'Vendor Reference', and 'OES Identification Number'. The 'Vendor F.I.N. or SSN' column contains '111'. The 'Vendor Reference' column contains 'TAZEWELL COUNTY CIRCUIT COURT'. The 'OES Identification Number' column contains 'OES10132'. Below the table, the 'Pay to the order of' field is populated with 'Court Reporter LLC, 2316 Help Lane 2, Richmond, Va 23219'. An edit icon (pencil) is visible next to the 'OES Identification Number' field.

Vendor F.I.N. or SSN	Vendor Reference	OES Identification Number
111	TAZEWELL COUNTY CIRCUIT COURT	OES10132

Pay to the order of Court Reporter LLC, 2316 Help Lane 2, Richmond, Va 23219

The voucher header lists the *Vendor F.I.N. or SSN*, *Vendor Reference* (if applicable), *OES Identification Number*, *Court Name*, and *Pay to the order of*. If needed, the user may edit these fields by selecting the edit icon.




**Note:** If Vendor FIN/SSN or *Pay to the order of* needs to be edited, user must first edit the information in their *Voucher Preferences* located under the *Settings* icon. Then the user will select the edit icon on the voucher.

## Circuit Court Voucher

For Circuit Court vouchers there are two Chart of Allowances codes used §19.2-166 and §19.2-215.

### Chart of Allowances code §19.2-166

The user will be required to select one of the following sub-categories for Chart of Allowances code §19.2-166.

**19.2-166**  - Court reporters

<input type="radio"/> Sexually Violent Predator (SVP) case
<input type="radio"/> Special Grand Jury
<input type="radio"/> Other Appearances/Transcript

**A. Sexually Violent Predator (SVP) cases**

**VOUCHER INFORMATION**

**Allowances Code §**  
19.2-166 (Sexually Violent Predator (SVP) case)

**Case Number \***  **Defendant's Name \***  **Trial/Service Date \***   
(e.g. CX0000000000)

**Total Appearance Fee**  **Transcript Fee (if applicable)**

**Other Remarks**

**ATTACHMENTS**  
Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

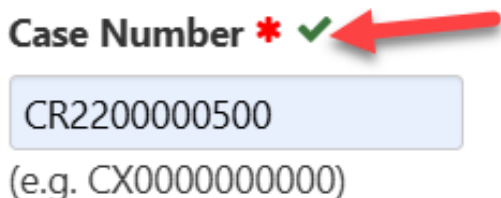
[Click to browse](#)

<b>Total appearance fee claimed \$</b>	0.00
<b>Total transcript fee claimed \$</b>	0.00
<b>Total amount claimed \$</b>	0.00

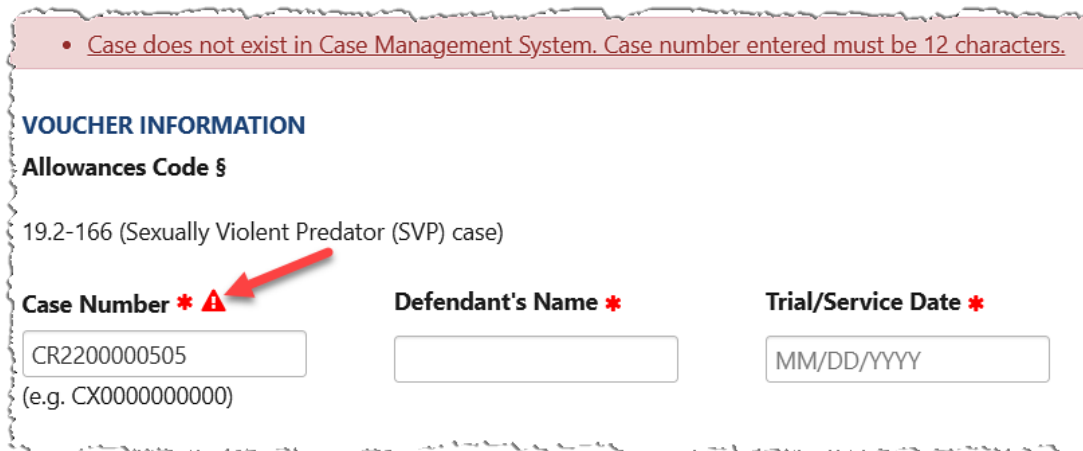
I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

The *Allowances Code §* will be displayed, 19.2-166 (Sexually Violent Predator (SVP) case).

The *Case Number* and *Defendant's Name* are required. The *Case Number* is a twelve-character alphanumeric court case number. EVPS will verify that the case number entered is a valid case number in the Court's Case Management System. If the case number is valid, the user will receive a green check mark.



If the case number is not valid, the user will receive a red triangle. The user will be required to enter a valid case number for voucher submission.




• Case does not exist in Case Management System. Case number entered must be 12 characters.

**VOUCHER INFORMATION**

**Allowances Code §**

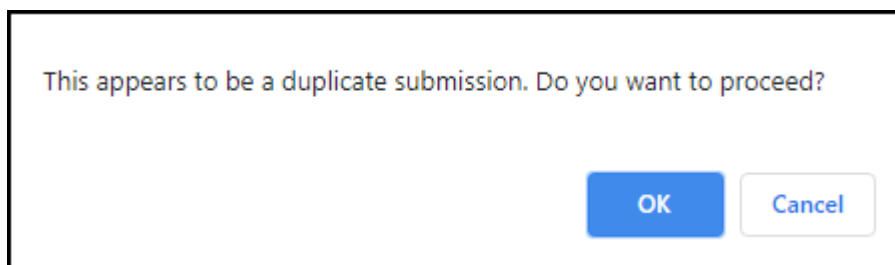
19.2-166 (Sexually Violent Predator (SVP) case)

**Case Number \* ** **Defendant's Name \*** **Trial/Service Date \***

CR2200000505  MM/DD/YYYY

(e.g. CX0000000000)

If the user has previously, electronically submitted on the case number, a duplicate submission pop-up message will appear.



This appears to be a duplicate submission. Do you want to proceed?

If *OK* is selected, the case number will be validated by the Court's Case Management System. If *Cancel* is selected, the case number will not be validated.

The user has the option to enter the *Trial/Service Date* as well as any information in the *Other Remarks* field. The information entered in the *Other Remarks* field will be seen by the Court and OES Accounts Payable Department.

**Note:** If a *Total Appearance Fee* amount is entered, the *Trial/Service Date* will be required. A *Transcript Fee Invoice* will be required if a transcript fee is entered.

## B. Special Grand Jury

**VOUCHER INFORMATION**

**Allowances Code §**  
19.2-166 (Special Grand Jury)

**Number of Defendants \***  **Trial/ Service Date**

**Total Appearance Fee**  **Transcript Fee (if applicable)**

**Other Remarks**

**ATTACHMENTS**  
Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

[Click to browse](#)

<b>Total appearance fee claimed \$</b>	0.00
<b>Total transcript fee claimed \$</b>	0.00
<b>Total amount claimed \$</b>	0.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher
Save As Draft
Send Voucher To Court

The *Allowances Code §* will be displayed, 19.2-166 (Special Grand Jury).

The *Number of Defendants* field will be required. This field can also be used for number of witnesses.

The user has the option to enter the *Trial/Service Date* as well as any information in the *Other Remarks* field. The information entered in the *Other Remarks* field will be seen by the court and OES Accounts Payable Department.

**Note:** A *Court Reporter Worksheet* will be required if an appearance fee is entered. In addition, a *Transcript Fee Invoice* will be required if a transcript fee is entered.

### C. Other Appearances/Transcript


**VOUCHER INFORMATION**




**Allowances Code §**  
19.2-166 (Other Appearances/Transcript)

**Number of Defendants \***  **Trial/Service Date \***

**Total Appearance Fee**

**Other Remarks**

**TRANSCRIPT INVOICES**  
Please enter the 12-character court case number (e.g. CX0000000000), transcript fee and attach the transcript invoice using the  icon.

Case Number	Transcript Fee
 <input style="width: 80%;" type="text"/>	 <input style="width: 80%;" type="text" value="\$0.00"/>
	\$0.00

**ATTACHMENTS**  
Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

[Click to browse](#)

<b>Total appearance fee claimed \$</b>	0.00
<b>Total transcript fee claimed \$</b>	0.00
<b>Total amount claimed \$</b>	0.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher
Save As Draft
Send Voucher To Court

- *Voucher Information*

The *Allowances Code §* will be displayed, 19.2-166 (Other Appearances/Transcript).

The *Number of Defendants* field will be required.

The user has the option to enter the *Trial/Service Date* as well as any information in the *Other Remarks* field. The information entered in the *Other Remarks* field will be seen by the court and OES Accounts Payable Department.


**Note:** A *Court Reporter Worksheet* will be required if an appearance fee is entered.







- *Transcript Invoices*


The user will enter transcript invoice information in this section, if applicable. The case number, transcript fee, and the transcript invoice are required.





The case number will be verified with the Court’s Case Management System. If the case number is a valid case number, the user will receive a green check mark.

**TRANSCRIPT INVOICES**  
Please enter the 12-character court case number (e.g. CX0000000000), transcript fee and attach the transcript invoice using the  icon.

Case Number	Transcript Fee
 <input type="text" value="CR2100000500"/> 	 <input type="text" value="\$0.00"/>
	Invoice attachment required. Transcript fee required. \$0.00

If the case number is not valid, the user will receive a red triangle. The user will be required to enter a valid case number for voucher submission.

**TRANSCRIPT INVOICES**  
Please enter the 12-character court case number (e.g. CX0000000000), transcript fee and attach the transcript invoice using the  icon.

Case Number	Transcript Fee
 <input type="text" value="CR210000050"/> 	 <input type="text" value="\$0.00"/>
	Case does not exist in Case Management System. Case number entered must be 12 characters. \$0.00

The user may add up to 10 case numbers for transcript payment, per voucher by selecting the “+” icon.

**Note:** The transcript fee invoice must be attached in the *Transcript Invoices* section by using the paperclip icon, not in the *Attachments* section.

## Chart of Allowances code §19.2-215

**VOUCHER INFORMATION**

Allowances Code §  
19.2-215

**Number of Defendants \***  **Trial/ Service Date**

**Total Appearance Fee**  **Transcript Fee (if applicable)**

**Other Remarks**

**ATTACHMENTS**  
Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

[Click to browse](#)

<b>Total appearance fee claimed \$</b>	0.00
<b>Total transcript fee claimed \$</b>	0.00
<b>Total amount claimed \$</b>	0.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher
Save As Draft
Send Voucher To Court

The *Allowances Code §* will be displayed, 19.2-215.

The *Number of Defendants* field will be required.

The user has the option to enter the *Trial/Service Date* as well as any information in the *Other Remarks* field. The information entered in the *Other Remarks* field will be seen by the court and OES Accounts Payable Department.

**Note:** A *Court Reporter Worksheet* will be required if an appearance fee is entered. In addition, a *Transcript Fee Invoice* will be required if a transcript fee is entered.

## Voucher Summary

The voucher will display the Total appearance fee claimed, Total transcript fee claimed, and Total amount claimed.

<b>Total appearance fee claimed \$</b>	0.00
<b>Total transcript fee claimed \$</b>	0.00
<b>Total amount claimed \$</b>	0.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

**Delete Voucher**   **Save As Draft**   **Send Voucher To Court**

The user will be required to check, "I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received." in order for voucher submission.

If the user is submitting 30 days past the *Trial/Service Date*, an additional checkbox will be required.

<b>Total appearance fee claimed \$</b>	0.00
<b>Total transcript fee claimed \$</b>	0.00
<b>Total amount claimed \$</b>	0.00

All requests for payment of fees or for travel or other expenses must be submitted no later than thirty (30) days after the service or the travel is completed. For court-appointed counsel, each time limit is measured from the completion of all proceedings in the court for which the request is being submitted. See Va. Code § 19.2-163. If a request for payment is submitted more than thirty (30) days after the service or the travel is completed, the Office of the Executive Secretary may require additional documentation.

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

**Delete Voucher**   **Save As Draft**   **Send Voucher To Court**

## District Court Voucher

For District Court vouchers, Chart of Allowances code §19.2-166 should be used.

The screenshot displays the Electronic Voucher Payment System interface. At the top, it says "Welcome KATI MICHELLE HANCOCK" and "24-500104 Draft". The main header is "Electronic Voucher Payment System". Below this, there are several sections:

- Vendor Information:** Vendor F.I.N. or SSN 111, Vendor Reference MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT, OES Identification Number OES10132. Pay to the order of Court Reporter LLC, 2316 Help Lane 2, Richmond, Va 23219.
- VOUCHER INFORMATION:**
  - Allowances Code § 19.2-166, Amount \$0.00.
  - Case Number \* (e.g. JX0000000000)
  - Defendant's Name \*
  - Trial/Service Date \* (MM/DD/YYYY)
  - Appearance Fee \$0.00
  - Transcript Fee (if applicable) \$0.00
  - Other Remarks
- ATTACHMENTS:** Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB. A "Click to browse" button is present.
- SUMMARY FOR THIS CHARGE:**

Appearance fee claimed \$	0.00
Transcript fee claimed \$	0.00
<b>Total amount claimed \$</b>	<b>0.00</b>

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Buttons at the bottom include "Delete Voucher", "Save As Draft", and "Send Voucher To Court".

### Voucher Information

The user will be required to enter the *Case Number*, *Defendant's Name*, and *Trial/Service Date*. Additionally, the user will enter an *Appearance Fee* and/or a *Transcript Fee*, if applicable. The *Other Remarks* field is optional, information entered in this field will be displayed to the court and OES Accounts Payable Department.

The *Case Number* is a twelve-character alphanumeric court case number. EVPS will verify that the case number entered is a valid case number in the Court's Case Management System. If the case number is valid, the user will receive a green check mark.

**Case Number \* ✓**

JJ2513620000

(e.g. JX0000000000)

If the case number is not valid, the user will receive a red triangle. The user will be required to enter a valid case number for voucher submission.

• Case does not exist in Case Management System. Case number entered must be 12 characters.

**VOUCHER INFORMATION**

Allowances Code §  
19.2-166

**Case Number \*▲** **Defendant's Name \*** **Trial/Service Date \***

JJ25136200000 (e.g. JX00000000000) [Empty Field] MM/DD/YYYY

If the user has previously, electronically submitted on the case number, a duplicate submission pop-up message will appear.

This appears to be a duplicate submission. Do you want to proceed?

OK Cancel

If *OK* is selected, the case number will be validated by the Court’s Case Management System. If *Cancel* is selected, the case number will not be validated.

### Summary for this Charge

The *Summary for this Charge* section will display the Appearance fee claimed, Transcript fee claimed, and Total amount claimed per case number.

**SUMMARY FOR THIS CHARGE**

Appearance fee claimed \$	100.00
Transcript fee claimed \$	0.00
Total amount claimed \$	100.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher Save As Draft Send Voucher To Court

The user will be required to check, "I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received." in order for voucher submission.

If the user is submitting 30 days past the *Trial/Service Date*, an additional checkbox will be required.

**SUMMARY FOR THIS CHARGE**

<b>Appearance fee claimed \$</b>	0.00
<b>Transcript fee claimed \$</b>	0.00
<b>Total amount claimed \$</b>	0.00

All requests for payment of fees or for travel or other expenses must be submitted no later than thirty (30) days after the service or the travel is completed. For court-appointed counsel, each time limit is measured from the completion of all proceedings in the court for which the request is being submitted. See Va. Code § 19.2-163. If a request for payment is submitted more than thirty (30) days after the service or the travel is completed, the Office of the Executive Secretary may require additional documentation.

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher
Save As Draft
Send Voucher To Court

### Add a Case Number

The user may enter up to 10 cases per voucher. In order to add a case number, the user needs to save their voucher by selecting the "Save as Draft" button. A message will then appear, "Voucher saved successfully." Once the message appears, the user may then select the "Add Case Number" button.

The screenshot shows the 'Electronic Voucher Payment System' interface. At the top, it displays '22-257031 Draft' with a refresh icon. Below this, there are two main sections. The left section shows voucher details: 'JJ2315620001', 'test', 'Allowances Code § 16.1-267(1)', and 'Amount \$120.00'. Below these details is a red 'Add Case Number' button. The right section shows 'Vendor F.I.N. or SSN 111 (VND00000564)' and 'Court Name MAYBERRY JUVENILE & DO'. A green message box says 'Voucher saved successfully.'. Below that is a 'CASE INFORMATION' section with a dropdown arrow. It prompts the user to 'Please enter the case number, then select the retrieve' and has a 'Case Number' field with a red asterisk and a green checkmark. The field contains 'JJ2315620001' and a search icon. A red arrow points from the 'Add Case Number' button to the 'Case Number' field.

## Attachments

EVPS allows PDF, JPEG, PNG, and GIF file attachments only, and the maximum size per file is 25MB.

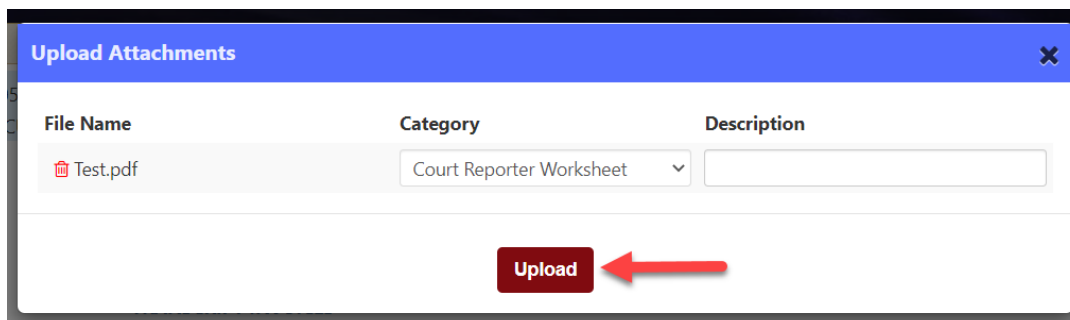
The user will need to select, *Click to Browse*, and select their document they want to attach.



Once the user has selected their document, a *Category* must be selected from the drop-down list. The *Description* field is optional.

**Note:** For Circuit Court vouchers, the *Court Reporter Worksheet* will default as the category.

The user will need to select the "Upload" button in order to successfully upload their document.



**Note:** The user, when attaching the court order will need to select *Court Order* as their *Category*. The *Description* field is optional.


## Delete Voucher



The user may delete their voucher by selecting the “Delete Voucher” button.

The user has the option to delete their voucher from the dashboard; however, the voucher must have a *Draft, Rejected by Authorized Signature, Rejected by Court, or Rejected by Coordinator* status.

Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
023G - BOTETOURT COUNTY COMBINED ▾					
22-256620		Mar 29, 2022, 10:19:36 AM	\$0.00		Draft 
041G - CHESTERFIELD GENERAL DISTRICT COURT >					
161J - WHOVILLE J & DR DISTRICT COURT >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWELL COUNTY CIRCUIT COURT >					
185G - TAZEWELL ON ESATEST >					
710C - NORFOLK CIRCUIT COURT >					

**Note:** To delete a case number, not the voucher, the user may select the red trash can icon.

21-255482 Draft 

<p><b>JJ0327250400</b> </p> <p>tests</p> <p>Allowances Code § 19.2-166</p> <p>Amount \$100.00</p>	<p>Vendor F.I.N. or SSN 111 (VND0000056458)</p> <p>Court Name MAYBERRY JUVENILE &amp; DOME</p>
<p><b>JA1965600100</b> </p> <p>hancock</p> <p>Allowances Code § 19.2-166</p> <p>Amount \$0.00</p>	<p><b>VOUCHER INFORMATION</b></p> <p>Case Number *✓</p> <p>JJ0327250400</p> <p>Appearance Fee</p> <p>\$100.00</p>

**Add Case Number**

## Save As Draft

The user may select the “Save as Draft” button if they want to save and continue later. For District Court vouchers, the user must *Save as Draft* in order to add case numbers to the voucher.



## Send Voucher to Court

Once the user has completed their voucher and they are ready to submit, select the “Send Voucher to Court” button.

If the voucher has been successfully sent to the court, the user will receive a message, *Voucher sent to Court successfully*.



**Note:** The user will receive an email if the court rejects their voucher. A rejection reason will be given to the user.

## Status

The status will be displayed on the user’s dashboard and in the left corner of the voucher.



- *Draft* - Voucher is waiting for user to complete and submit to Court. Voucher may be edited or deleted when in *Draft* status.
- *Draft (Returned)* – Voucher has been returned to vendor by an authorized person due to failure to answer security questions or the allotted time has elapsed.
- *Processed by OES* – Voucher has been approved by the Accounts Payable Department. When the status of a voucher has been updated to *Processed by OES*, EVPS will display the OES approved amount certified for payment as well as the voucher number.
- *Rejected by Authorized Signature*- the voucher has been rejected by the authorized

signature person and sent back to the vendor for their edit and resubmission, if applicable.

- *Rejected by Coordinator* – Voucher has been rejected by the mediation coordinator. The user may edit and resubmit the voucher. The mediation coordinator should provide a reason for rejection.
- *Rejected by Court*- Voucher has been rejected by the Clerk’s Office. The user may edit and resubmit the voucher, if applicable. The Clerk’s Office should provide a reason for rejection.
- *Resubmitted to Court* – Voucher has been recalled and sent back to the Court or the voucher has been resubmitted after Court rejection.
- *Sent to Court* – Voucher has been sent to Court and awaiting the Clerk’s Office review.
- *Sent to OES (Accounts Payable)* – Voucher has been approved by the Judge, certified by the Clerk’s Office, and sent to OES (Accounts Payable Department) for payment.

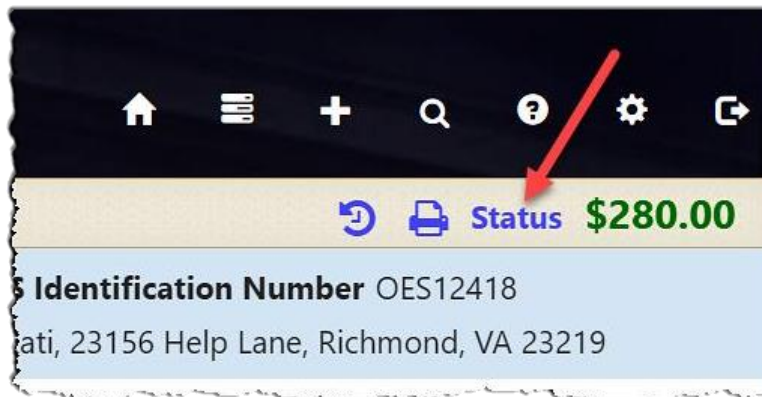
**Note:** For General District Mediation Invoices, invoices have been certified by the Clerk’s Office, judge approval is not applicable.

- *Sent to OES (Dispute Resolution Services)* – Invoice has been approved by the Clerk’s Office and waiting review from the Dispute Resolution Services. This status can also indicate the invoice has been rejected by the OES Accounts Payable Department and has been sent back to the Dispute Resolution Services waiting their review.
- *Sent to OES (Foreign Language Services)* – Voucher has been approved by the Clerk’s Office and waiting review from Foreign Language Services. This status can also indicate the invoice has been rejected by the OES Accounts Payable Department and has been sent back to the Foreign Language Services waiting their review.
- *Under Court Review* – Voucher has been rejected by the judge or rejected by OES and waiting for the Clerk’s Office to take action. The Clerk’s Office must reject the voucher in order for the user to edit and resubmit.
- *Waiting for Authorized Signature*- The voucher has been sent to the authorized signature person and is pending their review.
- *Waiting for Clerk Approval* – Voucher has been approved by the Judge and waiting Clerk certification to OES.
- *Waiting for Coordinator Approval* – Voucher has been sent to the mediation coordinator for said Court and is waiting their review. Once approved, the voucher will be sent to the Court.

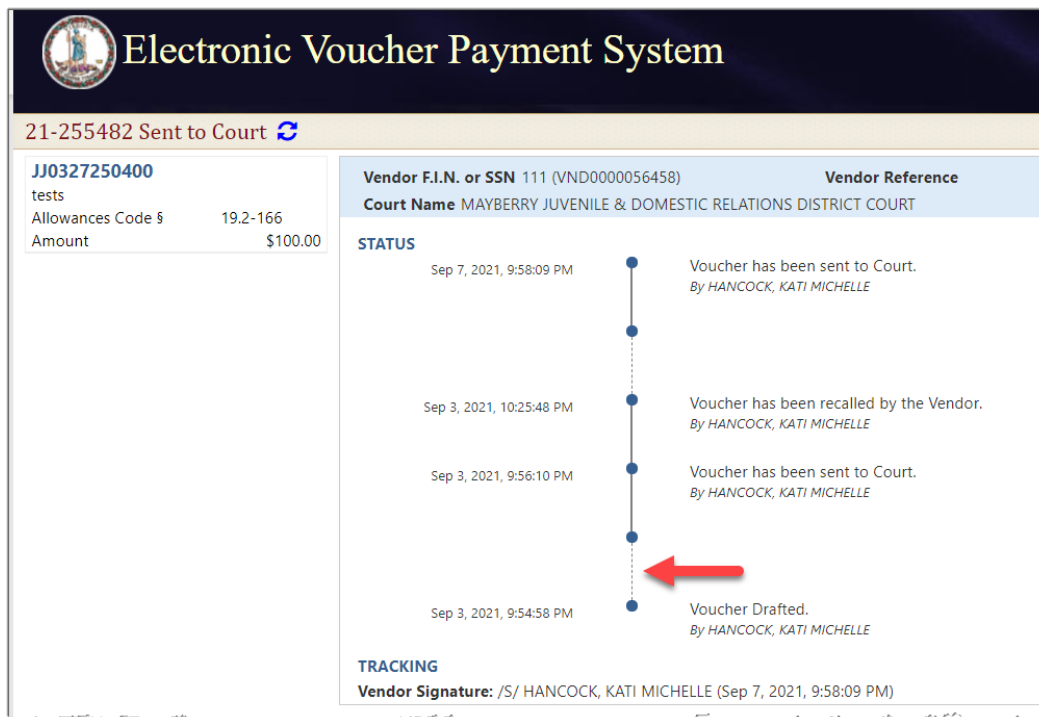
**Note:** Not all Courts will have a mediation coordinator.

- *Waiting for Court Approval* – Voucher has been sent to the Judge for review.

In addition, the user is able to view an up-to-date timeline for the stage of each voucher in the *Status* section.

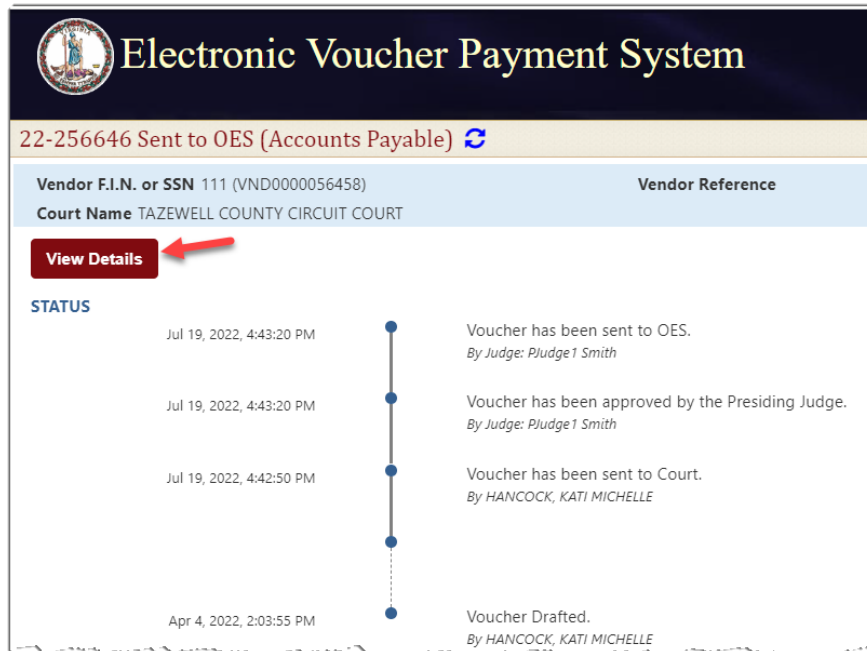


At a glance the user can track where the voucher is during the approval and payment process.




The user may click on the dotted line to extend the timeline.


**Note:** The user may select the case number on the left column to go back to the voucher details. Circuit Court vouchers, the user may select the View Details button.



**Electronic Voucher Payment System**

22-256646 Sent to OES (Accounts Payable) 

Vendor F.I.N. or SSN 111 (VND0000056458) Vendor Reference  
 Court Name TAZEWELL COUNTY CIRCUIT COURT

**View Details** 

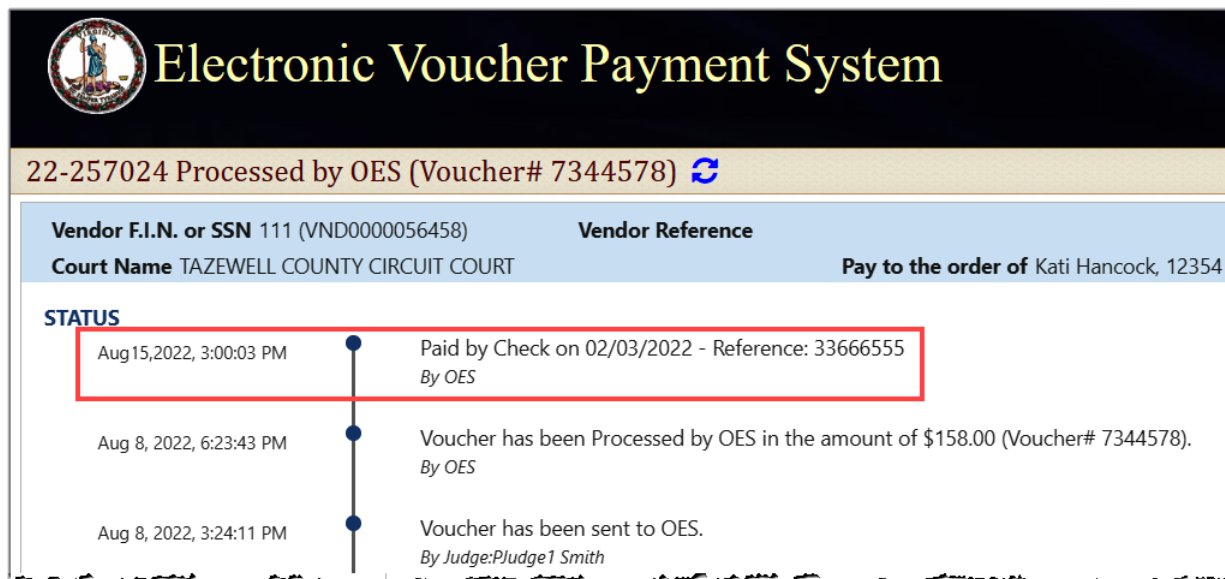
**STATUS**

- Jul 19, 2022, 4:43:20 PM Voucher has been sent to OES.  
By Judge: PJudge1 Smith
- Jul 19, 2022, 4:43:20 PM Voucher has been approved by the Presiding Judge.  
By Judge: PJudge1 Smith
- Jul 19, 2022, 4:42:50 PM Voucher has been sent to Court.  
By HANCOCK, KATI MICHELLE
- Apr 4, 2022, 2:03:55 PM Voucher Drafted.  
By HANCOCK, KATI MICHELLE


## Payment Information

The user will be able to view payment information on vouchers that have been *Processed by OES*.

The payment method, payment date, and payment reference number will be listed.



**Electronic Voucher Payment System**

22-257024 Processed by OES (Voucher# 7344578) 

Vendor F.I.N. or SSN 111 (VND0000056458) Vendor Reference  
 Court Name TAZEWELL COUNTY CIRCUIT COURT Pay to the order of Kati Hancock, 12354

**STATUS**

- Aug 15, 2022, 3:00:03 PM Paid by Check on 02/03/2022 - Reference: 33666555  
By OES
- Aug 8, 2022, 6:23:43 PM Voucher has been Processed by OES in the amount of \$158.00 (Voucher# 7344578).  
By OES
- Aug 8, 2022, 3:24:11 PM Voucher has been sent to OES.  
By Judge: PJudge1 Smith

Payment Methods are as follows: *ACH, Check, EFT, GE* (form of EFT payment), *Manual Check, and Wire Transfer*. If the payment method has been stopped or voided, EVPS will display *Stopped or Void*.

Every Monday, OES receives payment details from the Department of Accounts, at which time EVPS will display the payment disbursed within the last week.

**Note:** If Monday is a holiday, payment information will be displayed on the next business day.

Payment information will only be seen by the user, it will not be displayed for the Clerk's Office or judges.

**Note:** If payment method is by check, the reference number is the check number.

For any questions regarding payment information, please contact the OES Accounts Payable Department at 804-225-3346.


## Rejections


Vouchers may be rejected by the Authorized Signature, Clerk's Office, Judge, Mediation Coordinator, OES (Accounts Payable Department), OES (Dispute Resolution Services) and OES (Foreign Language Services).

If a voucher has been rejected, the latest rejection reason will be in red at the top of the voucher. The user can ONLY edit and resubmit the voucher once the Clerk's Office has rejected the voucher. When the Clerk's Office rejects the voucher, the user will receive an email that said voucher has been rejected.

A link will be displayed in the rejection reason box, *See all rejection reasons*, if there is more than one rejection reason.



 **Electronic Voucher Payment System**

21-255702 Rejected by Court 


Vendor F.I.N. or SSN 111 (VND0000056458)	Vendor Reference
Court Name TAZEWELL COUNTY CIRCUIT COURT	
<p><b>test</b></p> <p>By Clerk:Claims Clerk1 Date: Sep 17, 2021, 4:38:41 PM <a href="#">See all rejection reasons</a></p>	

When selecting the link, the user will be taken to the *Status* page where all rejection reasons are listed under the *Rejection Reasons* section.

The screenshot displays a voucher management interface. At the top, it shows 'Vendor F.I.N. or SSN 111 (VND0000056458)' and 'Vendor Reference'. Below this, the 'Court Name' is 'TAZEWELL COUNTY CIRCUIT COURT'. A red banner indicates a 'Test' status, with 'By Clerk:Claims Clerk1' and 'Date: Aug 8, 2022, 12:13:24 AM'. A red link 'See all rejection reasons' is present. The 'STATUS' section features a vertical timeline with five entries: 'Aug 8, 2022, 12:13:24 AM' (Voucher rejected by Clerk), 'Aug 8, 2022, 12:13:03 AM' (Voucher sent to Court), 'Aug 7, 2022, 11:24:03 PM' (Voucher rejected by Clerk), 'Aug 5, 2022, 7:18:23 AM' (Voucher sent to Court), and 'Aug 5, 2022, 7:03:49 AM' (Voucher Drafted). A red arrow points from the 'REJECTION REASONS' section to the first rejection entry in the status timeline. The 'REJECTION REASONS' section lists two entries: 'Clerk:Claims Clerk1 rejected voucher for the following reason - Aug 8, 2022, 12:13:24 AM Test' and 'Clerk:Claims Clerk1 rejected voucher for the following reason - Aug 7, 2022, 11:24:03 PM test'.

**Note:** All rejection reasons can be found under the *Status* section.

## Recall Voucher

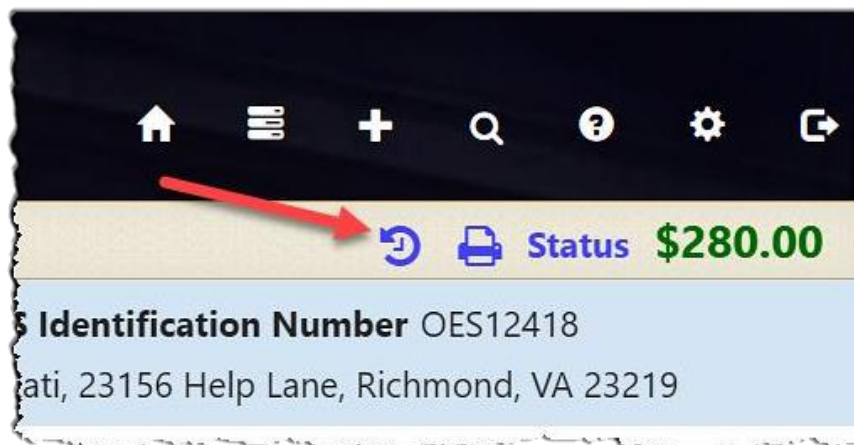
A recall icon () will be displayed if the voucher can be recalled. The voucher can only be recalled if the voucher status is *Sent to Court*, *Resubmitted to Court*, *Waiting for Authorized Signature* or *Waiting Coordinator's Approval*.

The recall icon can be found on the dashboard to the left of the print icon.



Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
023G - BOTETOURT COUNTY COMBINED >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWELL COUNTY CIRCUIT COURT >					
185G - TAZEWELL ON ESATEST ▾					
24-259889	Oct 11, 2024, 4:01:28 PM	Oct 11, 2024, 4:05:09 PM	\$400.00	\$400.00	Sent to OES (Accounts Payable) 
■ TEST GC2200002700					
24-259900	Oct 13, 2024, 2:09:35 PM	Oct 13, 2024, 2:09:46 PM	\$3,019.43		Sent to Court  

The recall icon can also be found on the voucher, itself.



## Print Voucher

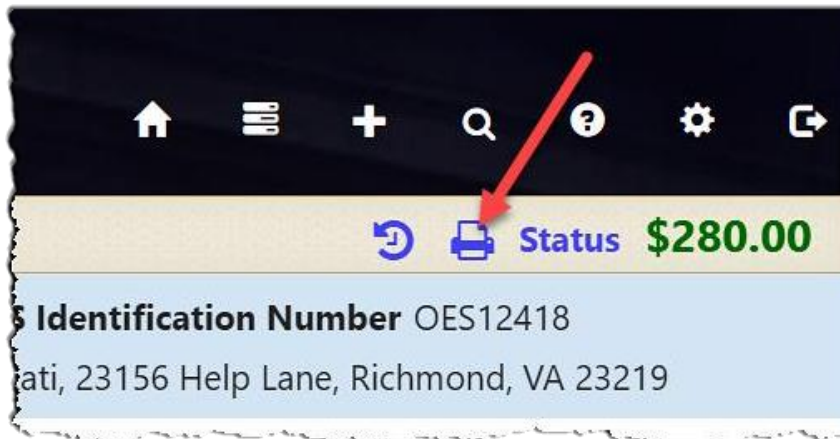
The user may print their voucher using the print icon. The voucher may only be printed once it has been sent to the court.

The print icon can be found on the dashboard.



Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
023G - BOTETOURT COUNTY COMBINED >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWEILL COUNTY CIRCUIT COURT >					
185G - TAZEWEILL ON ESATEST ▾					
24-259889	Oct 11, 2024, 4:01:28 PM	Oct 11, 2024, 4:05:09 PM	\$400.00	\$400.00	Sent to OES (Accounts Payable) 
■ TEST GC2200002700					
24-259900	Oct 13, 2024, 2:09:35 PM	Oct 13, 2024, 2:09:46 PM	\$3,019.43		Sent to Court 

The print icon can also be found on the voucher, itself.





## Forgot Username

If the user does remember their username, they may select, *Forgot username?* on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).

**Electronic Voucher Payment System**

**Registered Customers/New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**

**Username**  
Enter your Username

**Password**  
Enter your Password

**Login**

[Forgot username?](#) [Forgot password?](#)

**Create a new account**

**Vendor F.I.N. or SSN**  
Enter a valid Vendor F.I.N. or SSN

**VSB Member Number/OES Identification Number**  
Enter a valid VSB Member Number/OES Identification Number  
For non-attorney users, please contact a Clerk's office to obtain an OES Identification Number.

**Sign Up** **Reset Account**

**Start claims submission as a guest (Attorney Only)**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Invoice No. to track claim status or continue with submission process.

## Forgot Password

If the user does remember their password, they may select, *Forgot password?* on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).

**Electronic Voucher Payment System**

**Registered Customers/New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**

**Username**  
Enter your Username

**Password**  
Enter your Password

**Login**

[Forgot username?](#) [Forgot password?](#)

**Create a new account**

**Vendor F.I.N. or SSN**  
Enter a valid Vendor F.I.N. or SSN

**VSB Member Number/OES Identification Number**  
Enter a valid VSB Member Number/OES Identification Number  
For non-attorney users, please contact a Clerk's office to obtain an OES Identification Number.

**Sign Up** **Reset Account**

**Start claims submission as a guest (Attorney Only)**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Invoice No. to track claim status or continue with submission process.

## Account Locked/Reset Account

If the user has been locked out of their account, the account will need to be reset. In order to reset the account, the user will need to follow the below steps.

1. The user will enter the Vendor F.I.N. or SSN, OES Identification Number on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>), then select the *Reset Account* button.

**Electronic Voucher Payment System**

**Registered Customers/New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**

**Username**  
Enter your Username

**Password**  
Enter your Password

**Login**

[Forgot username?](#) [Forgot password?](#)

**Create a new account**

**Vendor F.I.N. or SSN**  
Enter a valid Vendor F.I.N. or SSN

**VSB Member Number/OES Identification Number**  
Enter a valid VSB Member Number/OES Identification Number  
For non-attorney users, please contact a Clerk's office to obtain an OES Identification Number.

**Sign Up** **Reset Account**

**Start claims submission as a guest (Attorney Only)**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Invoice No. to track claim status or continue with submission process.

- The user will then select the “Get Verification Code” button.

**Electronic Voucher Payment System**

**Reset Account**

Vendor F.I.N. or SSN  
...

Show Vendor F.I.N or SSN

OES Identification Number  
OES10140

Preferred Mode of communication  
 kha\*\*\*\*\*@vac\*\*\*\*\*.go\*

**Get Verification Code**

If there are any issues, please contact the court to get a new OES Identification number.

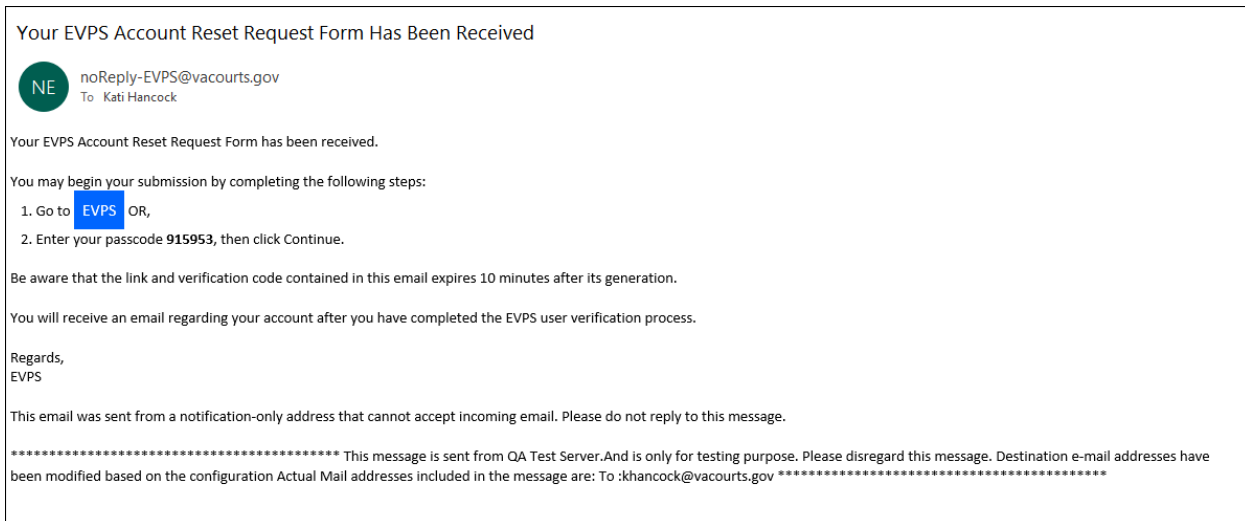
- Then the user will enter their email address and select the “Verify” button. An email will be sent to the user with a verification code.

**Verify Email Address**

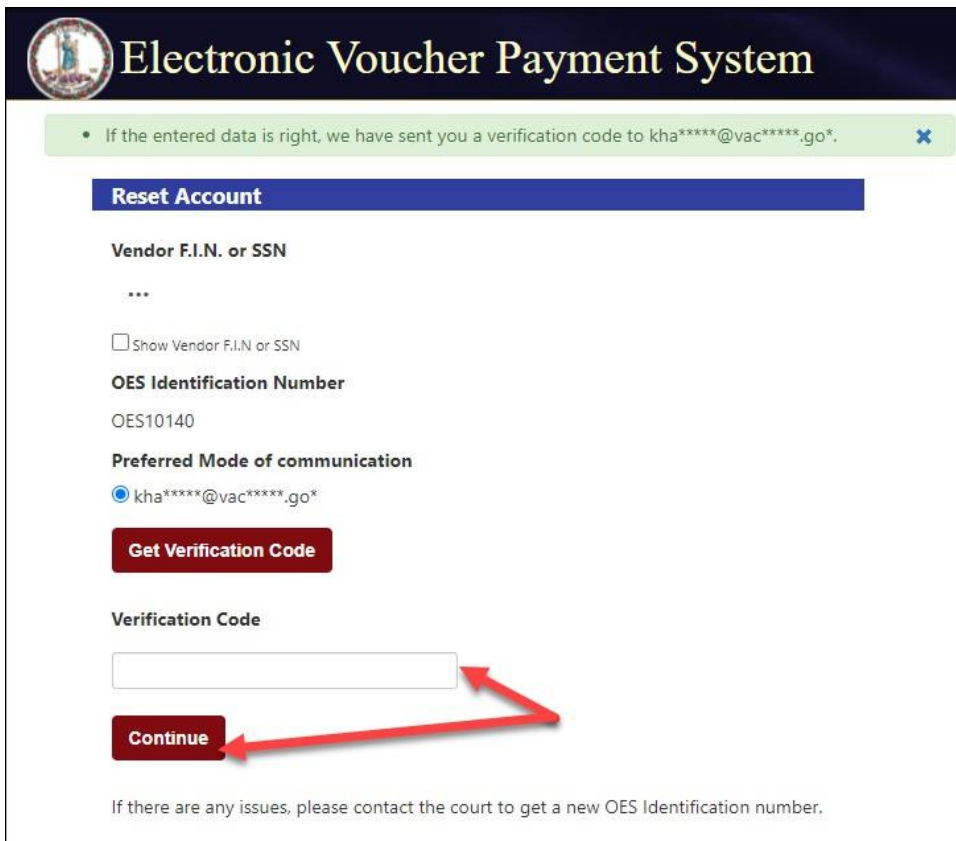
Please confirm your email address kha\*\*\*\*\*@vac\*\*\*\*\*.go\*:

**Verify**

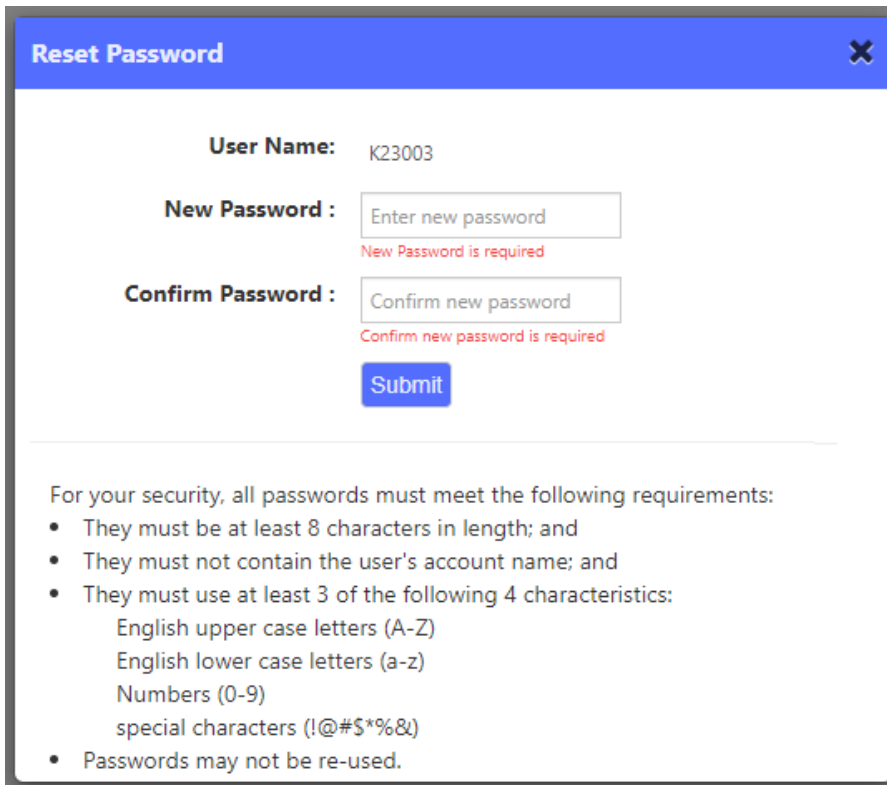
The email will be from *noReply-EVPS@vacourts.gov*.



4. The user will enter their verification code and select the “Continue” button.



5. Lastly, the user will create a new password. The user's username is displayed.



**Reset Password** ✕

**User Name:** K23003

**New Password :**   
New Password is required

**Confirm Password :**   
Confirm new password is required

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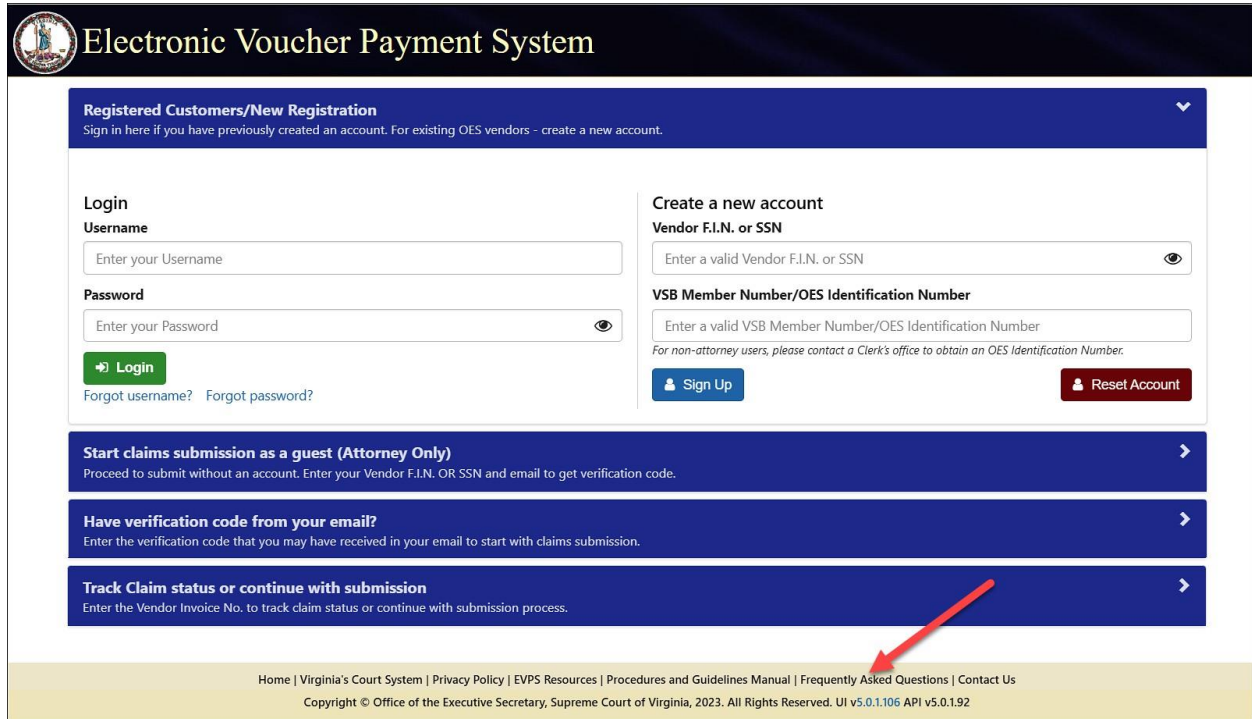
For your security, all passwords must meet the following requirements:

- They must be at least 8 characters in length; and
- They must not contain the user's account name; and
- They must use at least 3 of the following 4 characteristics:
  - English upper case letters (A-Z)
  - English lower case letters (a-z)
  - Numbers (0-9)
  - special characters (!@#\$\*%&)
- Passwords may not be re-used.

Since the account is being reset, the user will be required to select/answer security questions upon login.

## Frequently Asked Questions (FAQ's)

A [link](#) to the *Frequently Asked Questions* can be found at the bottom of the EVPS screen.



They can also be found under the *Help* icon.

