

Table of Contents

Overview	3
Getting Help	3
Registration (OES Identification Number)	4
How EVPS is Organized	8
Accessing EVPS	8
Logging in to EVPS for the First Time	8
Log in to EVPS	8
Dashboard	7
Navigation Bar	7
Home 	8
Pending Authorized Signature 	8
Start New Voucher 	8
Search 	8
Help 	9
Settings 	9
Logout 	11
Notification of EVPS Updates	11
Message Alerts	11
How to Start a Voucher	12
Voucher Details	15
Banner Bar	15
Voucher Header	16
Interpreter Voucher – DC44 (List of Allowances – Interpreter)	17
Voucher Information	17
A. Service Date.....	17
B. Language Interpreted	18
C. Service Provider Name	18
D. Service Provider SSN.....	18
E. Interpreter Certified	18
F. Hourly Rate.....	18
G. Traveled 30 miles or more one way?	19

ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS)

H. Total Miles from Origin to Destination 19

I. POV Mileage 19

J. Fare/Other Transportation Amount 20

K. Travel Time 21

L. Are you submitting as a Staff Substitute? 21

M. Authorized Signature 21

Time Block 22

A. Start Time 25

B. End Time 25

C. Time Spent 25

D. Cancellation 25

E. Fee Requested 26

F. Case Information 26

Attachments 28

Summary 29

Translator Voucher – DC40 (List of Allowances) 29

Voucher Information 29

A. Case Number 29

B. Defendant’s Name 30

C. Trial/Service Date 30

D. Document Type 30

E. Fee Amount Claimed 30

Attachments 30

Total Amount Claimed 31

Delete Voucher 32

Save As Draft 32

Send Voucher to Court 33

Status 35

Payment Information 37

Rejections 38

Recall Voucher 41

Print Voucher 42

Forgot Username 43

Forgot Password 43

Account Locked/Reset Account 44

Frequently Asked Questions (FAQ’s) 48

Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow OES vendors to electronically file a DC-40, LIST OF ALLOWANCES, DC-44 LIST OF ALLOWANCES -INTERPRETER and General District Mediation Invoice.

The ELECTRONIC VOUCHER PAYMENT SYSTEM - INTERPRETER/TRANSLATOR USER GUIDE is designed for use by interpreters and translators 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.

Registration (OES Identification Number)

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



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 INTERPRETER/TRANSLATOR USER GUIDE, as well as the *Privacy Policy* and *Terms and Conditions of Use*.



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-44 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 either their local Clerk's Office or the Foreign Language Services Division (languages@vacourts.gov) 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 either their local Clerk's Office or the Foreign Language Services Division.

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.

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**

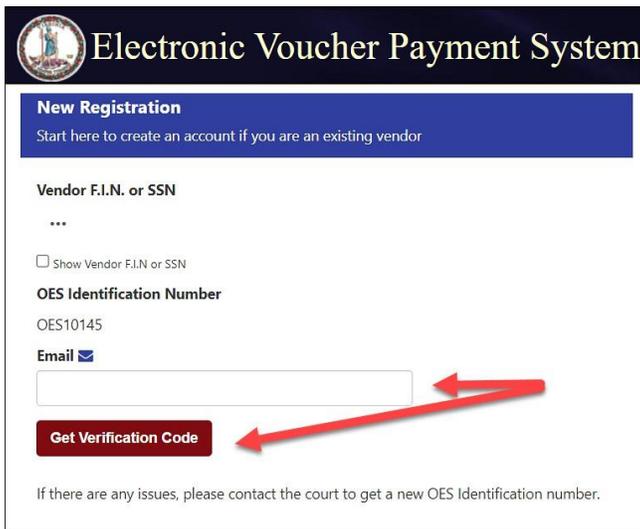
Start claims submission as a guest (Attorney Only)
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

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

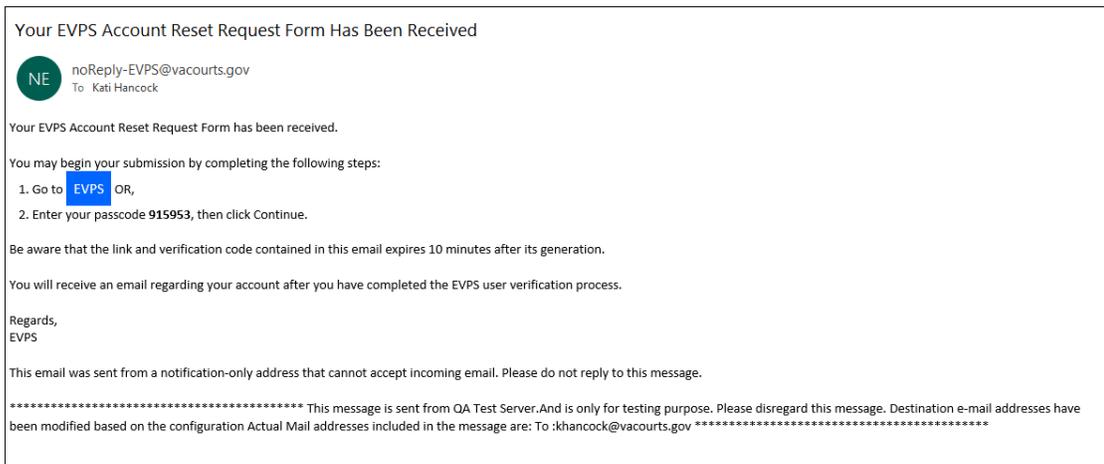
Track Claim status or continue with submission
Enter the Vendor Invoice No. to track claim status or continue with submission process.

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.

IMPORTANT: Translators - Please contact the Foreign Language Services Division (languages@vacourts.gov) after your account has been created, and provide your user name. EVPS Admin must set your user profile as a translator in order for correct voucher submission.

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, as needed, to add more vendors by selecting the *Add New Voucher Preference +* and/or delete vendors by selecting the "X" in the upper right corner.

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.

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 >					

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, see 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 

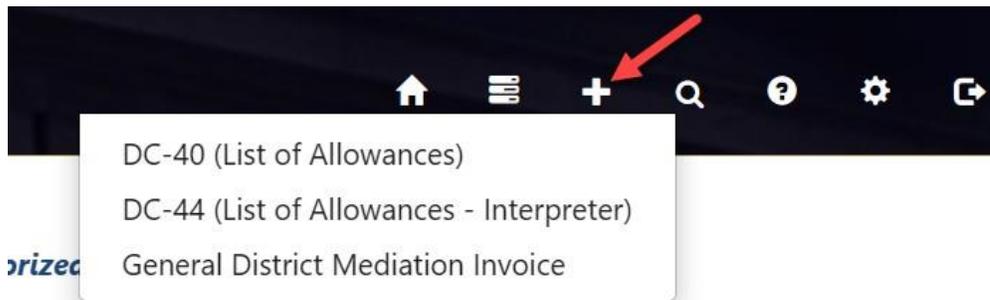
The *Home* icon will take the user to the home screen at any time. When selecting this icon, the home screen will also be refreshed.

Pending Authorized Signature 

The *Pending Authorized Signature* icon will display any pending DC-44 LIST OF ALLOWANCES - INTERPRETER vouchers that require their authorized signature. For translators and interpreters, the icon will display; however, vendors will not be able to select a translator or interpreter 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*.



For translators, please select the *DC-40 (List of Allowances)* option.

For interpreters, please select the *DC-44 (List of Allowances – Interpreter)* option.

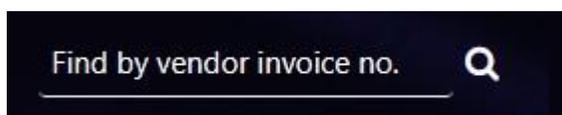
If submitting a General District Mediation Invoice, please refer to the [MEDIATOR USER GUIDE](#).

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/Voucher No.
- Case Number
- Voucher Status
- Trial/Service Date
- Submitted Date from/to
- Mediator Certification No.

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



Help

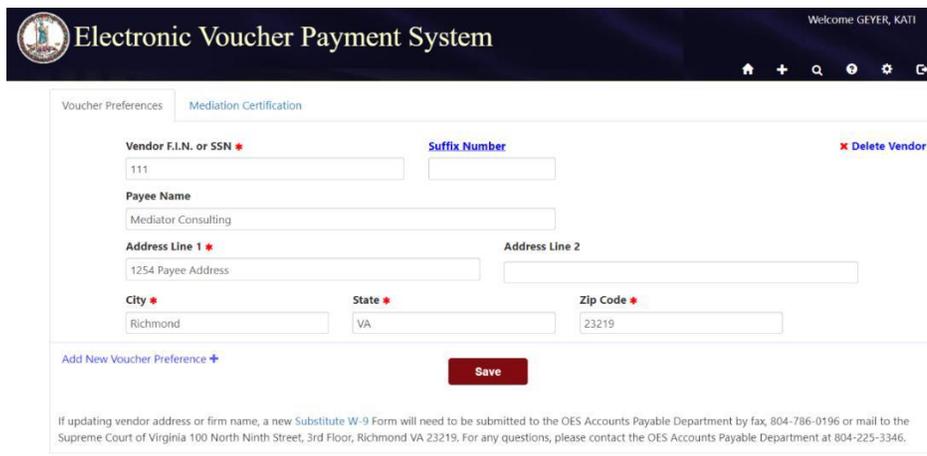
The *Help* icon will provide access to the ELECTRONIC VOUCHER PAYMENT SYSTEM-INTERPRETER/TRANSLATOR USER GUIDE. The user may also access the *Frequently Asked Questions* and read only versions of the *DC-40 List of Allowances* and its instructions, and the *OES-DRS GDC Invoice*. If the user requires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

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.



Note: EVPS will not allow the user to change 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.

For interpreters, a *Suffix Number* is required to submit a voucher. Each interpreter is assigned a unique suffix number as follows:

- Individual Interpreters: When the initial Substitute W-9 Form is submitted, a *Suffix Number* of “00” is automatically assigned.
- Agencies/Companies: The OES Accounts Payable Department assigns a unique *Suffix Number* to each interpreter (service provider) working under the Agency/Company's Tax ID.

For questions regarding *Suffix Numbers*, please contact the OES

Accounts Payable Department at 804-225-3346.

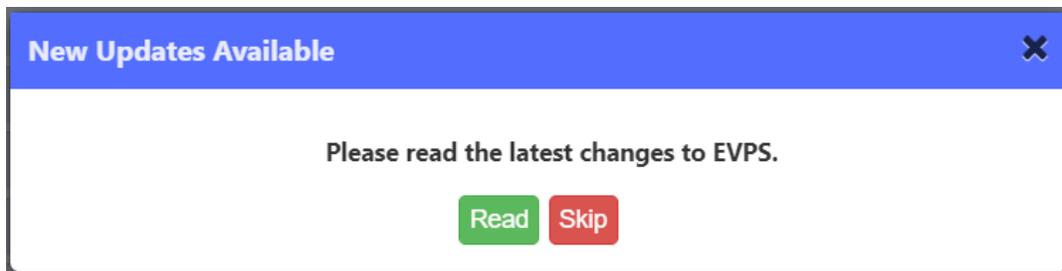
- On the *Mediation Certification* tab, mediators have the ability to update and save their certification number to their user profile. This allows for a more convenient way to validate certification in the invoice filing process. For more information on this section, please refer to the [MEDIATOR USER GUIDE](#).

Logout 

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*.

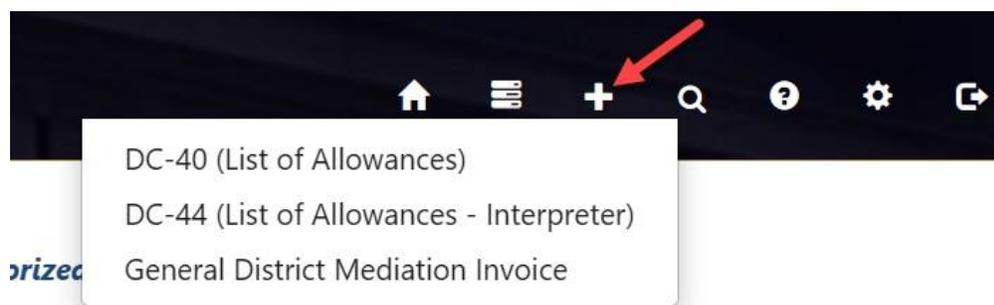
Message Alerts

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)* and *General District Mediation Invoice*.



For translator services, select *DC-40 (List of Allowances)*.

For interpreter services, select *DC-44 (List of Allowances – Interpreter)*.

Note: If submitting a General District Mediation Invoice, 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 - Translator Inc

Vendor F.I.N. or SSN: 111(VND0000056458)

Vendor Invoice No.: 24-259010

OES Identification Number: OES12048

Vendor Reference (Optional):

PAY TO THE ORDER OF

Payee Name: Translator Inc

Vendor Name *: GEYER, KATI

Address Line 1: 2361 Help Lane

Address Line 2:

City: Richmond

State: VA

Zip Code: 23219

COURT INFORMATION

Court Type: Select a Court Type

Court Name: Select Court

Continue

- *Vendor Information* displays 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 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, 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.

- For the DC-44 LIST OF ALLOWANCES -INTERPRETER, the user will be directed to the electronic version of the DC-44 LIST OF ALLOWANCES -INTERPRETER.
- For the DC-40 LIST OF ALLOWANCES, the user will 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 §

19.2-332 - Miscellaneous compensable services in a criminal case required by law or court order prior to the service for which no specific compensation is provided

Search for a Chart of Allowance Code § or Description

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.

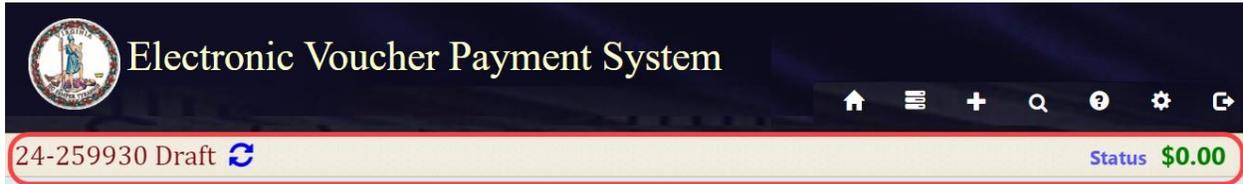
Select code § **Continue**

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

Voucher Details

Every voucher will have a banner bar and a voucher header.

Banner Bar



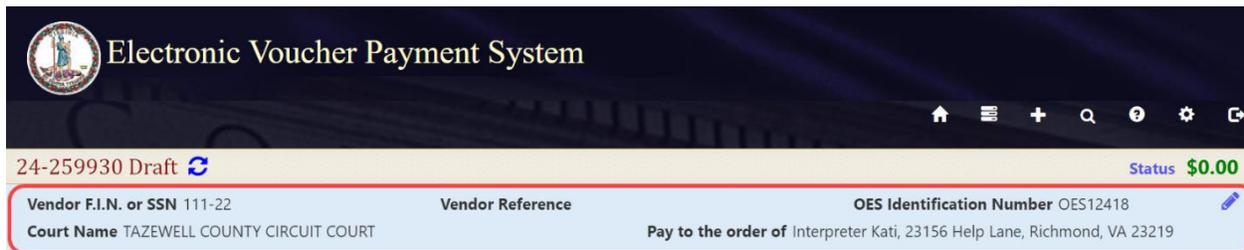
Displayed on the left side of the banner bar:

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

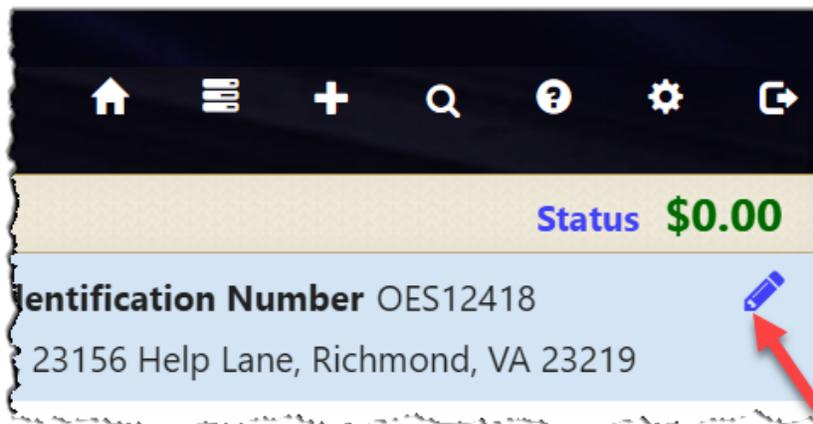
Displayed on the right side on the banner bar:

- *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 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.

Interpreter Voucher – DC44 (List of Allowances – Interpreter)

The DC-44 LIST OF ALLOWANCES -INTERPRETER voucher has four sections: *Voucher Information*, *Time Block*, *Attachments*, and *Summary*.

Note: The OES Foreign Language Services Division maintains a list of certified Spanish interpreters. In order to receive the certified hourly rate in EVPS, the service provider name and service provider SSN must be on the certified Spanish interpreter list. Please contact the OES Foreign Language Services Division to be added.

Voucher Information

Under the *Voucher Information* section, the user will be required to enter the *Service Date*, *Language Interpreted*, *Service Provider Name*, *Service Provider SSN*, *Interpreter Certified*, *Hourly Rate*, *Traveled 30 miles or more one way?*, *Are you submitting as a Staff Substitute?*, and *Authorized Signature*. Additionally, the user has the option to enter any information in the *Other Remarks* field. This information will be displayed to the Court, the authorized signature person, OES Foreign Language Services Division, and OES Accounts Payable Department.

VOUCHER INFORMATION					
Service Date *	Language Interpreted *	Service Provider Name *	Service Provider SSN *	Interpreter Certified *	Hourly Rate *
<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
			<small>Only seen by the OES Accounts Payable Department</small>		
Traveled 30 miles or more one way? *	Total Miles from Origin to Destination	POV Mileage	Fare/Other Transportation Amount		
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00		
<input type="checkbox"/> Include both POV Mileage and Fare/Other Transportation Amount. Enter reason in Other Remarks.	Travel Time	Are you submitting as a Staff Substitute? *		Authorized Signature *	
	<input type="text" value="0.00"/>	<input type="text"/>		Select	
<small>Only one authorized signature can be added per DC-44. Please submit new DC-44, if you need to use a different authorized signature for same day.</small>					
Other Remarks					
<input type="text"/>					

A. Service Date

Service Date is a required field, and the date cannot be in the future.

Note: For Spanish interpreters, EVPS will calculate the appropriate hourly rate based on the service date.

B. Language Interpreted

Language Interpreted is a required field. EVPS provides a drop-down of languages.

Note: If “Other” is selected, an additional field, *Enter Language*, will appear. This field will be required.

C. Service Provider Name

Service Provider Name is a required field. If an agency is requesting payment, the name of the individual providing service needs to be entered.

D. Service Provider SSN

Service Provider SSN is a required field. The SSN will only be seen by the OES Accounts Payable Department. This is required for processing payment.

EVPS will require 9 digits (with or without the dashes).

Note: Once the SSN has been entered and the user tabs out of the field, only the last four digits will be visible. If the SSN needs to be changed, click in the field, and the entire SSN will be displayed and editable.

E. Interpreter Certified

Interpreter Certified is a required field, the user must select either “Yes” or “No.”

Note: For Spanish interpreters, once the service provider SSN has been entered, EVPS will populate the *Interpreter Certified* field based on the information received from the OES Foreign Language Services Division. Additionally, EVPS will populate the *Hourly Rate* field, accordingly. The *Interpreter Certified* and *Hourly Rate* fields will not be editable to the user.

F. Hourly Rate

Hourly Rate is a required field. EVPS will calculate the *Fee Requested* using the hourly rate entered and the time spent (located in the Time Block section).

Note: For Spanish interpreters, once the service provider SSN has been entered, EVPS will populate the *Interpreter Certified* and *Hourly Rate* fields. These fields will not be editable to the user.

G. Traveled 30 miles or more one way?

Traveled 30 miles or more one way? is a required field, the user must select “Yes” or “No”.

Mileage may be reimbursed when the interpreter travels 30 or more miles one way from his or her residence or business (address used for tax purposes).

If the user selects “Yes” then the *Total Miles from Origin to Destination*, *POV Mileage*, *Fare/Other Transportation Amount*, and *Travel Time* fields will be enabled for the user to complete, if applicable.

If the user selects “No” then the *Total Miles from Origin to Destination*, *POV Mileage*, *Fare/Other Transportation Amount*, and *Travel Time* fields will remain disabled.

H. Total Miles from Origin to Destination

Total Miles from Origin to Destination is ONLY enabled and required if the user selected “Yes” in the *Traveled 30 miles or more one way?* field.

The user should enter the total miles traveled which can include:

- Miles traveled by privately owned vehicle.
- Miles traveled by fare/other transportation.
- The combined total of miles traveled by privately owned vehicle and miles traveled by fare/other transportation.

Once the number of miles has been entered, EVPS will display, next to the field, the max allowed travel amount. The user will not be able to submit for more than the max allowed travel amount, excludes travel time.

Total Miles from Origin to Destination *

Max allowed travel amount: **\$67.00**

(Travel Time amount not included)

I. POV Mileage

POV (privately owned vehicle) *Mileage* is ONLY enabled and required if the user selected “Yes” in the *Traveled 30 miles or more one way?* field.

Once the number of miles has been entered, EVPS will display next to the field, the POV Mileage Amount based on the mileage rate at the time of service.

POV Mileage *

POV Mileage Amount: \$34.84

Note: The *POV Mileage* cannot exceed the *Total Miles from Origin to Destination*.

J. Fare/Other Transportation Amount

Fare/Other Transportation Amount is ONLY enabled if the user selected "Yes" in the *Traveled 30 miles or more one way?* field. This field is not required.

If the user enters an amount, a receipt MUST be attached using the paperclip icon. The receipt may not be attached in the Attachments section.

Fare/Other Transportation Amount

Attachment Required

Please attach fare receipt using the  icon

Note: If the user is requesting both the *POV Mileage* and *Fare/Other Transportation Amount*, they must select the below checkbox and enter a reason in the *Other Remarks* field, otherwise, EVPS will take the lesser of the *POV Mileage* and *Fare/Other Transportation* amounts.

- Include both *POV Mileage* and *Fare/Other Transportation Amount*. Enter reason in *Other Remarks*.**

Additionally, when both amounts are added together, they may not exceed the max allowed travel amount. The max allowed travel amount can be found next to the *Total Miles from Origin to Destination* field.

K. Travel Time

Travel Time is ONLY enabled if the user selected “Yes” in the *Traveled 30 miles or more one way?* field. This field is not required.

EVPS will round up the time to the nearest quarter of an hour and will calculate the travel time at one-half the hourly rate.

L. Are you submitting as a Staff Substitute?

Are you submitting as a Staff Substitute? is a required field, the user must select “Yes” or “No”.

Staff substitute vouchers automatically go to the OES FLS Supervisors for their authorized signature. If the user selects “Yes,” EVPS will populate FLS Supervisor as the authorized signature.

Additionally, case information is not applicable for staff substitutes, EVPS removes the case information fields in the *Time Block* section.

M. Authorized Signature

Authorized Signature is a required field. Only one authorized signature may be added per DC-44 LIST OF ALLOWANCES -INTERPRETER, please submit a new DC-44 LIST OF ALLOWANCES -INTERPRETER, if there is more than one authorized signature for the same service date.

EVPS provides a listing of all names that may be selected as an authorized signature – this is not a free-form field for the vendor.

- Attorney: Names, email addresses, and phone numbers of all active and good standing attorneys are provided by the Virginia State Bar database.
- Mediator: Names and email addresses of all mediators are provided by the OES Dispute Resolution Services Divisions database.
- Clerk/ Foreign Language Services staff/coordinator/Judge/Magistrate: Names and email addresses are provided by OES Internal Directory.

For the *Authorized Signature* field, the user will need to click on the “Select” link.

A pop-up will appear for the user to select the user type and search for the authorized signature person by their last name.

Once the authorized signature person has been found, select their name, and click the “Save” button.

Note: For sub-judges and special justices, please use user type, Judge.

When the voucher is submitted, it will be sent to the authorized signature person, as well as an email notifying them of the pending DC-44 LIST OF ALLOWANCES -INTERPRETER.

The authorized signature person has 7 calendar days to either approve or reject the voucher BEFORE it is returned to the vendor as a DRAFT. If the voucher is returned, an email is sent to the vendor from noReply-EVPS@vacourts.gov with a subject of “EVPS Authorized Signature Request – Returned.”

Note: An email is sent every day, up to 7 calendar days, to the authorized person until the voucher is no longer pending.

If the voucher is approved by the authorized signature person, the voucher will be sent to the Court.

If the voucher is rejected by the authorized signature person, a rejection reason will be required, and the voucher will be sent back to the vendor as a DRAFT. Additionally, an email is sent notifying the vendor of the rejection. This email is from noReply-VPS@vacourts.gov with a subject of “EVPS Authorized Signature Request – Returned.”

Time Block

The *Time Block* section will display the *Start Time*, *End Time*, *Time Spent*, *Cancellation*, *Fee Requested*, and case information. *Start Time* and *End Time* for the *Time Block* section are available as drop-down fields allowing users to select duration in 15-minute increments. The user can add up to four time blocks per voucher. At least one time block must be completed to submit the voucher.

To add a time block, the user can select the *Add Time Block* link. However, in order to add additional time blocks, the *Start Time* and *End Time* fields must be completed on the previous time block, otherwise the *Add Time Block* link will be disabled.

Note: Once there are four time blocks added, the *Add Time Block* link will not be visible.

To delete a time block, the user can select the red, trash can icon located at the top right of each time block.

Time Blocks shall not overlap within the same voucher or within ALL vouchers submitted by the same service provider for the same service date and time. EVPS will give error, and not allow submission.

- *Same voucher overlaps: "Time block X cannot overlap. Please check Time block XX."*
- *Different voucher overlaps: Time block X cannot overlap. Please check Time block XX on invoice <##>."*

Additionally, there must be at least two hours between any 2-hour minimum time block within the same voucher or within ALL vouchers submitted by the same service provider for the same service date. EVPS will give error, and not allow submission.

- *Same voucher overlaps: "There must be at least two hours between any 2-hour minimum time block. Please check Time Block X with Time Block XX."*
- *Different voucher overlaps: "There must be at least two hours between any 2-hour minimum time block. Please check Time Block X with Time Block XX on invoice <##>."*

Note: EVPS does not consider end time, only start time plus time spent when checking for overlaps because time spent is rounded up to the nearest 15th minute.

A. Start Time

The *Start Time* field is a required field.

Note: EVPS will only allow start time up to 10PM, if user selects the *2 hour minimum requested* check box.

B. End Time

The *End Time* field is a required field EXCEPT for cancellations.

Note: EVPS will only allow end time entry up to 11:59PM.

C. Time Spent

EVPS will calculate time spent based on the start and end time. Additionally, the user could select the *2 hour minimum requested* check box, if the time spent is less than 2 hours. If the time spent is more than 2 hours, the *2 hour minimum requested* checkbox will be disabled.

D. Cancellation

The *Cancellation* field is not required, and defaulted to "No." If the time block was a cancellation, the user will need to select "Yes."

ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS)

Interpreter/Translator/Sign Guide” an additional field, *Appointment Duration*, will appear. This field will be required, and the user must select: Less than a day, Full day, or Multi-day. PAGE 26

If *Less than a day* is selected, EVPS will automatically enter 2 hours in the *Time Spent* field, no matter the end time, if entered.

If *Full day* or *Multi-day* is selected, EVPS will automatically enter 4 hours in the *Time Spent* field, no matter the end time, if entered.

The latest hour that can be started on a cancellation time block is 8PM.

Note: For cancellation, *End Time* is not required, *2 hour minimum requested* checkbox is not available, and only one time block may be submitted per voucher.

E. Fee Requested

The *Fee Requested* field will be calculated by EVPS using the hourly rate and time spent. This field is not editable.

F. Case Information

The user will need to complete at least one case information per time block EXCEPT for staff substitutes. Case information is not applicable for staff substitutes.

Note: Case information should be entered in EVPS, do not attach addendums with case information.

- *Case Number* is required, please enter the twelve-character alphanumeric court case number and then select the retrieve icon. 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	
1	<input type="text" value="CR2100003100"/>  
Add Case Number	

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 Number	
1	<input type="text" value="CR2100003105"/>   <small>Case does not exist in Case Management System. Case number entered must be 12 characters.</small>
Add Case Number	

The user may enter up to 100 case numbers per voucher by selecting the *Add Case Number* link.

Case Number	
1	<input type="text" value="CR2100003100"/>  
Add Case Number	

Note: There can be duplicate case numbers within the same voucher, but not within the same Time Block.

The user may delete case numbers by selecting the red, trash can icon located at the end of the row.

TIME BLOCK
Maximum of 4 blocks per invoice. Please select the Add Time Block button. Maximum of 100 case numbers (e.g. CX000000000) per invoice (Case information not applicable for staff substitute).

Time Block 1

Start Time: 10:00 PM, End Time: 11:14 PM, Time Spent: 1 Hour(s) and 15 Minutes, Cancellation: No, Fee Requested: \$0.00

2 hour minimum requested

Case Number	Defendant's Name	Original Code § Charged	Allowance Code §	Style
1				
2				
3				

- *Defendant's Name* is required.
- *Original Code § Charged* will be populated from the Court's Case Management System. For civil cases, EVPS will populate CIVIL CASE. This field is not editable.
- *Allowance Code §* is required. The user must select either, 19.2-164 – Criminal or 8.01-384-1:1 – Civil.
- *Style* is required. The user must select: Commonwealth v., Locality v., or Other.

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 then select the file from their computer.

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

Click to browse

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

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

Note: If the user is claiming a Fare/Other Transportation amount, **DO NOT** attach the receipt in the *Attachments* section, the receipt must be attached in the *Fare/Other Transportation Amount* field.

Summary

The Summary section lists the *Fee Amount*, *Travel Time* amount, *Travel* amount, and *Total Amount Claimed*.

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.

	Requested
Fee Amount \$	0.00
Travel Time \$	0.00
Travel \$	0.00
Total Amount Claimed \$	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.

Translator Voucher – DC40 (List of Allowances)

Translator vouchers have two sections, *Voucher Information*, *Attachments*, and *Total Amount Claimed*.

Under the *Voucher Information* section, the user will be required to enter the *Case Number*, *Defendant's Name*, *Trial/Service Date*, *Document Type* and *Fee Amount Claimed*. Additionally, the user has the option to enter any information in the *Other Remarks* field. This information will be displayed to the Court, the OES Foreign Language Services Division, and the OES Accounts Payable Department.

VOUCHER INFORMATION		
Case Number *	Defendant's Name *	Allowances Code §
<input type="text"/>	<input type="text"/>	19.2-332
Trial/Service Date *	Document Type *	Fee Amount Claimed *
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="v"/>	<input type="text" value="\$0.00"/>
Other Remarks		
<input type="text"/>		

Note: If the voucher does not look like the above image, please contact evpssupport@vacourts.gov.

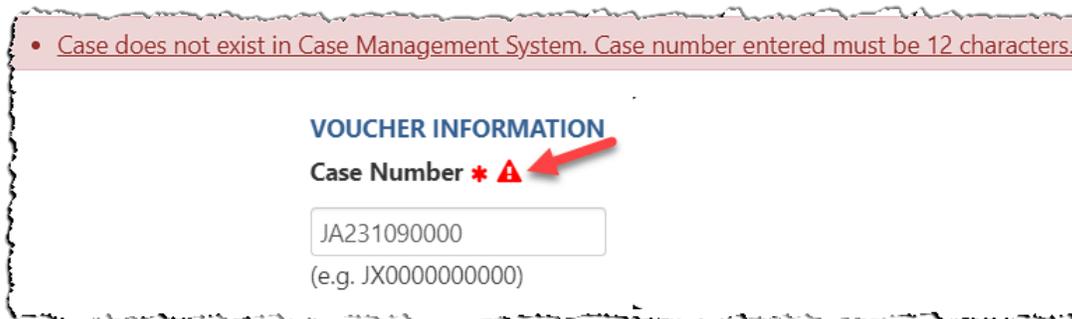
Voucher Information

A. Case Number

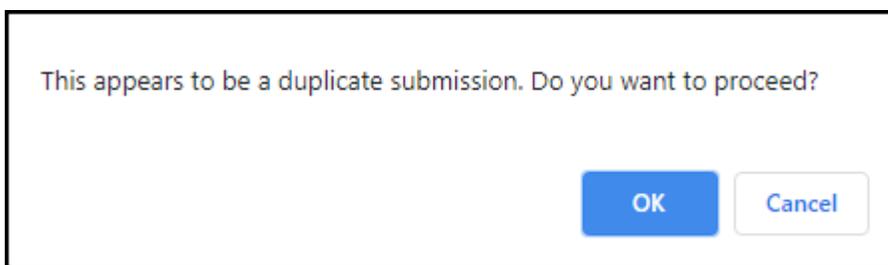
The Case Number is a twelve-character alphanumeric court case number. EVPS will verify that the case number entered is a valid case number in the Court's Case Management System. If the case number is valid, the user will receive a green check mark.

Case Number * ✓ 

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.



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



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.

B. Defendant's Name

The user will need to enter the defendant's name, the recommended format is *Last name, First name*.

C. Trial/Service Date

The *Trial/Service Date* will need to be entered and the date cannot be in the future.

D. Document Type

The user will either need to select, *Document Translation* or *Transcription Translation*.

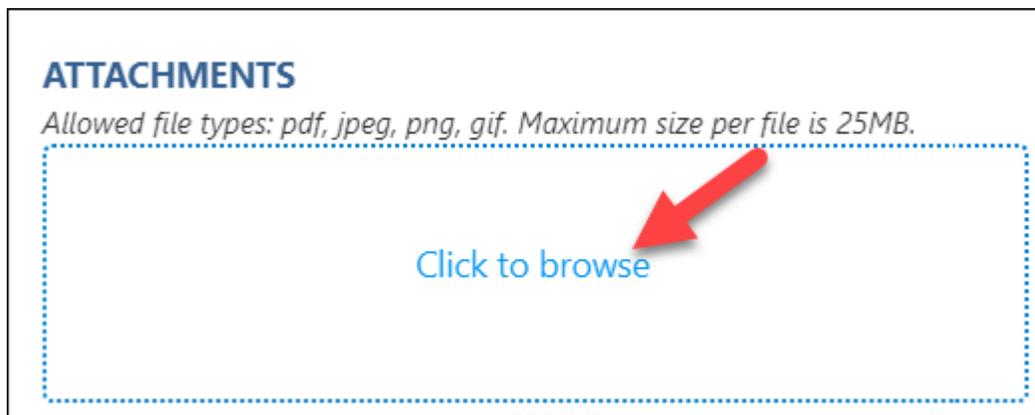
E. Fee Amount Claimed

The *Fee Amount Claimed* will need to be entered.

Attachments

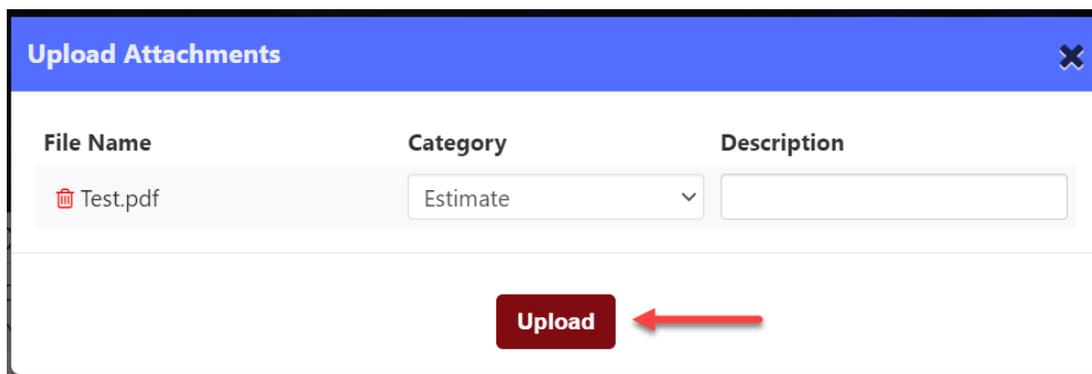
EVPS allows PDF, JPEG, PNG, and GIF file attachments only, and the maximum size per file is 25MB.

The user will need to select, *Click to Browse*, and then select the file from their computer.



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

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



Upload Attachments [X]

File Name	Category	Description
 Test.pdf	Estimate	

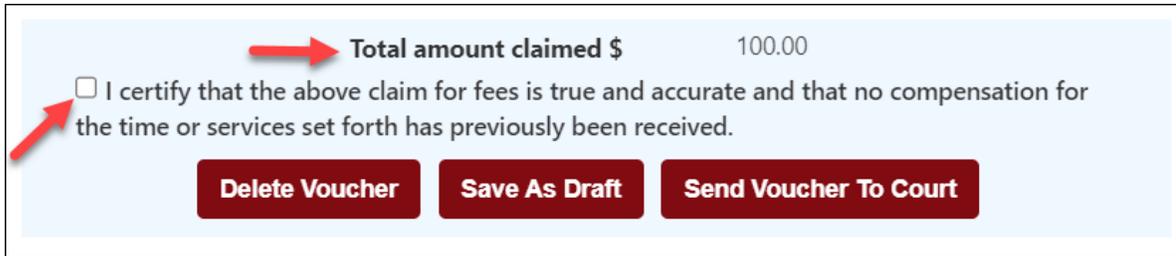
Upload

An *Estimate* and a *Court Order* will be required for voucher submission.

Note: Please **DO NOT** attach the transcription document.

Total Amount Claimed

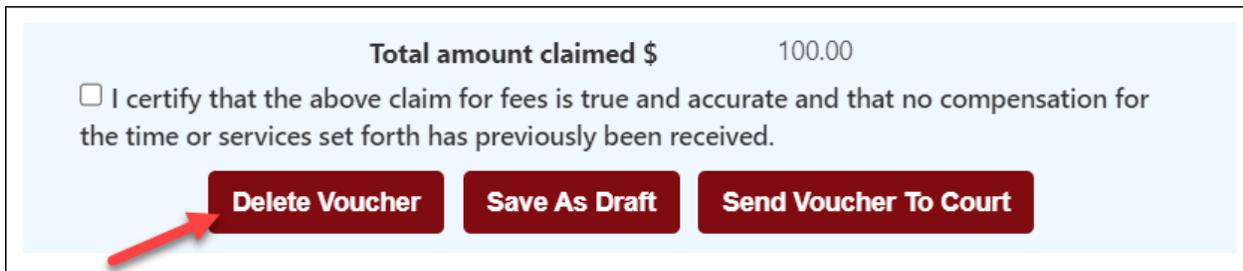
The *Total Amount Claimed* will be displayed at the bottom of the voucher.



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.

Delete Voucher

The user may delete their voucher by selecting the "Delete Voucher" button located at the bottom of a voucher.



The user also has the option to delete their voucher from the dashboard.



The user may only delete a voucher that has *Draft*, *Rejected by Authorized Signature* or *Rejected by Court* status.

Save As Draft

The user may select the "Save as Draft" button located at the bottom of the voucher, if they want to save and continue later.

Total amount claimed \$ 100.00

I certify that the above claim for fees 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**

Send Voucher to Court

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

Total amount claimed \$ 100.00

I certify that the above claim for fees 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**

If the voucher has been successfully sent to the Court, the user will receive a “Voucher sent to Court successfully.” message for translator vouchers and “Voucher has been submitted successfully.” for interpreter vouchers.

Electronic Voucher Payment System

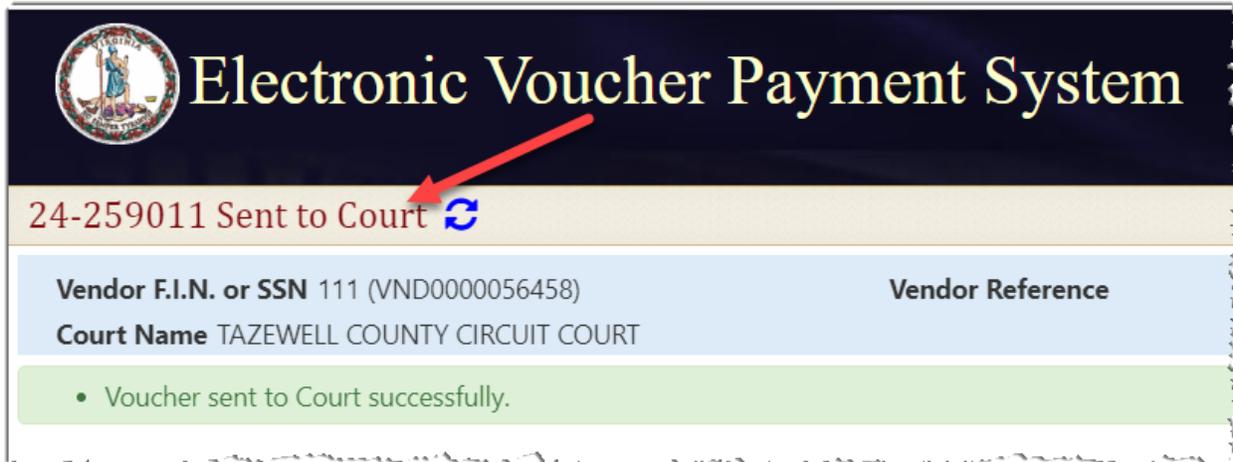
24-259011 Sent to Court

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

- Voucher sent to Court successfully.

Status

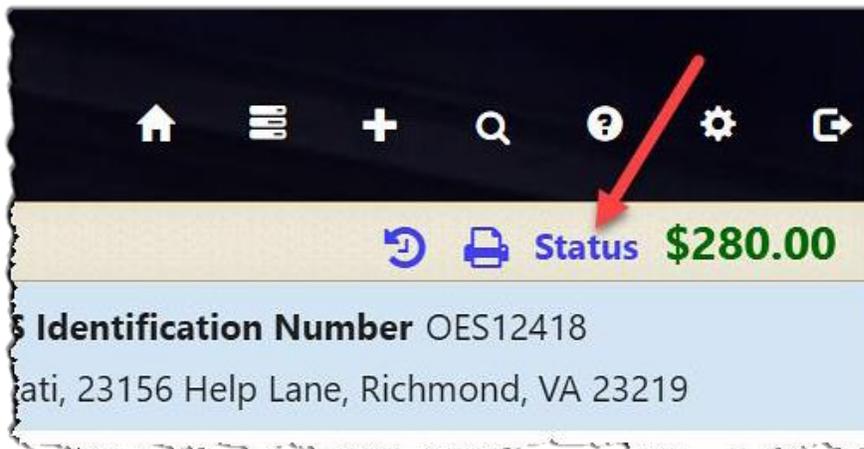
The status will be displayed on the user's dashboard and in the left corner of the voucher.



- *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 when 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* – Voucher has been rejected by the authorized signature person and sent back to the vendor as DRAFT. A rejection reason is required.
- *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.

- *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 Court and waiting review from Foreign Language Services. This status can also indicate the voucher 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 either OES or the judge, and it is 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*- Voucher is pending with the authorized signature person, waiting their approval or rejection.
- *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.
- *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 screenshot displays the 'Electronic Voucher Payment System' interface. At the top, it shows the voucher number '23-258780 Sent to OES (Foreign Language Services)' with a refresh icon. Below this, a header bar contains 'Vendor F.I.N. or SSN 111 (VND0000056458)', 'Vendor Reference', and 'Court Name TAZEWELL COUNTY CIRCUIT COURT'. A 'Pay to the order of Translator' field is also visible. A 'View Details' button is located on the left. The main section is titled 'STATUS' and features a vertical timeline with four entries: 'Voucher Drafted' (Nov 6, 2023), 'Voucher has been sent to Court' (Dec 13, 2023), 'Voucher has been approved by the Presiding Judge' (Dec 13, 2023), and 'Voucher has been approved by the Clerk and sent to OES (Foreign Language Services)' (Dec 13, 2023). A red arrow points to a dotted line on the timeline, indicating it can be extended. Below the timeline, a 'TRACKING' section lists signatures for the Vendor, Presiding Judge, and Clerk.

STATUS	Timestamp	Action	By
	Nov 6, 2023, 3:44:07 PM	Voucher Drafted.	GEYER, KATI
	Dec 13, 2023, 8:09:35 PM	Voucher has been sent to Court.	GEYER, KATI
	Dec 13, 2023, 10:21:00 PM	Voucher has been approved by the Presiding Judge.	PJUDGE1 Smith
	Dec 13, 2023, 10:21:00 PM	Voucher has been approved by the Clerk and sent to OES (Foreign Language Services).	PJUDGE1 Smith

TRACKING
Vendor Signature: /S/ GEYER, KATI (Dec 13, 2023, 8:09:35 PM)
Presiding Judge Signature: /S/ SMITH IV, PJUDGE1 (Dec 13, 2023, 10:21:00 PM)
Clerk Signature: /S/ CLAIMS C

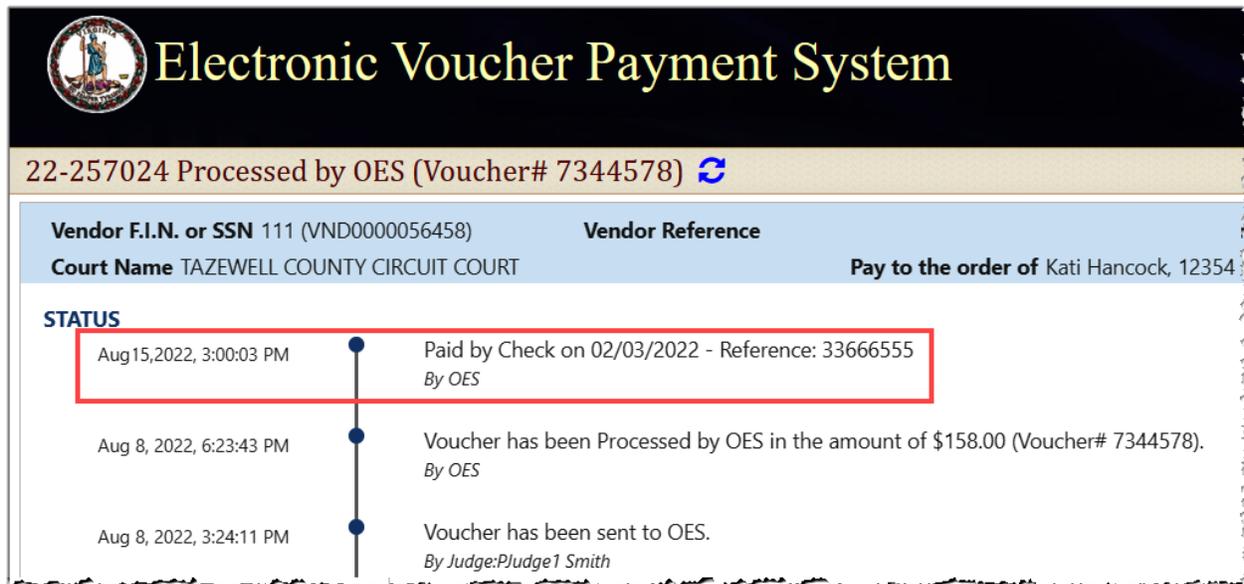
The user may click on the dotted line to extend the timeline.

Note: The user may select the View Details button on the left to go back to the voucher details.

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

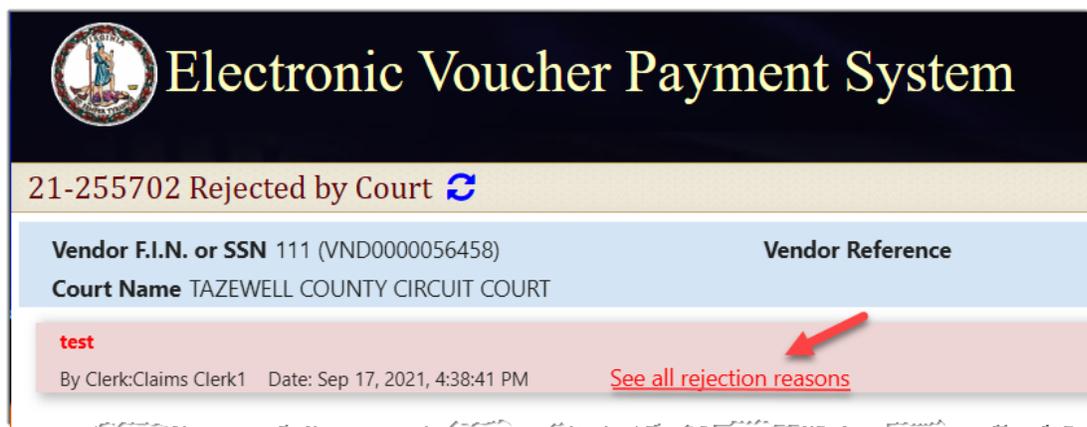
Vouchers may be rejected by the Authorized Signature, Clerk's Office, Judge, OES (Accounts Payable Department), and OES (Foreign Language Services).

If a voucher has been rejected, the latest rejection reason will be in red at the top of the voucher.

For translator vouchers, the user can ONLY edit and resubmit the voucher once the Clerk's Office has rejected it. At this time, the user will receive an email stating the voucher has been rejected.

For interpreter vouchers, the user may edit and resubmit the voucher when rejected by the 'Authorized Signature' or once the Clerk's Office has rejected it. In both instances, the user will receive an email stating the 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.



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

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

Test
By Clerk:Claims Clerk1 Date: Aug 8, 2022, 12:13:24 AM [See all rejection reasons](#)

STATUS

Aug 8, 2022, 12:13:24 AM	●	Voucher has been rejected by the Clerk. By Clerk:Claims Clerk1
Aug 8, 2022, 12:13:03 AM	●	Voucher has been sent to Court. By HANCOCK, KATI MICHELLE; 1360
Aug 7, 2022, 11:24:03 PM	●	Voucher has been rejected by the Clerk. By Clerk:Claims Clerk1
Aug 5, 2022, 7:18:23 AM	●	Voucher has been sent to Court. By HANCOCK, KATI MICHELLE; 1360
Aug 5, 2022, 7:03:49 AM	●	Voucher Drafted. By HANCOCK, KATI MICHELLE; 1360

REJECTION REASONS 

Clerk:Claims Clerk1 rejected voucher for the following reason - Aug 8, 2022, 12:13:24 AM
Test

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

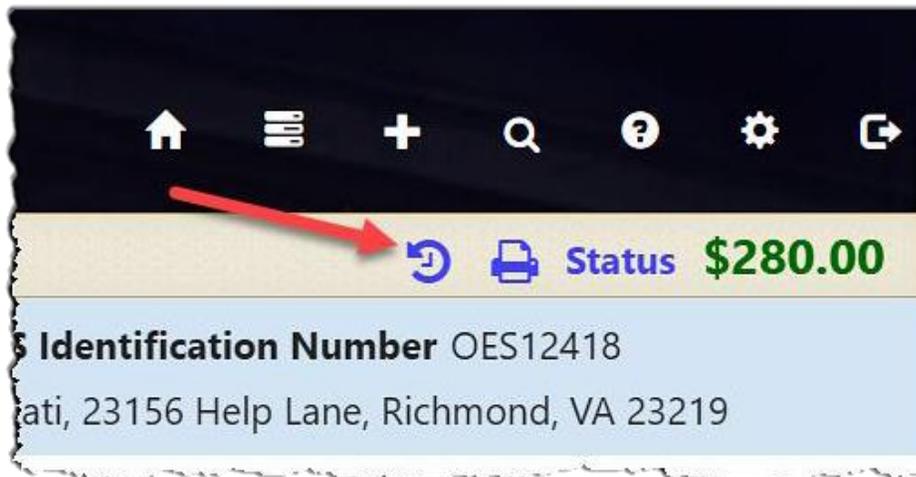
A recall icon () will be displayed if the voucher can be recalled. The voucher can only be recalled if the voucher status is *Waiting for Authorized Signature*, *Sent to Court* or *Resubmitted to Court*.

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

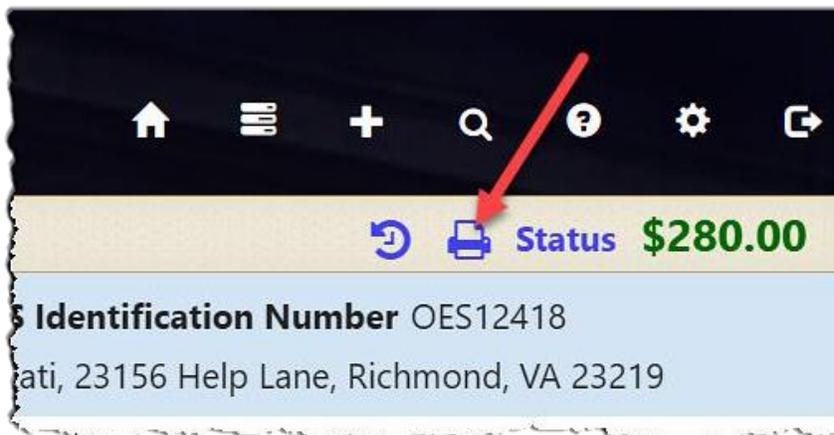
The user may print their voucher using the print icon. The voucher may be printed once it has been sent to the Court or sent to the Authorized Signature.

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 - 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 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>).

The screenshot shows the Electronic Voucher Payment System login page. The page title is "Electronic Voucher Payment System". Below the title is a navigation bar with a dropdown menu labeled "Registered Customers/New Registration". The main content area is divided into two columns. The left column is for login, with fields for "Username" and "Password", a "Login" button, and links for "Forgot username?" and "Forgot password?". A red arrow points to the "Forgot username?" link. The right column is for creating a new account, with fields for "Vendor F.I.N. or SSN" and "VSB Member Number/OES Identification Number", and buttons for "Sign Up" and "Reset Account". Below the login and registration forms are three blue buttons with white text and right-pointing arrows: "Start claims submission as a guest (Attorney Only)", "Have verification code from your email?", and "Track Claim status or continue with submission".

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>).

The screenshot shows the Electronic Voucher Payment System login page. The page title is "Electronic Voucher Payment System". Below the title is a navigation bar with a dropdown menu labeled "Registered Customers/New Registration". The main content area is divided into two columns. The left column is for login, with fields for "Username" and "Password", a "Login" button, and links for "Forgot username?" and "Forgot password?". A red arrow points to the "Forgot password?" link. The right column is for creating a new account, with fields for "Vendor F.I.N. or SSN" and "VSB Member Number/OES Identification Number", and buttons for "Sign Up" and "Reset Account". Below the login and registration forms are three blue buttons with white text and right-pointing arrows: "Start claims submission as a guest (Attorney Only)", "Have verification code from your email?", and "Track Claim status or continue with submission".

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, their OES Identification Number and then select the “Reset Account” 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.

2. 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.

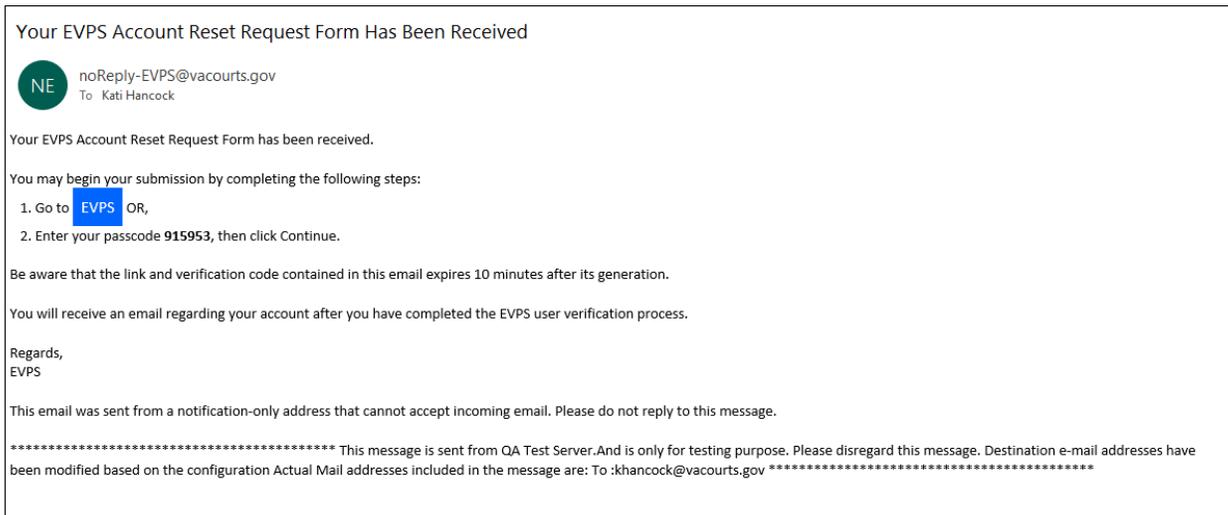
3. Then the user will enter their email address and select the “Verify” button. An email will be sent to the user with a verification code.

Verify Email Address

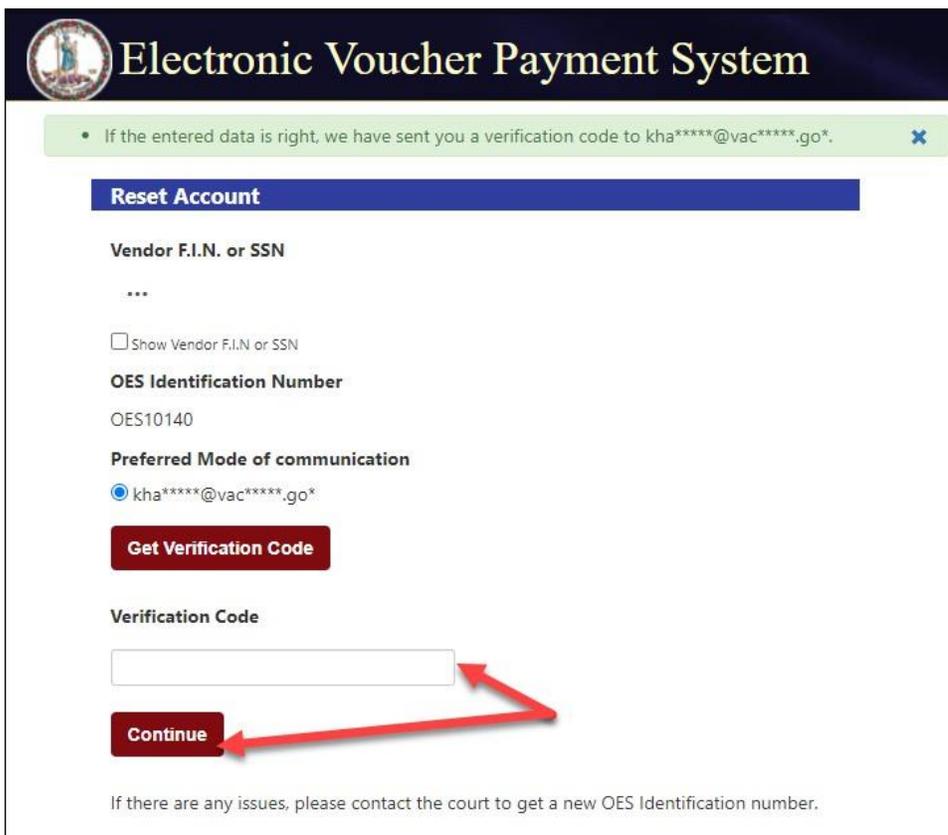
Please confirm your email address kha*****@vac*****.go*:

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, and confirm said 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

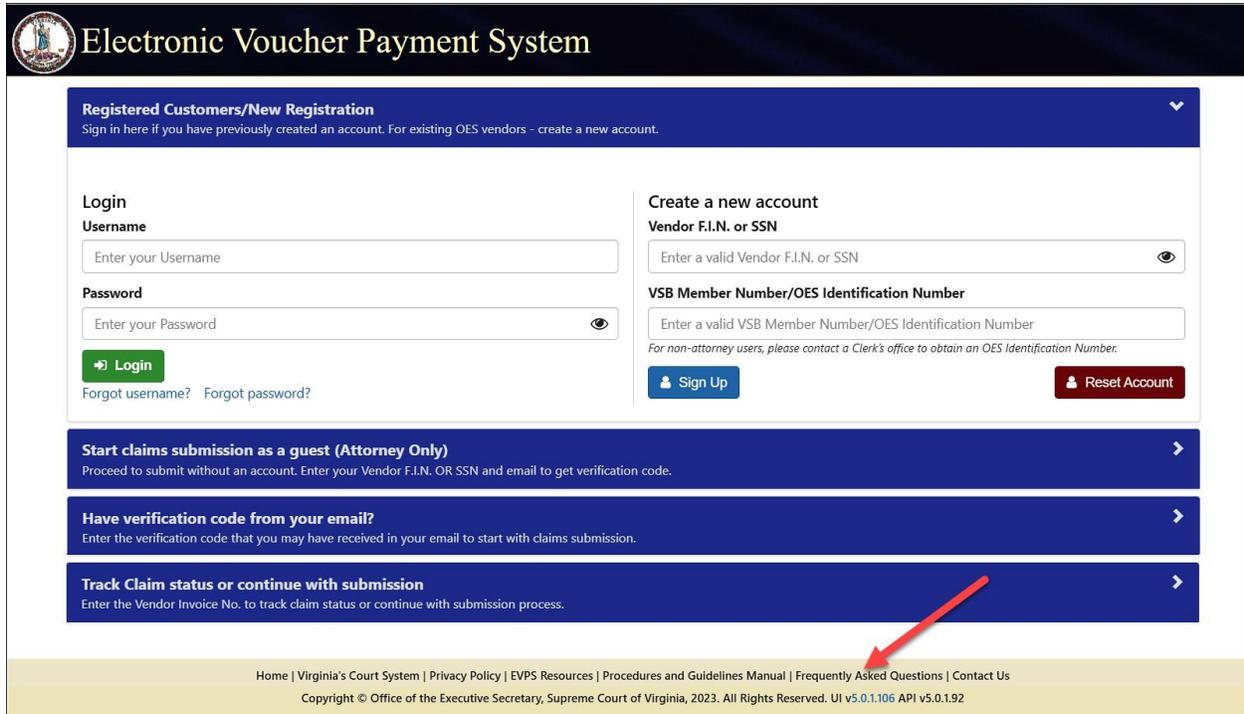
For your security, all passwords must meet the following requirements:

- 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.

