

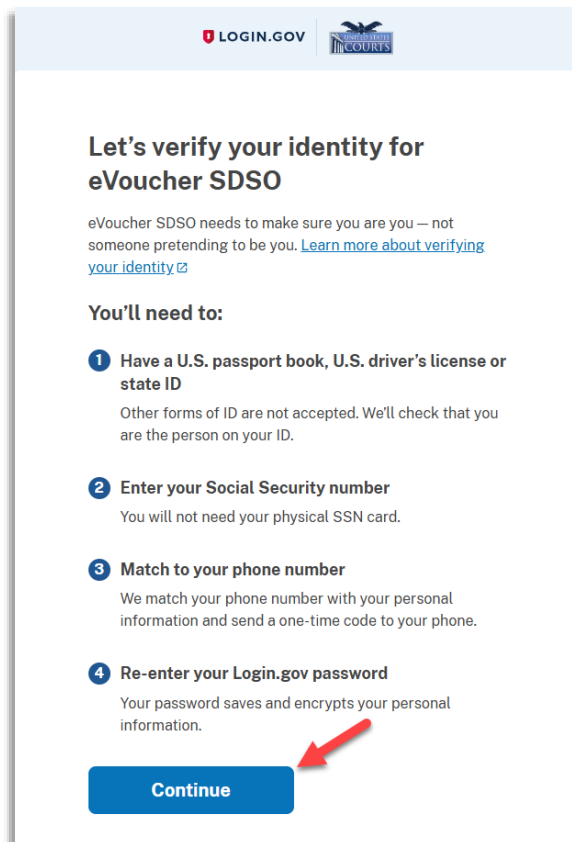
## Identity Verification

Before you receive access to eVoucher through Login.gov, you must verify your identity by uploading an acceptable form of identification (passport book, driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.

**Note:** This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

### Step 1

After signing in to Login.gov, you are asked to verify your identity. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows the Login.gov interface for identity verification. At the top, there are logos for LOGIN.GOV and the U.S. Courts. The main heading is "Let's verify your identity for eVoucher SDSO". Below this, a message states: "eVoucher SDSO needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)". A section titled "You'll need to:" lists four requirements:

- 1 Have a U.S. passport book, U.S. driver's license or state ID**  
Other forms of ID are not accepted. We'll check that you are the person on your ID.
- 2 Enter your Social Security number**  
You will not need your physical SSN card.
- 3 Match to your phone number**  
We match your phone number with your personal information and send a one-time code to your phone.
- 4 Re-enter your Login.gov password**  
Your password saves and encrypts your personal information.

At the bottom, there is a blue "Continue" button, which is highlighted by a red arrow.

**Step 2**

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and click **Continue**.

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

### How verifying your identity works

Identity verification happens in two parts:

#### Verify your identity

We'll ask for your personal information to verify your identity against public records.

#### Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

☒ By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

**Continue**

**Step 3**

Choose an option for adding your identification information. Option one is to upload photos of your ID from your phone and option two is to upload photos directly from your computer.

LOGIN.GOV  

Getting started   **Verify your ID**   Verify your information   Verify your phone number   Re-enter your password

### Choose how to verify your ID

#### Use your phone to take photos

You'll take photos of your ID using a phone. You won't have to sign in again, and you'll switch back to this computer after you take photos.

[Learn more about verifying online](#)

Phone number

**Send link**

#### Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

**Upload photos**

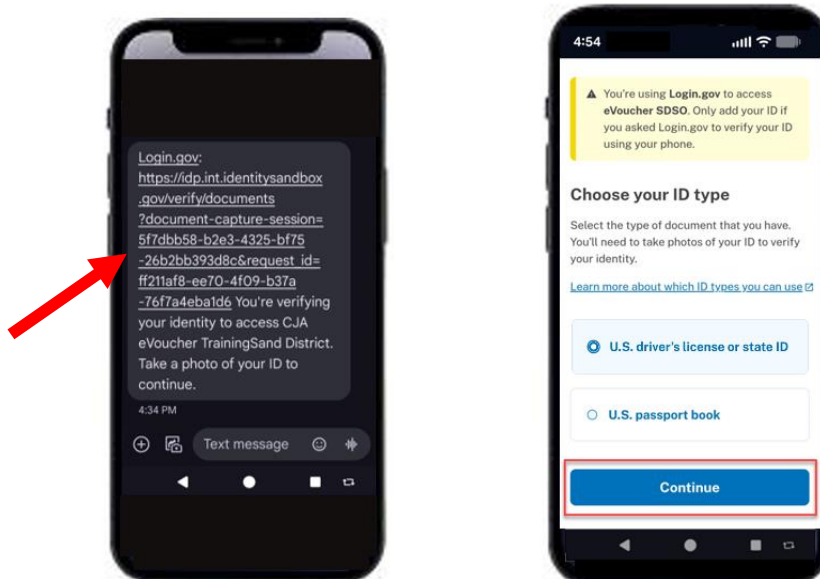
[Cancel](#)

## Option 1: Upload photos from phone

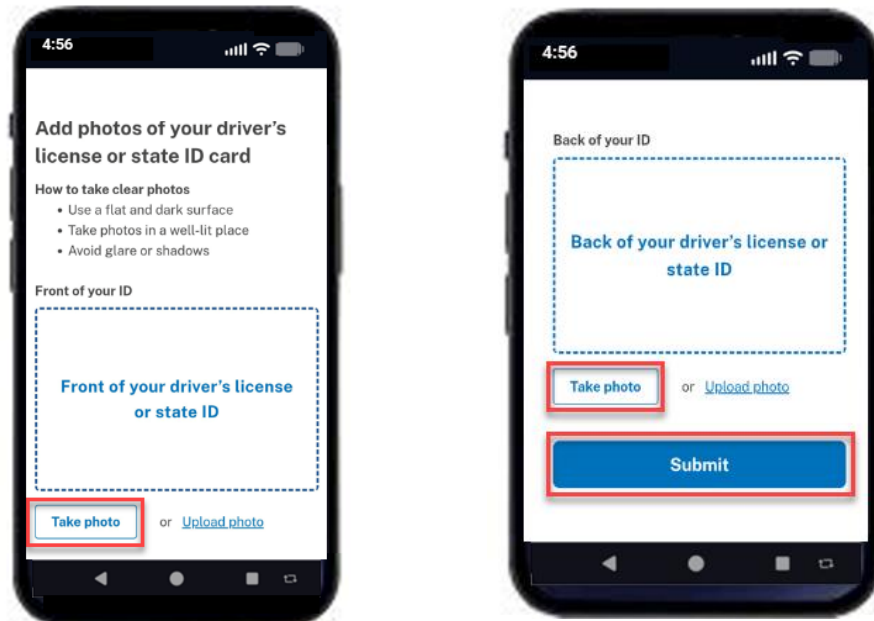
## Option 1

1. Click **Send link**. A message appears prompting you to check your cell phone for a text message with instructions for taking a photo of your ID to verify your identity.

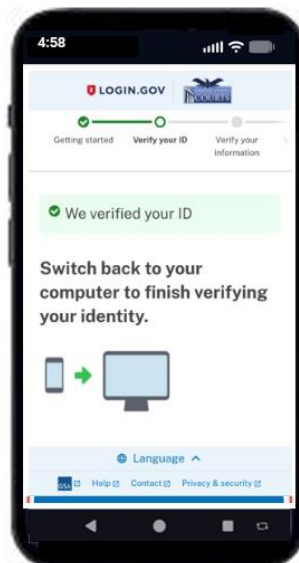
2. Tap the link in the text message. A message appears confirming that you are attempting to verify your identity to access eVoucher. Click the appropriate radio button for the type of document you will use to complete your identity verification and click **Continue**.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down, and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.



4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.

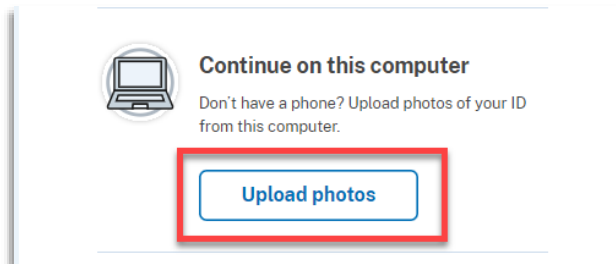


Continue to Step 4 to complete the identity verification process.

## Option 2: Upload photos from your computer

## Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. Click the appropriate radio button for the type of document you will use to complete your identity verification and click **Continue**.

The screenshot displays the 'Choose your ID type' screen. At the top, a progress bar indicates the current step is 'Verify your ID'. Below this, the heading 'Choose your ID type' is followed by instructions: 'Select the type of document that you have. You'll need to take photos of your ID to verify your identity.' and a link 'Learn more about which ID types you can use'. Two radio button options are presented: 'U.S. driver's license or state ID' (selected) and 'U.S. passport book'. A prominent blue button with the text 'Continue' is highlighted with a red rectangular border.

3. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.

**Note:** You may see a processing screen as the upload completes and Login.gov verifies your identity.

Getting started Verify your ID Verify your information Verify your phone number Re-enter your password

### Add photos of your driver's license or state ID card

**How to take clear photos**

- Use a flat and dark surface
- Take photos in a well-lit place
- Avoid glare or shadows
- File size should be at least 2 MB.

**Front of your ID**  
Must be a JPG or PNG

Front of your driver's license or state ID

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

**Back of your ID**  
Must be a JPG or PNG

Back of your driver's license or state ID

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

**Submit**

**Step 4**

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

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

LOGIN.GOV

U.S. COURTS

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

✓ We verified your ID

### Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

**Don't have a Social Security number?**

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

**Social Security number**  
Example: 123-45-6789

.....

☐ Show Social Security number

**Continue**

**Step 5**

Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

**Note:** You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

The screenshot shows the 'Verify your information' step in the Login.gov process. At the top, a progress bar indicates the following steps: 'Getting started' (completed), 'Verify your ID' (completed), 'Verify your information' (current step), 'Verify phone or address' (pending), and 'Secure your account' (pending). The main heading is 'Verify your information'. Below it, a message states: 'We read your information from your ID. Review it and make any updates before submitting for verification.' The form displays the following information: First name: FAKEY, Last name: MCFAKERSON, Date of birth: October 6, 1938, ID number: 111111111111. Below this, there are two sections for address and social security number. The address section shows: Address line 1: 1 FAKE RD, Address line 2: City: GREAT FALLS, State: MT, ZIP Code: 59010. The social security number section shows: Social Security number: 5\*\*-\*\*-\*\*\*\*5. Both sections have an 'Update' link to their right. At the bottom, there is a checkbox labeled 'Show Social Security number' and a blue 'Submit' button. A red arrow points to the 'Submit' button.

**Step 6**

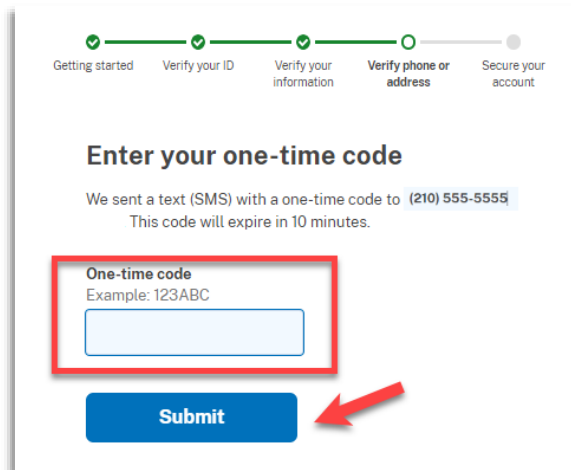
Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

The screenshot shows the 'Verify your phone number' step in the Login.gov process. At the top, a progress bar indicates the following steps: 'Getting started' (completed), 'Verify your ID' (completed), 'Verify your information' (completed), 'Verify your phone number' (current step), and 'Re-enter your password' (pending). The main heading is 'Verify your phone number'. Below it, a message states: 'We will check records to verify that your phone number matches your verified information, and send a one-time code.' The form asks the user to 'Enter a phone number that is:' with two bullet points: 'Based in the United States' and 'Your primary number (the one you use the most often)'. There is a link 'Learn more about what phone number to use'. Below this, there is a 'Phone number' field with a red border. The field contains the number '(210) 555-5555'. Below the field, there is a message: 'If you entered a landline above, please select "Phone call" below.' There are two radio buttons: 'Text message (SMS)' and 'Phone call'. At the bottom, there is a blue 'Send code' button. A red arrow points to the 'Send code' button.

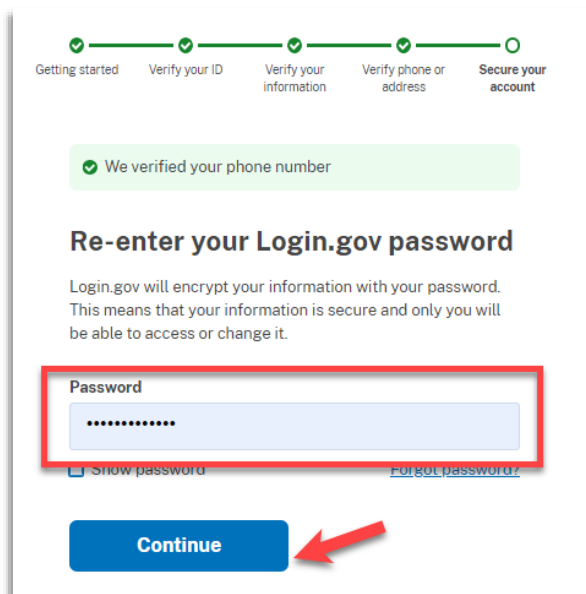


**Step 7**

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.

**Step 8**

Once your phone number is verified, re-enter the password you created to access Login.gov and then click **Continue**.



## Step 9

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

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

✓ We secured your verified information

### Save your personal key

VGCH - MCDA - CGYR - HAX8

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

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

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

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

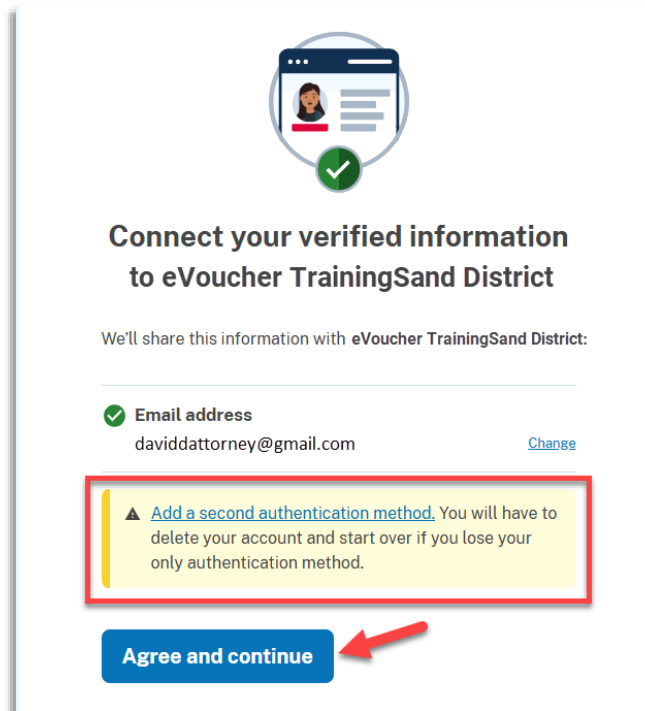
[Learn more about the personal key](#)

☐ I saved my personal key in a safe place.

**Continue**

**Step 10**

Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. It is recommended that you add a secondary authentication method if you have not already done so. Follow the instructions to add the authentication method, and then click **Agree and continue**.



The screenshot shows a web interface for connecting a verified Login.gov account to an eVoucher TrainingSand District account. At the top, there is a circular icon with a person's profile and a green checkmark. Below this, the heading reads "Connect your verified information to eVoucher TrainingSand District". A sub-header states, "We'll share this information with eVoucher TrainingSand District:". Underneath, a green checkmark icon precedes the text "Email address" and the email "davidattorney@gmail.com", with a "Change" link to the right. A yellow warning box with a red border contains a triangle icon and the text: "Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method." At the bottom, a blue button labeled "Agree and continue" is highlighted with a red arrow pointing to it.

Your Login.gov account is now verified. For instructions on adding an authentication method, view the **Adding an Authentication Method** job aid. To continue linking your Login.gov account to your eVoucher account, view the **Linking your eVoucher Account with your Login.gov Account** job aid and begin at Step 4.