ACCESSING VENDOR MANAGEMENT SYSTEM (VMS) –

Attorneys and Experts

FOUR WAYS TO ACCESS VMS:

First location:

Once an attorney or expert signs in to eVoucher for the first time after 6.11 is released, a banner appears on the top. This banner will appear on every page until that attorney or expert user has completed one Vendor Manager System Payment Account. The Sign in to Vendor Manager System link will open a new browser tab. For most users, their Login.gov session will be active, so they will agree and continue instead of having to sign in through Login.gov again. The banner will disappear once the attorney or expert has one complete Vendor Manager System Payment Account and refreshed the eVoucher page.

Second location:

Unlike the banner, the next three locations do not disappear once a Vendor Manager System Payment account is set up. The basic info tab of a payment voucher, CJA20, CJA30, CJA21, CJA31, and CJA24, has a go to Vendor Manager System link. This will also open in a separate browser tab. This link displays on payment vouchers in the voucher entry stage for attorney and expert users. This link does not appear on submitted to court vouchers. When attorneys create expert vouchers, they will not see this link since they cannot manage the expert's payment accounts in Vendor Manager System.

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> Operations > Search Appointments

Search

Enter selection criteria to search existing appointments and representations.

Appointments and Representations

| Search By Case Number | Search By Person Represented | Search By Attorney | Search By Service Provider |

Last Name: [   ]

First Name: [   ] [Search]

Third location:

Attorneys and experts viewing their own Court Profile page see a link to Manage at Vendor Manager System where the legacy court profile billing information was. This link also opens in a new browser tab. This example does not show legacy billing information because it is a new user who does not have any. Existing users with legacy billing information will show where it does now.

Billing Info
View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

[View SLP]

Manage at Vendor Manager

Fourth location:

Attorney and experts viewing their own Single Login Profile page see a new Billing Information section. When this billing information section is expanded by clicking on plus, the go to Vendor Manager System link displays. This link also opens in a new browser tab.

Single Login Profile – Brad zTest Expert no VM

| Account Information | + |

| Billing Information | − |

Payment accounts that are ready to use display below. To see all payment accounts, go to Vendor Manager

| Linked eVoucher Accounts | + |