



WV Public Defender Services
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Online Voucher Submission System Access Request Form

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You must complete this form to access the West Virginia Public Defender Services (WVPDS) "Online Voucher Submission System." To register, read all information carefully, complete and submit this form to WVPDS by email to Sheila.J.Coughlin@wv.gov, fax to the number listed above, or mail to the address noted above.

This online service allows public defense vouchers to be submitted electronically to WVPDS. Expenses and legal service fees will be calculated for you when possible, saving you time and effort. The rules imposed in the online system should reduce the number of rejected vouchers due to errors. Additionally, voucher status can be tracked online so it is known when a voucher is submitted, reviewed, and sent to the West Virginia State Auditor's office (if approved).

If you have any questions regarding information contained within this form, please contact WVPDS at (304) 558-3905.

Signing up is as easy as 1, 2, 3 ...

- 1) Setup your online account.** All Users (see User Roles below), must visit <http://apps.wv.gov/accounts> to create their own unique login account and obtain a WV.gov username. Be sure to activate your account by clicking on the link in the auto-generated email you will be sent. If you already have a WV.gov account, do not create a second. Go to step 2 below. **Important notice - If you have never been paid by West Virginia Public Defender Services, a W-9 form is required. The W-9 form can be accessed on the IRS' web site, www.irs.gov, or call Sheila Coughlin, extension 57712, at the office number above. You may fax the W-9, but also mail the original W-9 form to the address listed above.**
- 2) Complete this Access Request Form.** Make sure you complete all fields. The username you list below will be given the level of access you request.
User Roles
Attorney – Attorneys can create their profiles and save payees to be used on their vouchers. The attorney's information from the profile is used in the voucher.
Data Entry – Data Entry users complete and submit vouchers on behalf of attorneys. A data entry user can only access an attorney's profile if given permission by said attorney. The instructions to give access to a data entry user can be found in the OVS User Guide, page 5.
- 3) Sign and return this form to the address above.** Upon receipt and approval of your completed application, West Virginia Interactive will activate your account and grant access to the username you listed below. You will be notified via email indicating your account is setup along with the website address to access the online System.

User Access Requested (choose one): Attorney Data Entry

Bar Number (if applicable)

WV.gov Username

Name (printed)

Email Address

Signature

Date

Telephone Number