
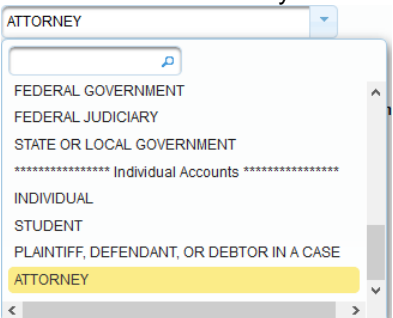


# Upgrade Your Current PACER Account

You have an individual PACER account and it must be upgraded for Central Sign-On in a NextGen CM/ECF court. Accounts created prior to August 11, 2014, must be upgraded.

| Step                      | Action  |                       |         |                 |        |                        |        |                           |        |                     |  |
|---------------------------|---|-----------------------|---------|-----------------|--------|------------------------|--------|---------------------------|--------|---------------------|--|
| 1                         | Go to <a href="http://pacer.uscourts.gov">pacer.uscourts.gov</a>  |                       |         |                 |        |                        |        |                           |        |                     |  |
| 2                         | Select <b>Log in to...</b> and then <b>Manage PACER Account</b>   |                       |         |                 |        |                        |        |                           |        |                     |  |
| 3                         | Log in with your current PACER Username and Password  |                       |         |                 |        |                        |        |                           |        |                     |  |
| 4                         | Note the <b>Account Type</b> . Select the <b>Upgrade</b> Link. <table border="1" data-bbox="430 787 1055 976"> <tr> <td><b>Account Number</b></td> <td>2653066</td> </tr> <tr> <td><b>Username</b></td> <td>us3686</td> </tr> <tr> <td><b>Account Balance</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Case Search Status</b></td> <td>Active</td> </tr> <tr> <td><b>Account Type</b></td> <td>Legacy PACER Account (<a href="#">Upgrade</a>)</td> </tr> </table>   | <b>Account Number</b> | 2653066 | <b>Username</b> | us3686 | <b>Account Balance</b> | \$0.00 | <b>Case Search Status</b> | Active | <b>Account Type</b> | Legacy PACER Account ( <a href="#">Upgrade</a> ) |
| <b>Account Number</b>     | 2653066   |                       |         |                 |        |                        |        |                           |        |                     |  |
| <b>Username</b>           | us3686  |                       |         |                 |        |                        |        |                           |        |                     |  |
| <b>Account Balance</b>    | \$0.00  |                       |         |                 |        |                        |        |                           |        |                     |  |
| <b>Case Search Status</b> | Active  |                       |         |                 |        |                        |        |                           |        |                     |  |
| <b>Account Type</b>       | Legacy PACER Account ( <a href="#">Upgrade</a> )  |                       |         |                 |        |                        |        |                           |        |                     |  |
| 5                         | <b>Review the following note and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.</b><br><b>NOTE:</b> This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.  |                       |         |                 |        |                        |        |                           |        |                     |  |
| 6                         | Update/enter all required information in each tab. In the Person tab, most users should select <b>Attorney</b> as their user type. If you work for a government agency, please make the appropriate selection from the "Government Accounts" category, rather than the "Attorney Accounts" category. Fields with red * are required.  <p>Select <b>Next</b> to move to the next tab and continue entering the required information.</p> <p>On the Security tab, you will be required to change your username to at least 8 characters and set a strong password.</p> <p>Click <b>Submit</b> when you are finished with all tabs.</p> |                       |         |                 |        |                        |        |                           |        |                     |  |
| 7                         | Close the <b>Upgrade Complete</b> window. Your account is upgraded.   |                       |         |                 |        |                        |        |                           |        |                     |  |