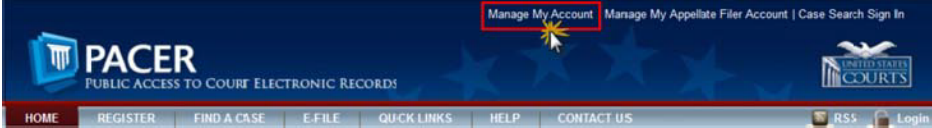
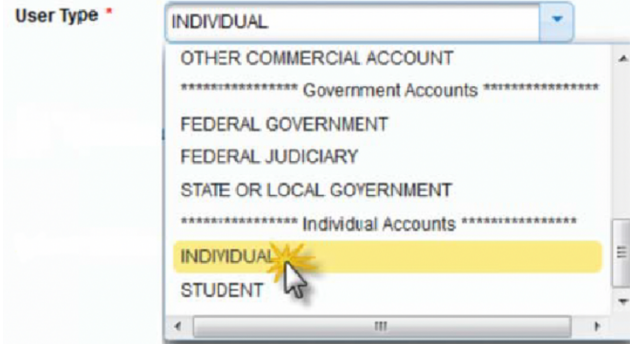


## Upgrade Your Current PACER Account

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://www.pacer.gov">www.pacer.gov</a>										
2	Select <b>Manage My 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="0"> <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> <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>Individual</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 "Individual 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.										