## Upgrade your Current PACER Account

- 1. Navigate to <u>www.pacer.gov</u>
- 2. Click Manage My Account at the very top of the page.



- 3. Login with your PACER username and password.
- 4. Click the Upgrade link next to the Account Type.

HOME	REGISTER	FIND A CAS	E E-FILE	QUICK LINKS	HELP	CONTACT US		RSS
PACER Links		MA	MANAGE MY ACCOUNT					
CourtLinks Search PACER Case Locator Announcements Frequently Asked Questions Resources Manage My Account		A U A C A	Account Number 7001101   Username tr1101   Account Balance \$0.00   Case Search Status Active   Account Type Legacy PACER Account			(Upgrade)	Important News	
			ettings Main Change Userna Change Passw Set Security Info	tenance Payme ame rord ormation	nts Usag	je <u>Ur</u> Se	odate PACER Billing Email ht PACER Preferences	
** Please note, if the Account type lists "Upgraded PACER Account" there is no need to upgrade.**								

- 5. Follow prompts to update/enter all necessary information in each tab.
  - Select <u>INDIVIDUAL</u> as your User Type at the bottom of the first screen. Click Next.



- Complete the Address section. Click Next.
- Create a NEW username and password at the Security screen. Click **Submit**.

6. Your PACER Account is now upgraded. The following confirmation screen will appear. Note that you will no longer be able to use your old PACER username and password.

Upgrade Complete	
A Your personal information has been successfully changed and you now have an upgraded P account.	ACER
Close	

7. For questions, please contact PACER at 1-800-676-6856.