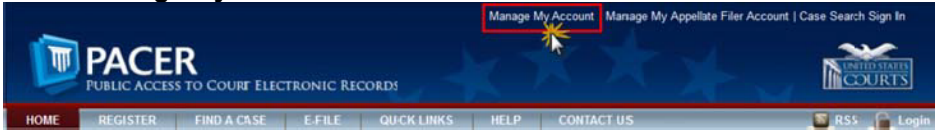
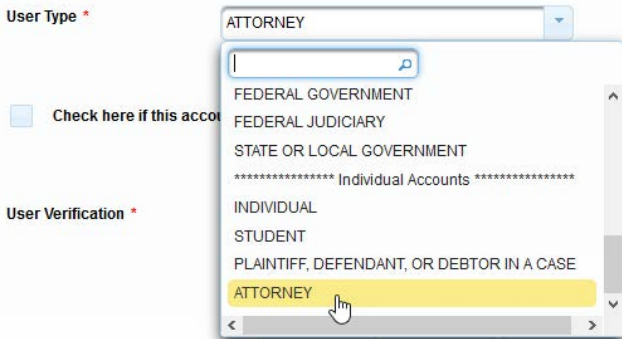


Upgrade Your Current PACER Account

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 www.pacer.gov										
2	<p>Select Manage My Account</p> 										
3	Log in with your current PACER Username and Password										
4	<p>Note the Account Type. Select the Upgrade Link.</p> <table border="0"> <tr> <td>Account Number</td> <td>2653066</td> </tr> <tr> <td>Username</td> <td>us3686</td> </tr> <tr> <td>Account Balance</td> <td>\$0.00</td> </tr> <tr> <td>Case Search Status</td> <td>Active</td> </tr> <tr> <td>Account Type</td> <td>Legacy PACER Account (Upgrade)</td> </tr> </table>	Account Number	2653066	Username	us3686	Account Balance	\$0.00	Case Search Status	Active	Account Type	Legacy PACER Account (Upgrade)
Account Number	2653066										
Username	us3686										
Account Balance	\$0.00										
Case Search Status	Active										
Account Type	Legacy PACER Account (Upgrade)										
5	<p>Review the following note and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.</p> <p>NOTE: 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.</p>										
6	<p>Update/enter all required information in each tab. In the Person tab, most users should select attorney 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>  <p>Select Next 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 Submit when you are finished with all tabs.</p>										
7	Close the Upgrade Complete window. Your account is upgraded.										