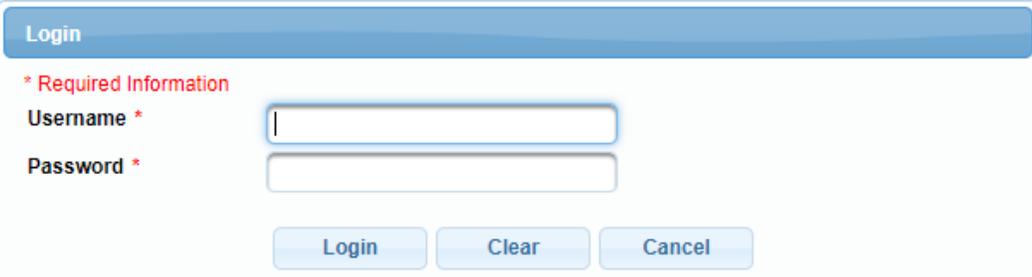


# Upgrade Your PACER Account

User has an Individual PACER account which needs to be upgraded.

STEP	ACTION
1	Got to <a href="http://www.pacer.gov/nextgen/">http://www.pacer.gov/nextgen/</a>
2	<p>Select <b>Manage My Account</b>.</p>  <p>The screenshot shows the PACER website header with navigation links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, RSS, and Login. A pink banner reads: 'REMOVAL OF TLS 1.0. PACER Service Center will disable TLS 1.0 on our web servers on June 17, 2018. Our servers will refuse connections using TLS 1.0 from that date.' Below this is a 'PACER Links' section with 'Court Links' and 'Search PACER Case Locator'. A blue button labeled 'Upgrade My Legacy PACER Account Now' is circled in red. Text below the button states: 'If you received a notice from a federal court that it will be converting to NextGen CM/ECF and you have any questions, please refer to the following:'</p>
3	<p>Login using your current PACER Username and Password.</p> <p><b>MANAGE MY ACCOUNT</b></p> <p>Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.</p>  <p>The screenshot shows the 'MANAGE MY ACCOUNT' login form. It has a title bar 'Login' and a red asterisk indicating required information. There are two input fields: 'Username *' and 'Password *'. Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'.</p>

STEP	ACTION										
4	<p>The account type below is listed as Legacy account (created prior to August 11, 2014). <b>Select Upgrade Link.</b></p> <div data-bbox="469 411 1227 646" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <table> <tr> <td>Account Number</td> <td>2654003</td> </tr> <tr> <td>Username</td> <td>us4631</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 (<a href="#">Upgrade</a>)</td> </tr> </table>  </div>	Account Number	2654003	Username	us4631	Account Balance	\$0.00	Case Search Status	Active	Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )
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Username	us4631										
Account Balance	\$0.00										
Case Search Status	Active										
Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )										
5	<p>Update and/or complete the required information. Click <b>Submit</b> when finished.</p> <p>In the Person tab, select the <b>user type</b> that best describes your situation. Government agency workers, check with your employer as to how you complete your registration.</p> <div data-bbox="537 1094 1162 1520" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select User Type</div> <ul style="list-style-type: none"> <li>OTHER COMMERCIAL ACCOUNT</li> <li>***** Government Accounts *****</li> <li>FEDERAL GOVERNMENT</li> <li>FEDERAL JUDICIARY</li> <li>STATE OR LOCAL GOVERNMENT</li> <li>***** Individual Accounts *****</li> <li>INDIVIDUAL </li> <li>STUDENT</li> </ul> </div>										
6	<p>Create a User Name, Password (using the guidelines in the pop-up box), select and answer the security questions then click <b>NEXT</b>.</p>										
7	<p>Click <b>Upgrade Complete</b> button. Your account is upgraded.</p>										

**STEP****ACTION**

After login, select Manage My Account. The account type now displays **Upgraded PACER Account**.

Account Number	7030383
Username	Njbtesterone
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account 

**Your account has been upgraded!**

- You will still need to access CM/ECF using your current CM/ECF login prior to Go-Live.
- Once the court goes live on NextGen CM/ECF, you will link your new PACER account to your CM/ECF filing account.
- You will then use your PACER username and password to access CM/ECF for courts who have upgraded to NextGen.