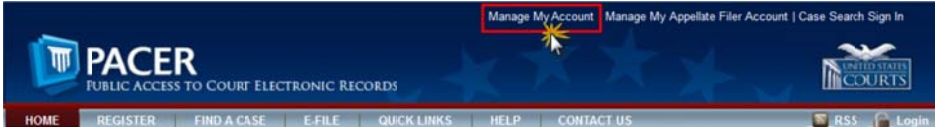
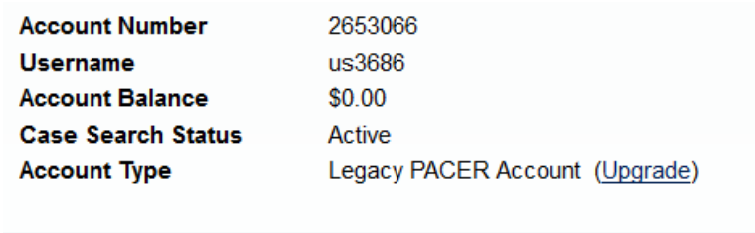
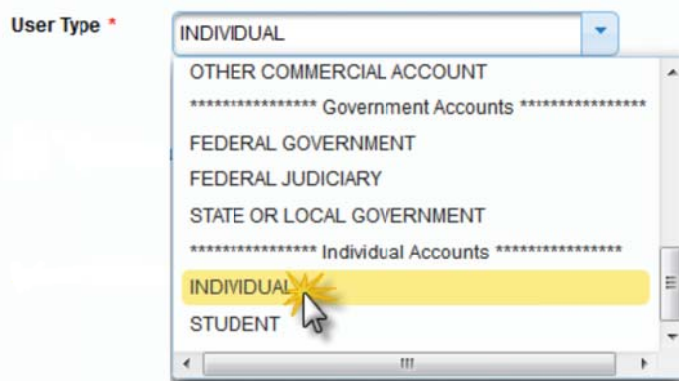


Upgrade Your Current PACER Account

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	Select Manage My Account 
3	Login with your current PACER Username and Password
4	Note the Account Type . Select the Upgrade link 
5	Take note of the information about account conversion
6	Update/enter all required information in each tab (Person, Address, Security). Select Next to move to the next tab and Submit when finished. In the Person tab, select Individual* as your user type. 
7	Close the Upgrade Complete button. Your account is upgraded.

*If you work for a government agency, please make the appropriate selection from the "Government Accounts" category, rather than the "Individual Accounts" category.