## Upgrade your Current PACER Account

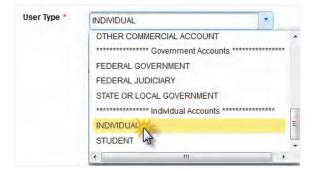
- 1. Navigate to <u>www.pacer.gov</u>
- 2. Click Manage My Account at the very top of the page.



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

PACER Links	MANAGE MY ACC	COUNT			
Court Links	Welcome, John Publ	ic			Logout
Search PACER Case Locator	Account Number	7001101		Important News	
Announcements	Username	tr1101			
Frequently Asked Questions	Account Balance Case Search Status	\$0.00 Active			
Resources	Account Type	Legacy PACER Ac	count (Upgrade)		
Manage My Account			1 A		
	Settings Maintena Change Username Change Password Set Security Informa		Usage	Update PACER Billing Email Set PACER Preferences	
**				s " <b>Upgraded PAC</b> o upgrade.**	ER

- 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 I account.	been successfully changed and you now ha	ive an upgraded PACER
	Close	

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