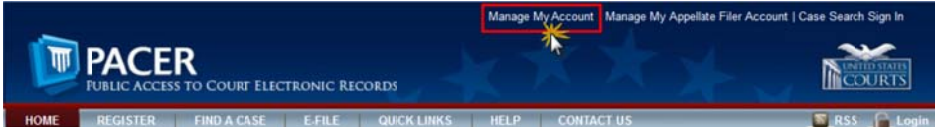
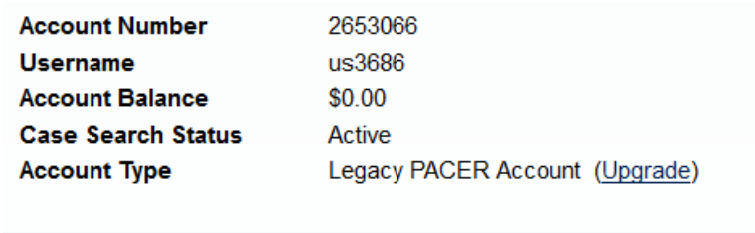
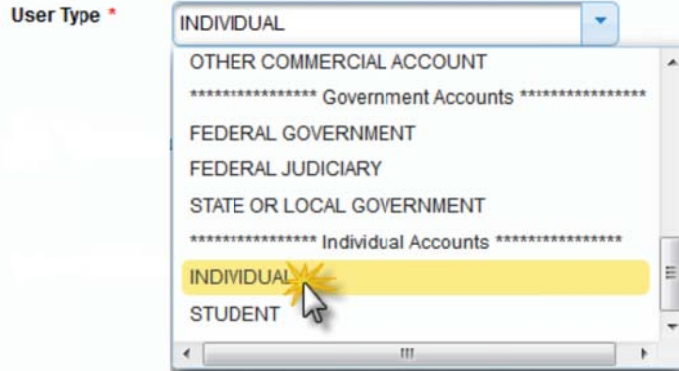


## Upgrade Your Current PACER Account

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 <a href="http://www.pacer.gov">www.pacer.gov</a>
2	Select <b>Manage My Account</b> 
3	Log in with your current PACER Username and Password
4	Note the <b>Account Type</b> . Select the <b>Upgrade</b> link 
5	Take note of the information about account conversion
6	Update/enter all required information in each tab (Person, Address, Security). Select <b>Next</b> to move to the next tab and <b>Submit</b> when finished.  In the Person tab, select <b>Individual*</b> as your user type. 
7	Close the <b>Upgrade Complete</b> 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.