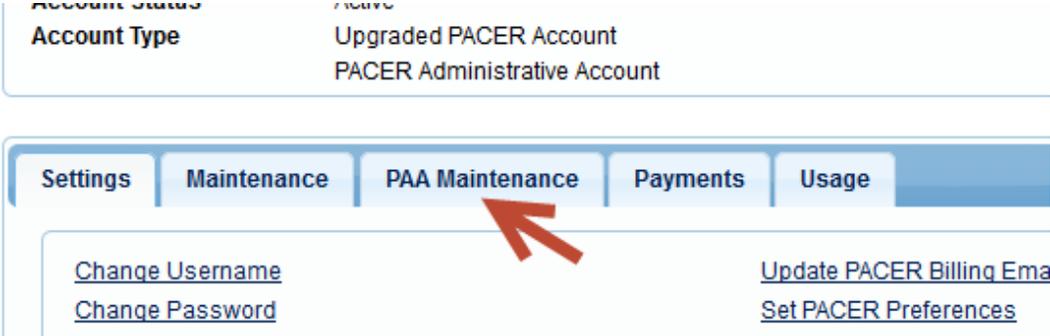


PACER Administrative Account (PAA)

- The PACER Service Center has developed the PACER Administrative Account (PAA), a consolidated billing and online account management process for groups.
- The PAA can only be used for administrative purposes and does not provide access to case information. This individual is responsible for the firm billing process.
- All charges associated with each individual PACER account can be linked to the PAA.
- One invoice is generated for the PAA. Itemization of charges for each PACER account is included in the invoice.
- The PAA registers for a PAA account then chooses which accounts to link to the PAA and sends an invitation to the individual user.

STEP	ACTION
1	Go to www.pacer.gov
2	<p>Select Register from menu and then select Firm Billing.</p>  <p>This will take you to the PAA registration page</p>
3	Select Register for PACER Administrative Account

Register for a PACER Administrative Account Now

STEP	ACTION
4	<p>Complete all the required fields. When finished login to PAA account and select PAA Maintenance.</p>  <p>The screenshot shows a user interface for account management. At the top, there is a section for 'Account Status' with the value 'Active' and 'Account Type' with the values 'Upgraded PACER Account' and 'PACER Administrative Account'. Below this is a navigation bar with tabs for 'Settings', 'Maintenance', 'PAA Maintenance', 'Payments', and 'Usage'. The 'PAA Maintenance' tab is highlighted, and a red arrow points to it. Underneath the navigation bar, there are several links: 'Change Username', 'Change Password', 'Update PACER Billing Email', and 'Set PACER Preferences'.</p>
5	<p>Select Add Existing PACER Accounts to my PAA</p>  <p>The screenshot shows a user interface for account management. At the top, there is a navigation bar with tabs for 'Settings', 'Maintenance', 'PAA Maintenance', and 'Payments'. The 'PAA Maintenance' tab is highlighted, and a red arrow points to it. Underneath the navigation bar, there are several links: 'Add Existing PACER Accounts to My PAA', 'Remove PACER Account from My PAA', 'Rescind My Pending Requests', and 'Download List of All My PACER Accounts'.</p> <p>To add PACER accounts you need the users last name and PACER account number. This will send a request to the PACER user. The user must accept the request in order to be added to the PAA.</p> <ul style="list-style-type: none">• For the PACER user to accept the PAA request, the user must login to their own PACER account and select Settings.• Select View Pending Requests to Join a PAA• Place a checkmark next to the request to accept it. <p>Note: If an attorney leaves the PAA will want to Remove the PACER account from the PAA account.</p>