
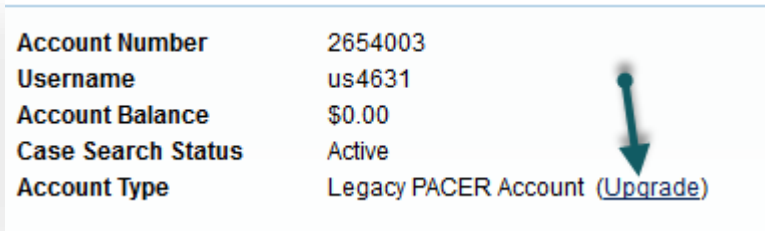


## Upgrade Your PACER Account


User has an Individual PACER account which needs to 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	Login using your current PACER Username and Password.
4	The account type below is listed as Legacy account (created prior to August 11, 2014). <b>Select Upgrade Link</b> . 

STEP	ACTION
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="537 575 1162 999" data-label="Image"> </div>
6	Create a User Name, Password (using the guidelines in the pop-up box), select and answer the security questions then click <b>NEXT</b> .
7	Click <b>Upgrade Complete</b> button. Your account is upgraded.

**STEP****ACTION**

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

Account Number	7030383
Username	Njbtosterone
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 via the <http://www.mtb.uscourts.gov/cmecf> website 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 MTB and other courts who have upgraded to NextGen.

**NOTE: Be sure to link with your CM/ECF Account in fall 2018.**