
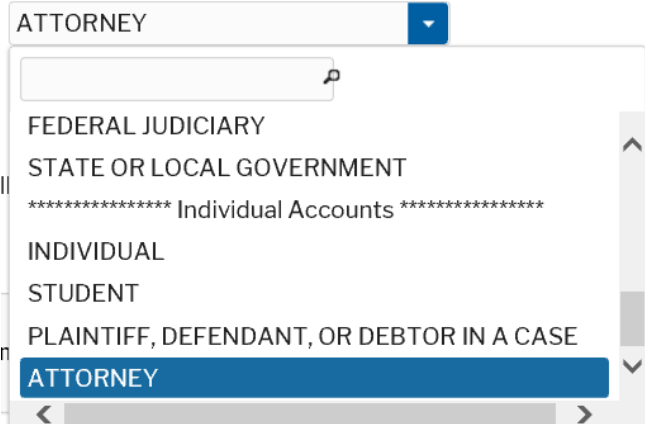


Upgrade Your Current PACER Account

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	Log in to your PACER account at https://pacer.psc.uscourts.gov/pscof/login.xhtml Manage My Account.
2	Note the Account Type . Select the Upgrade link 
3	Take note of the information about account conversion
4	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 Attorney* as your user type. 
5	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.