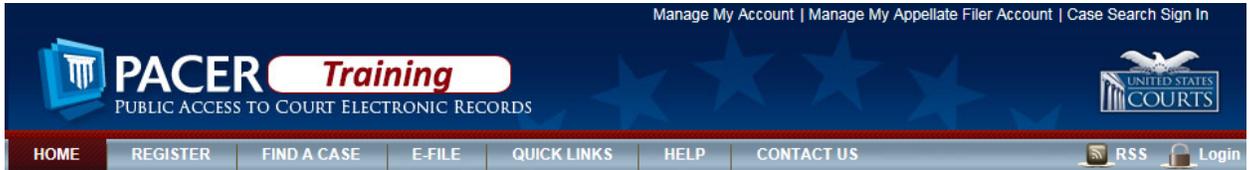


INSTRUCTIONS TO UPGRADE YOUR PACER ACCOUNT

1. Go to PACER: www.pacer.gov
2. Click on **Manage My Account**.



3. Enter your username and password.
MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

** Required Information*

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

4. Note the **Account Type** and select the **Upgrade** link.

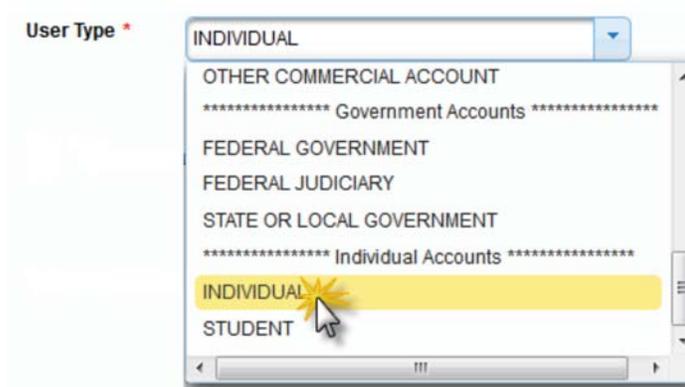
Account Number	26530016
Username	us36886
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

5. Take note of the information about the account conversion.

INSTRUCTIONS TO UPGRADE YOUR PACER ACCOUNT

6. Update / enter all required information in each tab. Select **Next** to move to the next tab and then click **Submit** when finished.

In the person tab, select **Individual** as your user type. If you work for a Government Agency, please make the appropriate selection from the "Government Accounts" section rather than the "Individual Accounts" section.



7. Close the **Upgrade Complete** button. Your account is upgraded.