

# Upgrade Your Current PACER Account

If you already have an individual PACER account that was created prior to August 11, 2014, it must be upgraded for Central Sign-On in a NextGen CM/ECF Court.

**Step 1** Go to [www.pacer.gov](http://www.pacer.gov) .

**Step 2** Select **Manage My Account**.

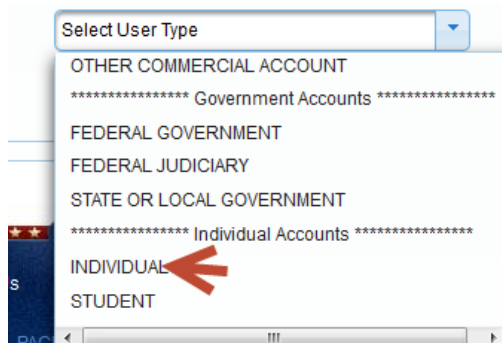


**Step 3** Login using your current PACER Username and Password.

**Step 4** The account type below is listed as Legacy account. **Select Upgrade Link.**

<b>Account Number</b>	2654003
<b>Username</b>	us4631
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Legacy PACER Account ( <a href="#">Upgrade</a> )

**Step 5** Under the Person tab, update and/or complete the required information. Select Individual as the user type. If you have a government account select from the government account list.




Click **Next** when finished.

**Step 6** Under the Address tab, verify your address information and phone number. Correct or update required information as needed.

Click **Next** when finished.

**Step 7** Create a User Name, Password (using the guidelines in the pop up box). Select and answer the security questions and click **Submit**.

**Step 8** You will receive a message that the Upgrade is complete. Click **Close**. You will see the account type now shows **Upgraded**, not Legacy.

<b>Account Number</b>	7030383
<b>Username</b>	Njbtesterone
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account 

**Step 9** Log out of PACER.