Upgrade your Current PACER Account

- 1. Navigate to <u>www.pacer.gov</u>
- 2. Click Manage My Account at the very top of the page.



- 3. Login with your PACER username and password.
- 4. Click the Upgrade link next to the Account Type.

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- 5. Follow prompts to update/enter all necessary information in each tab.
 - Select <u>INDIVIDUAL</u> as your User Type at the bottom of the first screen. Click Next.



- Complete the Address section. Click Next.
- Create a NEW username and password at the Security screen. Click Submit.

6. Your PACER Account is now upgraded. The following confirmation screen will appear. Note that you will no longer be able to use your old PACER username and password.

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7. For questions, please contact PACER at 1-800-676-6856.