Upgrade your Current PACER Account

1. Navigate to www.pacer.gov

2. Click **Manage My Account** at the very top of the page.
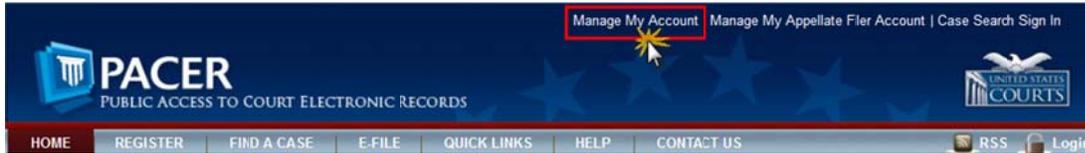
3. **Login** with your PACER username and password.

4. Click the **Upgrade link** next to the Account Type.
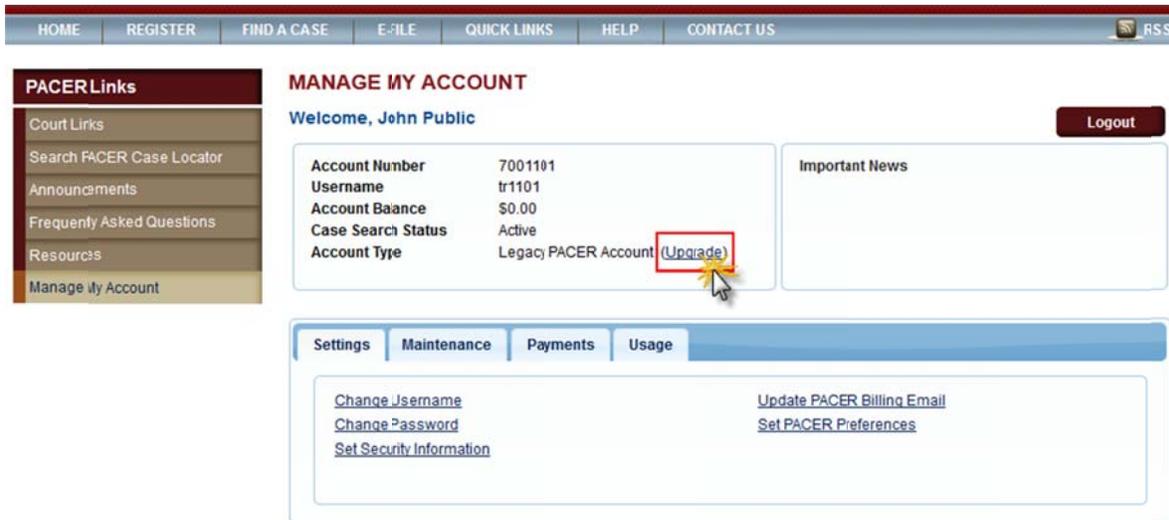
> ** **Please note**, if the Account type lists "**Upgraded PACER Account**" there is no need to upgrade.**

5. Follow prompts to update/enter all necessary information in each tab.

- **Select INDIVIDUAL as your User Type** at the bottom of the first screen. Click **Next**.
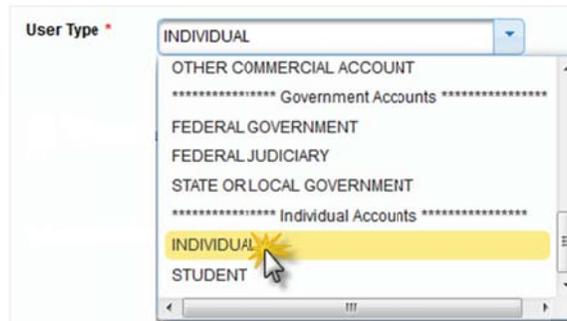
- Complete the Address section. Click **Next**.

- 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. <u>Note that you will no longer be able to use your old PACER username and password</u>.

Upgrade Complete

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Your personal information has been successfully changed and you now have an upgraded PACER account.

[Close]

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