
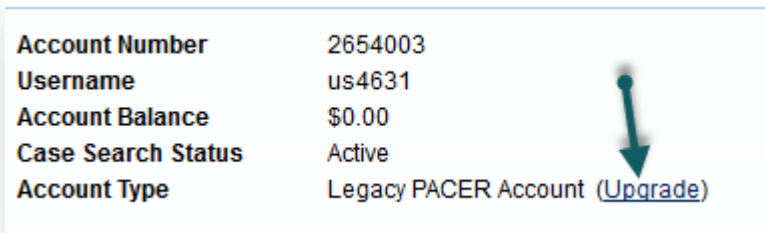


Upgrade Your PACER Account


User has an Individual PACER account which needs to be upgraded.

STEP	ACTION
1	Go to www.pacer.gov
2	Select Manage My Account . 
3	Login using your current PACER Username and Password.
4	The account type below is listed as Legacy account (created prior to August 11, 2014). Select Upgrade Link . 

STEP	ACTION
5	<p>Update and/or complete the required information. Click Submit when finished.</p> <p>In the Person tab, select the user type that best describes your situation. Government agency workers, check with your employer as to how you complete your registration.</p> <div data-bbox="537 575 1162 999" data-label="Image"> </div>
6	Create a User Name, Password (using the guidelines in the pop-up box), select and answer the security questions then click NEXT .
7	Click Upgrade Complete button. Your account is upgraded.

STEP**ACTION**

After login, select Manage My Account. The account type now displays **Upgraded PACER Account**.

Account Number	7030383
Username	Njbtosterone
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account 

Your account has been upgraded!

- You will still need to access CM/ECF via the www.insb.uscourts.gov website using your current CM/ECF login prior to Go-Live.
- Once the court goes live on NextGen CM/ECF, you will link your new PACER account to your CM/ECF filing account.
- You will then use your PACER username and password to access CM/ECF for INSB and other courts who have upgraded to NextGen.

NOTE: Be sure to link with your CM/ECF Account in spring 2018.