You have an individual PACER account and it must be upgraded for Central Sign-On in a NextGen CM/ECF court. Accounts created prior to August 11, 2014, must be upgraded.

Step	Action
1	Go to <u>www.pacer.gov</u>
2	Select Manage My Account Manage My Appellate Filer Account Case Search Sign In PUBLIC ACCESS TO COURT ELECTRONIC RECORDS HOME REGISTER FIND A CASE E FILE QUCK LINKS HELP CONTACT US
3	Log in with your current PACER Username and Password
4	Note the Account Type.Select the Upgrade Link.Account Number2653066Usernameus3686Account Balance\$0.00Case Search StatusActiveAccount TypeLegacy PACER Account (Upgrade)
5	Review the following note and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account. NOTE: This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.
6	Update/enter all required information in each tab. In the Person tab, most users should select Individual as their user type. If you work for a government agency, please make the appropriate selection from the "Government Accounts" category, rather than the "Individual Accounts" category. Fields with red * are required. User Type * INDIVIDUAL * Select Next to move to the next tab and continue entering the required information. Select Next to move to the next tab and continue entering the required information. On the Security tab, you will be required to change your username to at least 8 characters and set a strong password. Click Submit when you are finished with all tabs.
7	Close the Upgrade Complete window. Your account is upgraded.