Slide 1 - Welcome

Upgrading Your PACER Account for PACER-Only Users
Here are the instructions for navigating through this tutorial. Click Start when you're ready to begin.
Welcome! As you may have heard, changes are coming to the PACER login process. Depending on whether you have an individual PACER account or share an account, you will be required to update your PACER account. Click Continue.
Slide 4 - Objectives

Objectives

By the end of this module, you will be able to:

- Upgrade your PACER account.
- Create an individual PACER account.

By the end of this module, you will be able to upgrade your PACER account or create an individual PACER account.
Slide 5 - Why is This Upgrade Important?

Why is the PACER upgrade important?
For PACER users, improvements to the system will include a self-service login retrieval and password reset feature. All accounts will be required to have a valid email address, security question and answer, and date of birth on file.

These improvements will increase the efficiency and security of PACER. Please note that due to these new security features, PACER users will no longer be able to share accounts.
Select the option that best applies to you. Click Continue when you are finished with this menu.

Note to student:
Clicking the left button should take you to slide 8.
Clicking the right button should take you to slide 33.
Clicking “Continue” should take you to slide 52.
The following steps will show you how to upgrade your PACER account.
To upgrade your current PACER account, go to www.pacer.gov. On the PACER home page, click Manage My Account.
Log in with your current PACER username and password.
Enter your password.
Enter your password and click Login.
From the Manage My Account page, you will see four tabs. Click Maintenance.
Then click Update Personal Information.
Slide 15

Take a moment to read the note about account conversion. Understand that you are upgrading your PACER account, and can use that account for read-only PACER access to all courts.

Once the upgrade is complete, you can no longer use your old PACER username and password. Scroll down.
There are three tabs in which you are required to provide information. Note that some fields may have carried over from your current PACER account. For each tab, complete any required fields that are not already populated. Notice the Date of Birth field needs to be completed.
Complete the Date of Birth field.
Click Next.
You are now on the Address tab, where the required fields have been carried over from your current account. Scroll down.
Click Next.
You are now on the Security tab. Enter a new username, password, and complete your security questions and answers.
Enter a new username.
Enter a strong password.
Confirm your password.
Select a security question.
Complete your answer.
Select a second security questions.
Complete your answer.
Completing the Security tab information is the final step in upgrading your PACER account. Once you click Submit, the username and password you entered will be your new username and password for PACER. You will no longer be able to use your old PACER username and password. Click Submit.
You will see a window confirming that your account has been upgraded and that your current username and password are no longer valid.
On the Manage My Account page, notice that your username is now the new one that you created.
Congratulations! You have learned how to upgrade your PACER account. Click Menu to return to the menu options, or click Continue to complete this module.

Note to student:
Clicking “Menu” should take you back to slide 7.
Clicking “Continue” should take you to slide 52.
The following steps will show you how to create your own PACER account with upgraded security features.
To register for an individual PACER account, go to www.pacer.gov. Click Register from the menu. This will take you to the Account Registration page.
Click PACER Search Only from the menu on the left.
Review the information on the screen, and then click Register for a PACER Account Now.
Complete the required information, marked with a red asterisk, as shown on this form. Then, scroll down to see the rest of the form.
Scroll down again.
And then click Next.
Continue completing the required information, marked with a red asterisk, as shown on this form.
And then click Next.
Review the information provided on this screen. Please note that submitting credit card information is optional. If you want instant access to PACER, fill in the required information. If you do not need instant access, you may submit your registration request without providing credit card information. You will receive an authentication token by mail in 7 to 10 business days.
Click Next.
Review the policies and procedures outlined in the large box.
Then, select the check box to acknowledge that you have read and understand the policies and procedures.
Click Submit.
Clicking Done will complete your registration. Remember, if you did not provide credit card information, you will receive information in the mail in 7 to 10 days instructing you on how to activate your account.
Click Done.
Congratulations! You have learned how to create an individual PACER account. Click Menu to return to the menu options, or click Continue to complete this module.

**Note to student:**
Clicking “Menu” should take you to slide 7.
Clicking “Continue” should take you to slide 52.
Depending on the option you selected, you should now be able to upgrade your PACER account or create an individual PACER account. Click Exit to complete this module.
Module Information

Upgrading Your PACER Account for PACER-Only Users

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