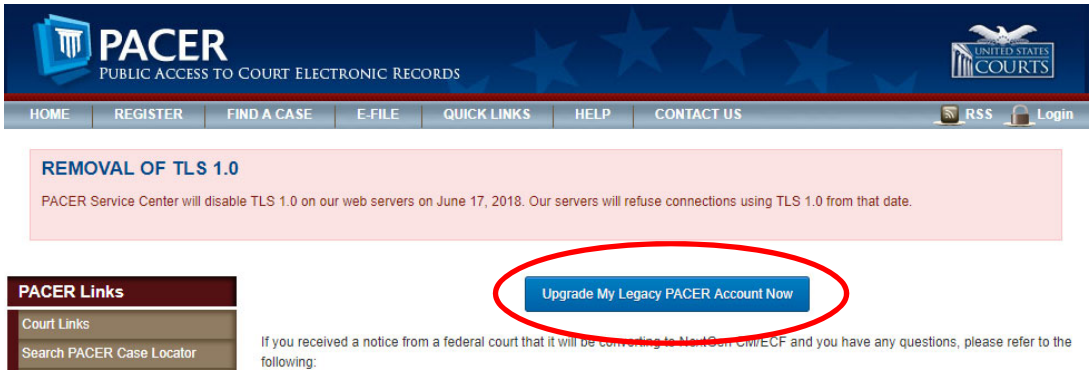
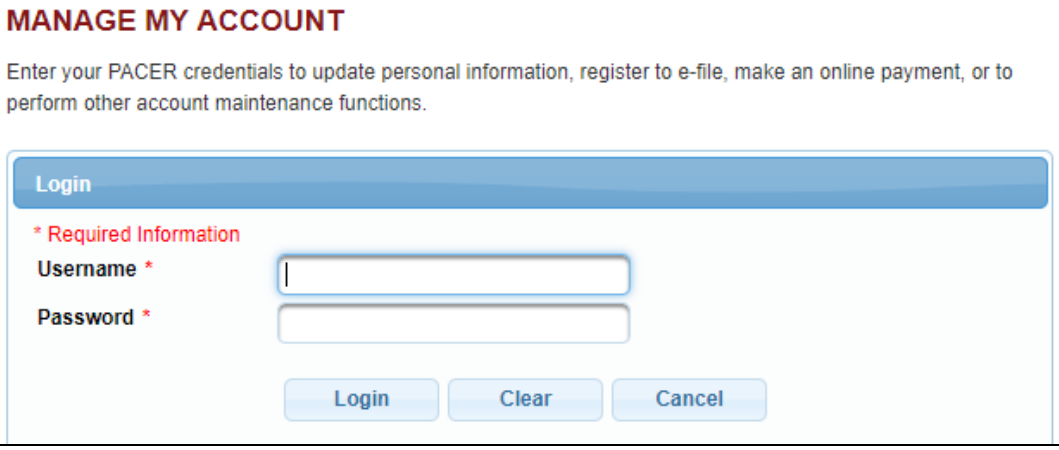
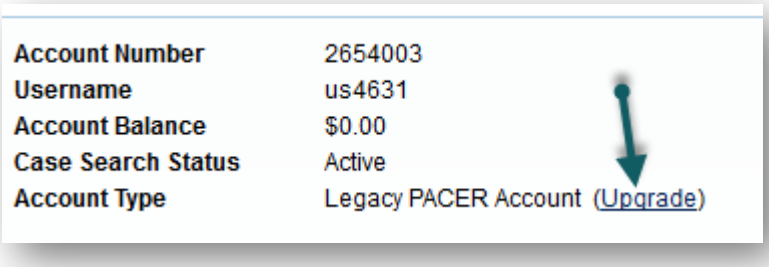
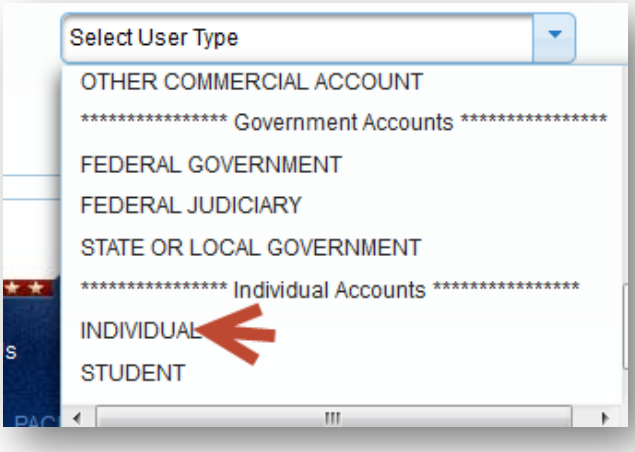
Upgrade Your PACER Account Attach B

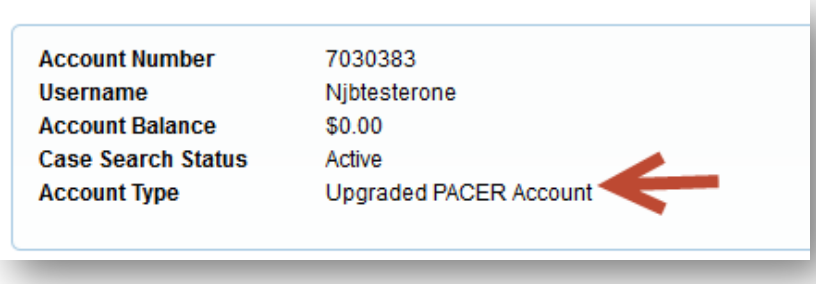
User has an Individual PACER account which needs to be upgraded.

STEP	ACTION
1	Got to http://www.pacer.gov/nextgen/
2	Select **Manage My Account.** 
3	Login using your current PACER Username and Password. 

STEP	ACTION
4	The account type below is listed as Legacy account (created prior to August 11, 2014). **Select Upgrade Link**. 
5	Update and/or complete the required information. Click **Submit** when finished. 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. 
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**.



Your account has been upgraded!

- **You will still need to access CM/ECF via the www.innb.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 INNB and other courts who have upgraded to NextGen.**

NOTE: Be sure to link with your CM/ECF Account on or after June 3, 2019.