
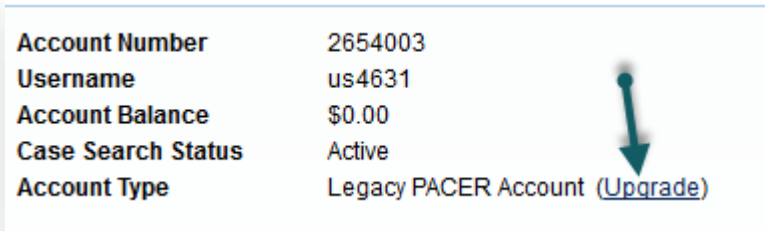
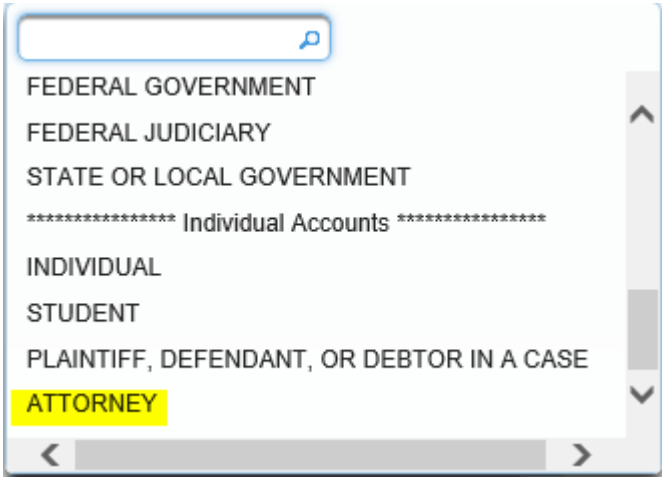


## Upgrade Your PACER Account

User has an Individual PACER account which needs to be upgraded. If you have an account that is 6 characters long (2 letters then 4 numbers), you must upgrade.

STEP	ACTION
1	Got to <a href="http://www.pacer.gov">www.pacer.gov</a>
2	Select <b>Manage My Account</b> . 
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). <b>Select Upgrade Link</b> . 

STEP	ACTION
5	<p>Update and/or complete the required information. Click <b>Submit</b> when finished.</p> <p>In the Person tab, select the <b>user type</b> that best describes your situation. Government agency workers, check with your employer as to how you complete your registration.</p> 
6	Create a User Name, Password (using the guidelines in the pop-up box), select and answer the security questions then click <b>NEXT</b> .
7	Click <b>Upgrade Complete</b> button. Your account is upgraded.
<p>After login, select Manage My Account. The account type now displays <b>Upgraded PACER Account</b>.</p> 