## Change Your E-Filing Username or Password

- 1. Access the PACER website at <u>https://pacer.uscourts.gov</u>.
- 2. Click the *Manage Your Account* box and then on the *Manage My Account Login* link.
- 3. Click on the Log in to Manage My Account button.
- 4. Enter your PACER login (Username) and password.
- 5. **Select** the *Login* button

Required Information Jsername *				
assword *			_	
	Login	Clear	Cancel	
	Login			
N	eed an Account?   Fo	orgot Your Passwo	rd?   Forgot Username?	
OTICE: This is a rest	ricted government v	vebsite for officia	PACER use only. Unautho	rized entry is
rohibited and subject	t to prosecution und	ler Title 18 of the	J.S. Code. All activities and	access

6. **Select** either *Change Username or Change Password* under **Settings**, as shown below.

	1			
Change	Username		Update PACER Billing Email	
Change	Password		Set PACER Billing Preferences	
Set Sec	urity Information			

7. **Update** your New Username (or Password), per the instructions, as shown below.

## • Change Username

- 1. Enter New Username, per the below criteria.
- 2. Confirm New Username
- 3. Submit

Change Username			Enter a username that is at least 8 and no
Required Information			letters, numbers, periods, and underscores.
New Username * Confirm New Username *			NOTE: Periods, underscores, and capital letters are ignored by PACER and CM/ECF. Example: "PACER Service.Center" may be displayed as "racere periococonter".
	Submit	Reset	Cancel

## • Change Password

- 1. Enter Current Password.
- 2. Enter New Password, per the below criteria.
- 3. Confirm New Password.
- 4. Submit

Required Information			
Current Password *	[		Your password must be between 8 to 45 characters long and contain at least one lowercase letter, and one special character. Pay attention to the
Confirm New Password *			NOTE: It cannot contain any parts of your First Name, Last Name, Username or Email
	Submit	Reset	<ul> <li>Name, Last Name, Username or Email address.</li> </ul>

8. **Follow** the prompts to complete the change.