

## Update Your E-Filer Email Noticing and Frequency

To updated your PACER billing email address, access the Update PACER Billing Email procedure.

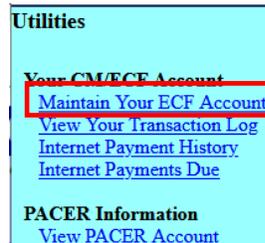
1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar) to update your E-Filer Email information. **Note:** Updating your Secondary email information must be done through Utilities on the CM/ECF Menu Bar.
  - a. **Access** the PACER website at <https://pacer.uscourts.gov> (This path allows you to only update your Primary email address.)
    1. **Click** on the *Manage Your Account* box and then click on the *Manage My Account Login* link.
    2. **Click** on the *Log in to Manage My Account* button.
    3. **Enter** your PACER *login (Username) and password*.
      - o **Select** the *Login* button.



- b. **Select** Utilities on the CM/ECF Menu Bar (This path allows you to update your Primary and your Secondary email address.)



- o Select Maintain Your ECF Account



- o Select the Email information button



- To add, update, or delete secondary email address, add address in the secondary email address field.
- Re-enter it in the second box to the right.
  - a. To add multiple email addresses to the secondary email address field, separate the email addresses with a semi-colon and no spaces.
- Specify: "Send notices for both the Adversary Case and related Bankruptcy case" or "Send Notices for only the Adversary Case and not for the related Bankruptcy case."

- Specify: “Send a notice for each filing” or “Send a Daily Summary Report.”
- Select “Return to Account screen” button.
- Select Submit.
- Select Next.
- Select the Update my primary email address link.

[Update my primary email address](#)

- You will be redirected to Manage My Account.
  - a. Reenter your PACER password and select Login

2. **Select Maintenance**, as shown below.

3. **Select the Update E-Filer Email Noticing and Frequency** link, as shown below.

4. **Follow** the instructions in the below box to update your information.

- a.
- b. Select the *Submit* button after updating your information.

5. **Select** the *Close* button.



**Note:** Notification of this update will automatically be sent to MIWB.