

Update Your PACER Billing Email Address

To update your ECF Filer's email information to receive Notices of Electronic Filings, access the Update E-Filer Email Noticing and Frequency procedure.

1. **Access** the *PACER* website at <https://pacer.uscourts.gov>.
2. **Click** the *Manage Your Account* box and then click 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*.
 - **Select** the *Login* button.

5. **Select** the *Update PACER Billing Email* link under **Settings**, as shown below.

6. **Enter** your new email address in the Email box.
 - Re-enter your new email address in the *Confirm Email* box
 - You may enter additional email addresses where you would like to receive your billing notice in the *Billing Notice Emails* section.
 - Select the *Submit* button after updating your information.

7. **Select** the *Close* button.