

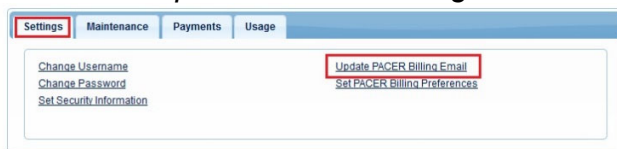
Update Your PACER Billing Email Address

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

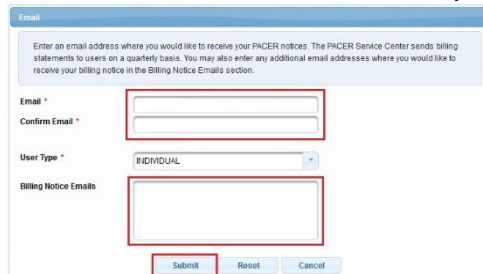
1. **Access** the *PACER* website at <https://pacer.uscourts.gov>.
2. **Click** the *Manage Your Account* box and then click on the *Manage My Account Login* link
3. **Click** on the *Log in to Manage My Account* button.
4. **Enter** your PACER *login (Username) and password*.
 - **Select** the *Login*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

The image shows the PACER login interface. It has a blue header with the word "Login". Below it, there's a section for "Required Information" with fields for "Username" and "Password". There are "Login", "Clear", and "Cancel" buttons. Below the buttons are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom, there is a notice: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

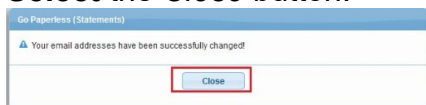
5. **Select** the *Update PACER Billing Email* link under **Settings**, as shown below.

The image shows the PACER "Settings" menu. The "Settings" tab is selected and highlighted with a red box. Other tabs include "Maintenance", "Payments", and "Usage". In the settings area, the "Update PACER Billing Email" link is highlighted with a red box. Other links include "Change Username", "Change Password", "Set Security Information", and "Set PACER Billing Preferences".

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.

The image shows the PACER "Email" update form. It has a blue header with the word "Email". Below it, there's a text box for "Enter an email address where you would like to receive your PACER notices. The PACER Service Center sends billing statements to users on a quarterly basis. You may also enter any additional email addresses where you would like to receive your billing notice in the Billing Notice Emails section." There are fields for "Email", "Confirm Email", "User Type" (with a dropdown menu set to "INDIVIDUAL"), and "Billing Notice Emails". There are "Submit", "Reset", and "Cancel" buttons at the bottom.

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

The image shows a small dialog box with a blue header that says "Go Paperless (Statements)". Below it, there's a message: "Your email addresses have been successfully changed!". At the bottom, there is a "Close" button highlighted with a red box.