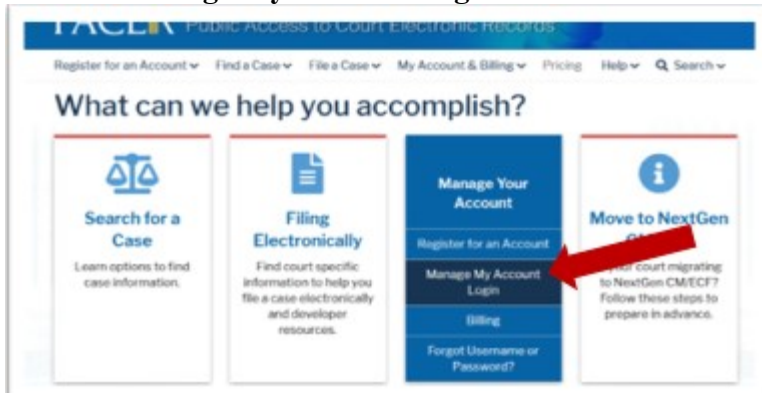


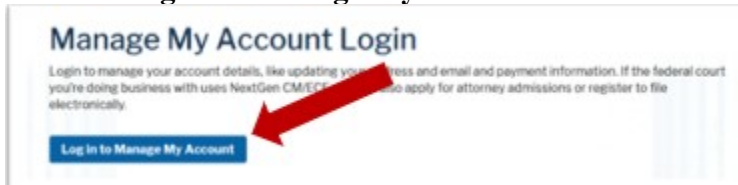
1. Login to <https://pacer.uscourts.gov>.
2. Hover over **Manage My Account**.



3. Click on **Manage My Account Login**.



4. Click on **Log in to Manage My Account**.



5. Enter **username/password**.

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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.

6. Click **Login**.
7. Select the **Payments** tab and then select **Manage My Stored Payment Information**.

Settings Maintenance **Payments** Usage

[Make One-Time PACER Fee Payment](#) [Manage My Stored Payment Information](#)

8. If you need to make changes to the default **Payment Information** (not required), check/uncheck the box of the appropriate option(s).

Autobill PACER fees
 E-filing fees default
 Admissions fees default

To use the same account for multiple fee types, once account information is entered, click in the box next to one or multiple fee types to designate the entered payment method for that account.

If you check the box for **Autobill PACER fees**, you will need to check the box in the **PACER Search Fees Auto Billing Acknowledgment**

pop up box; click **Submit**.

PACER Search Fees Auto Billing Acknowledgment

By setting this card as the default payment method for PACER search fees, you are signing up to have your credit card automatically billed every quarter. As such you must check the acknowledgment box below to proceed.

Credit Card
XXXXXXXXXXXX1111
01/2021

Test Attomey
1 Test Avenue
Kansas City, MO
64106

I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fee. *

Submit **Close**

The screenshot shows a blue header with the title "PACER Search Fees Auto Billing Acknowledgment". Below the header is a white box containing the text: "By setting this card as the default payment method for PACER search fees, you are signing up to have your credit card automatically billed every quarter. As such you must check the acknowledgment box below to proceed." The credit card information is listed as "Credit Card", "XXXXXXXXXXXX1111", and "01/2021". The attorney information is "Test Attomey", "1 Test Avenue", "Kansas City, MO", and "64106". There is an unchecked checkbox with the text "I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fee. *". At the bottom are two blue buttons: "Submit" and "Close". Two red arrows point to the "Submit" button and the checkbox.

9. If you need to make changes to the account holder's name, address and/or credit card expiration date previously stored, click on **Update**, make the appropriate changes and click **Submit** to save changes.

VISA

Autobill PACER fees
 E-filing fees default
 Admissions fees default

XXXXXXXXXXXX1111
01/2021

Test Attomey
1 Test Avenue
Kansas City, MO
64106

Update

The screenshot shows a form with a "VISA" logo at the top. Below it are three checkboxes: "Autobill PACER fees" (unchecked), "E-filing fees default" (checked), and "Admissions fees default" (unchecked). The credit card information is "XXXXXXXXXXXX1111" and "01/2021". The attorney information is "Test Attomey", "1 Test Avenue", "Kansas City, MO", and "64106". At the bottom is a blue button labeled "Update". A red arrow points to the "Update" button.

10. If you need to add a **Credit Card** or **ACH Payment**, select the appropriate option.


[Add Credit Card](#)
[Add ACH Payment](#)

The screenshot shows two blue underlined links: "Add Credit Card" and "Add ACH Payment".

11. Complete the **Add/Update Credit Card Payment** or the **Add/Update ACH Payment** information; click **Submit**.

Add/Update Credit Card Payment

*** Required Information**



Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

Account Nickname

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Add/Update ACH Payment

*** Required Information**

ACH [About ACH Debit](#)

Routing Number Account Number Check Number

Account Holder Name *

Account Number *

Confirm Account Number *

Routing Number *

Bank Account Type *

Account Nickname

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Enter your name as it appears on your account.

- Select the link **Set e-filing fees default** to set the credit card as the default payment for e-filing.
- A checkmark will be placed in the box for E-filing fees default. Click **Turn Off** link if you do not want to use the default feature: