
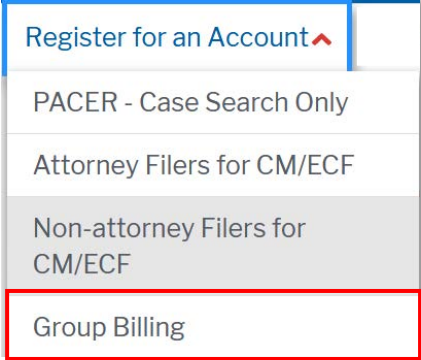



Registering for a New PACER Administrative Account

The PACER Service Center has developed the PACER Administrative Account (PAA), a consolidated billing and online account management process for groups. The PAA can only be used for administrative purposes and does not provide access to case information. This individual is responsible for the firm billing process. All charges associated with each individual PACER account can be linked to the PAA. One invoice is generated for the PAA. Itemization of charges for each PACER account is included in the invoice.

The individual in charge of the account will register for the PAA and then choose the accounts to link to PAA by sending an invitation to each individual user.

STEP	ACTION
1	Navigate to pacer.uscourts.gov
2	Select Register for an Account 
3	Select Group Billing 
4	Select Register for a PACER account 

STEP	ACTION
5	<p>Complete the PACER – Administrative Account Registration form. Select the applicable User Type (Law Firm, Creditor or Creditor’s Representative, Trustee, etc.). Select NEXT.</p> <div data-bbox="560 447 1214 842" data-label="Image"> </div> <p>NOTE: If you work for a government agency, make the appropriate selection from the Government Accounts category.</p>
6	<p>Create a Username and Password. Select Security Questions and Answers and then select NEXT.</p> <div data-bbox="435 1129 1349 1745" data-label="Image"> </div>

STEP	ACTION
7	<p>Enter the payment information to be saved. This screen is optional.</p> <p>Providing a credit card is optional. If you would like to register without providing a credit card, click Next below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.</p>
8	<p>Confirm you have read the policies and procedures.</p>
9	<p>After registering, log in to your newly created PAA. Once logged in, navigate to the PAA Maintenance tab.</p> <div data-bbox="407 877 1365 1136" data-label="Image"> </div> <p>*From this tab, you can edit the PACER accounts associated with the PAA. You can also select the Payments tab to manage your payment information or make a one-time payment, and the Usage tab to view your quarterly statements and detailed transactions.</p>
<p>To add a PACER account, select Add Existing PACER Account to my PAA. You will need the user's last name and PACER account number. This will send a request to the PACER user. That user must then accept the request in order to be added to the PAA.</p> <p>For the PACER user to accept the PAA request, the user must log in to their own account and select Settings. From there, select View Pending Requests to Join a PAA and place a checkmark next to the request to accept it.</p>	