## Link Your PACER \& CM/ECF Account

> Complete these steps on/after October ${ }^{22 n d}$.

Once the court implements NextGen, your Upgraded PACER account must be linked to your CM/ECF filing account to create one Central Sign-On Account. This will only have to be done once. Below are the steps to link your PACER and CM/ECF Accounts.

| STEP | ACTION |
| :---: | :---: |
| 1 | Go to New York Sounthern Bankruptcy Court's Website www.nysb.uscourts.gov |
| 2 | Select E-Filing (CM/ECF). |
|  | Case Locator (PACER) » |
|  | E-Filing (CM/ECF) » |
|  | FAQs » |
|  | File A Proof of Claim » |
| 3 | Users will be redirected to the PACER Login page. |
| 4 | Enter your new/upgraded PACER Username and Password then select Login. |
|  | * Required Information <br> Username * <br> Password * <br> Client Code $\square$ <br> NOTICE: This is a restricted government web site 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 | After logging in you will notice the limited menu bar. You have gained access to PACER. Follow the remaining steps to link your accounts. |


| STEP | ACTION |
| :---: | :---: |
| 7 | In the Menu Bar at the top, select Utilities. |
| 8 | Select NextGen Release 1.1 Menu Items. <br> Release 5 0 Manu Itams <br> NextGen Release 1.1 Menu Items <br> Nextuern Neiease 1.2 ivienlu items |
| 9 | Select Link a CM/ECF Account to My PACER Account. <br> Your PACER Account <br> Change Your Client Code <br> Link a CM/ECF Account to My PACER Account <br> Maintain Your Login/Password <br> Review Billing History <br> View PACER Account Information |
| 10 | Enter your CM/ECF Login and Password. <br> Link a CM/ECF account to my PACER account <br> This utility links your PACER account with your e -filer account in this coart. <br> If you use CMECF for PACER only, no action is necessary. <br> If you had a CMECF e-filing account in this court before the court converted to NextGen CMECF, enter your old CMECF login and password below and press Submit. You will be prompted <br> confirm that you want to link your PACER account to your old CMECF e-filing account. Press Submit to link the accounts (or go back if the names don't match). <br> CMECF login: <br> CMECF password: $\square$ |


| STEP | ACTION |
| :---: | :---: |
| 11 | Select Submit. |
| 12 | Verify the correct CM/ECF and PACER names. <br> CMIIIECF guery gepors. utilities. Help Log out <br> Link a CM/ECF account to my PACER account <br> Do you want to link these accounts? <br> CM/ECF Barbara CASB <br> PACER BarbaraTest Casb <br> After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court. <br> Submit <br> Clear <br> 8. Click Submit |
| 13 | Select Submit. |
| 14 | - A confirmation message will appear acknowledging the accounts have been linked. <br> Your PACER account has been linked to your CM/ECF account <br> - You should also receive an e-mail notification acknowledgement. |
| 15 | The Bankruptcy, Adversary (filing) and other menu items should now appear. |
| 16 | If the menus do not appear, try the following steps: <br> - Refresh your screen. <br> - Log out, shut down the browser, then log back in. <br> - Clear cookies, cache and history. Shut down the browser, then log back in. |
|  | Reminders <br> You will now use your PACER Username and Password to login to both PACER and CM/ECF. <br> Remember this is a one-time process for NYSB NextGen. <br> You will need to complete this process for any additional NextGen Court ou wish to e-file. <br> or non-NextGen Courts, continue accessing CM/ECF via the Court's ebsite. |

