

## How to store credit card information into your NextGen CM/ECF account:

1. Manage My Account (Login from Mange My account)
2. Payments (Click on this Tab)
3. Manage My Stored Payment Information (Click on this Link)
4. Add Credit card (Click on this link)
5. Type in the Credit card information, click on submit
6. Check the box for "E-filing fees default"
7. Click on Back

The screenshot shows the PACER 'MANAGE MY ACCOUNT' page. At the top right, there are links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. A red arrow points to the 'Manage My Account' link, which is labeled with a red box containing the number '1'. Below the navigation bar, there is a 'PACER Links' sidebar on the left and a 'MANAGE MY ACCOUNT' section on the right. The 'MANAGE MY ACCOUNT' section displays account details: Account Number (4299127), Username (rjb\_testing1), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Upgraded PACER Account). A red arrow points to the 'Payments' tab in the sub-navigation bar, labeled with a red box containing the number '2'. Below the tabs, there are two links: 'Make One-Time PACER Fee Payment' and 'Manage My Stored Payment Information'. A red arrow points to the 'Manage My Stored Payment Information' link, which is labeled with a red box containing the number '3'.

The screenshot shows the 'Manage My Stored Payment Information' page. At the top, there is a blue header with the text 'Manage My Stored Payment Information'. Below the header, there is a yellow box containing a **NOTE**: 'Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.' Below the note, there is a paragraph: 'Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.' Below this, there is another **Note**: 'Updating a payment method on this screen does not process a payment. Use the **Make One-Time PACER Fee Payment** option to pay your PACER fees.' At the bottom of the page, there are two links: 'Add Credit Card' and 'Add ACH Payment'. A red arrow points to the 'Add Credit Card' link, which is labeled with a red box containing the number '4'.

## Add/Update Credit Card Payment

### \* Required Information



Account Holder Name \*

Card Type \*

Account Number \*

Card Expiration Date \*

 / 

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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.

Submit

Close

Manage My Stored Payment Information

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

**Note:** Updating a payment method on this screen does not process a payment. Use the **Make One-Time PACER Fee Payment** option to pay your PACER fees.



- Autobill PACER fees
- E-filing fees default
- Admissions fees default

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XXXXXXXXXXXX1111  
01/2018  
Testing  
50 Walnut Street  
Newark, NJ  
07102

Update

Delete

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

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

Back

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