

# Central Sign-On – Linking a PACER account to an ECF account

## Linking a PACER account to an ECF account

**Note:** If you have a CM/ECF account with the court, you must link your PACER Account to you CM/ECF Account. And NOT submit a new request for access.

1. Access ILSB's CM/ECF system, <https://ecf.ilsb.uscourts.gov>.
2. Click **Southern District of Illinois - Document Filing System (Live Database)**. This redirects to the PACER login screen.



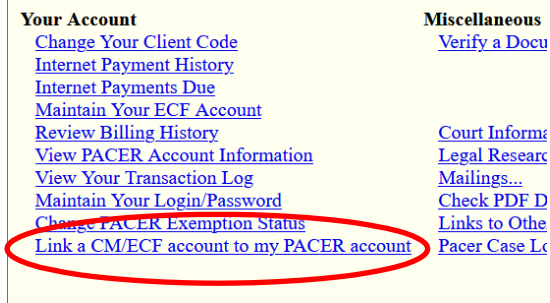
3. Enter the PACER account **Username** and **Password**. Click **Login**.

Browser must be set to accept cookies to log into this site. If your browser is set to accept cookies and you are experiencing problems login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

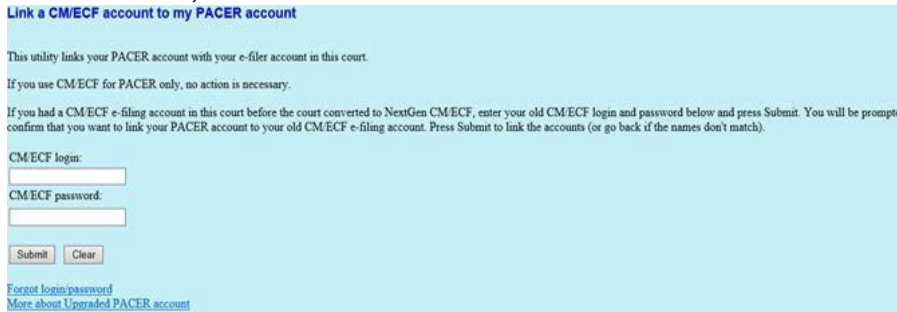
4. Click **Utilities**.



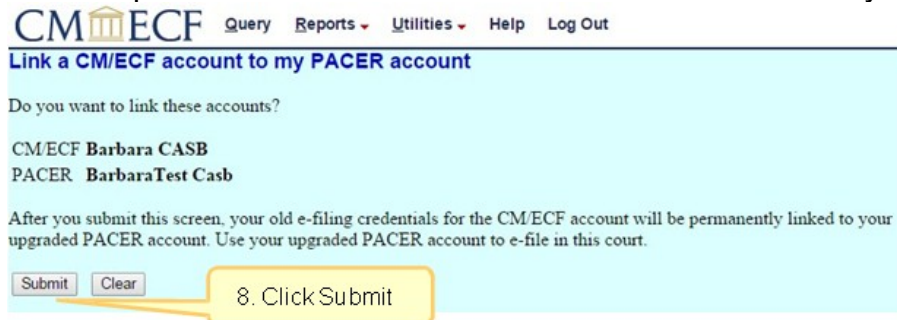
5. Click **Link a CM/ECF account to my PACER account** under **Your Account**



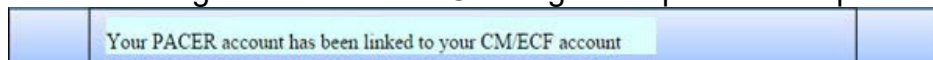
6. Enter old **ECF account login** and **password**. If password is unknown, call the Clerk's office, 618-482-9075.



7. Answer question “**Do You want to link these accounts?**” by clicking **Submit**.



**NOTE:** When the PACER account has been linked to the ECF account, the ECF login and password are no longer valid. The PACER login and password replace them.



8. An email notification acknowledgement will be sent from PACER to the email address associated with your PACER account.

9. **Bankruptcy, Adversary** (filing menus) and other menu items should now appear in the tool bar.

If the menus do not appear, try the following steps:

- Refresh your webpage.
- Log out, close the browser, then log back in.
- Clear cookies, cache and history. Close the browser, then log back in.

**Note:** This process will need to be completed for any Nextgen Court.