Multifactor Authentication – Authentication Apps

Multifactor authentication (MFA) is now available for all PACER users. MFA provides an added layer of security that helps protect users from cyberattacks that steal passwords.

This learning aid describes the process of enrolling in MFA by adding an authentication application (app). It also describes the process of deleting an authentication app.

NOTE: PACER users with filing and all other types of CM/ECF-level access are required to enroll in MFA. All other PACER users are strongly encouraged to enroll.

Enrolling in MFA

- **Step 1.** Navigate to <u>https://pacer.uscourts.gov/</u>.
- **Step 2.** In the top right corner, click the **Log in to**... link, and then click **Manage PACER Account**.



Figure 1: PACER website homepage

Step 3. Enter your PACER username and password, and click **Login**.

🚟 An official website of the United States government. Here's how you know. 🗸 Log in t	o PACER Systems 🎝
Public Access To Court Electronic Records	
Manage My Account	
Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.	
Cogin Required Information	
Password *	
Need an Account (1 Forgor your Password (1 Forgor Usernamez) This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons	

Figure 2: Manage My Account login page

Step 4. On the landing page, click the **Enroll** link in the Multifactor Auth field, or click the **Manage MFA Settings** link under the Settings tab.

An official website of the United States government. Here's how you know.	Log in to PACER Systems 4
l l l l l l l l l l l l l l l l l l l	
Manage My Account	
	Mfa Tester 🗸
Account Number 0000000 Username mfatester01 Amount Due \$0.00 Account Balance \$0.00 Case Search Status Active Account Type Upgraded PACER Account Multifactor Auth Not Enrolled (Enroll) Settings Maintenance Payments Usage Change Username Uddate PACER Billing Email Change MFASettings Set Security.Information	

Figure 3: Manage My Account landing page

MFA Methods

Upon clicking **Enroll** or **Manage MFA Settings**, you may add an authentication app and/or get backup codes. If you are required to enroll in MFA, you must set up at least one of the two options.

💴 An official website of the Unit	ted States gove	ernment. Here's how you know. 🛩 L	og in to PACER Systems 🎝
		Public Access To Court Electronic Records	
		Manage My Account	
			Mfa Tester 🗸
Accoun	nt Number	0000000	
Userna	me	mfatester01	
Amoun	nt Due	\$0.00	
Account	nt Balance	\$0.00	
Case Se	earch Status	Active	
Accoun	nt Type	Upgraded PACER Account	
Multifa	actor Auth	Not Enrolled (Enroll)	
Multifacto	or Authenticati	ion Methods	
▲ Multi to log in	tifactor authent n. Once you enr	tication (MFA) provides an extra layer of security to your account by requiring additional verification of in the service, you must enter a one-time passcode using one of the methods below.	
Authent	tication apps		
Set up a What is	an authenticatio an authenticat	on app to sign in using a one-time passcode. You may add up to 5 apps. ion app? $$	
No auth	nentication app	lication has been configured for this account.	
A	Add App		
Backup	codes		
There ar	re no valid bacl	kup codes for this account.	
Get M	New Codes		
		Cancel	

Figure 4: Multifactor Authentication Methods page

Adding an Authentication App

Step 5. Click Add App.

A security code is sent to the email address associated with the PACER account to verify that the account holder authorizes adding an authentication app.

▲ Multifactor authentic to log in. Once you enroll	ation (MFA) provides an extra layer of security to your account by requiring additional verification in the service, you must enter a one-time passcode using one of the methods below.
Authentication apps	
Set up an authentication	app to sign in using a one-time passcode. You may add up to 5 apps.
What is an authenticatio	n app? 🕐
No authentication applic	ation has been configured for this account.
Add App	←
Backup codes	
There are no valid backu	p codes for this account.
Get New Codes	

Figure 5: Multifactor Authentication Methods page – Authentication apps section

TIPS

If you do not currently use an authentication app, you should research your options to find one that works best for you, and then download it prior to enrolling.

Open the authentication app on your device before you begin enrollment.

NOTE: The federal judiciary does not endorse specific authentication apps; however, some options include Authy, DUO Mobile, FreeOTP, Google Authenticator, and Microsoft Authenticator.

Step 6. Enter the security code from the email, and click **Submit**.

Username	mfatester01	
Amount Due	\$0.00	
Account Balance	MFA Setup Verification	
Case Search Status		
Account Type Multifactor Auth	This page will expire in 9 minutes 52 seconds	
Iultifactor Authentica	A security code has been sent to the email on file. If you do not receive an email in your inbox, please check your junk email folder.	
▲ Multifactor auther to log in. Once you en	Please enter the security code in the field below and click Submit.	dditional verification Is below.
Authoritication on a	Security code.	
Authentication apps		
Set up an authenticat	Submit Resend Cancel	
What is an authentica		
No authentication ap	plication K s been configured for this account.	
Add App		

Figure 6: MFA Setup Verification dialog box

TIPS

You can add up to five authentication apps to the account, meaning you can enroll up to four other users' (e.g., paralegal) authentication apps in addition to your own.

If the security code email does not appear, check the junk email folder.

Step 7. Enter a nickname for your authentication app, and click **Next**.

Username	mfatester01				
Amount Due	\$0.00				_
Account Balance	Add an Authen	tication App			
Case Search Sta		_			
Account Type Multifactor Auth	Name App	Set Up App	Enter Passcode	Confirmation	
	Give your authe	entication app a nic	kname:		
Iultifactor Authen	Му Арр				
▲ Multifactor au to log in. Once you				Next	ional verification elow.
Authentication ar			Cancel		
What is an authent	tication app? ⑦				

Figure 7: Add an Authentication App dialog box – Name App tab

Step 8. On your authentication app, follow the instructions for adding an account. Typically, there is a "+" icon or an "Add Account" option that allows you to scan a QR code and/or enter a code manually (Figure 8). Once you add your PACER account to the authentication app, click Next (Figure 9).



Figure 8: Illustrations of generic authentication app displays for adding an account



Figure 9: Add an Authentication App dialog box – Set Up App tab

Step 9. Enter the passcode displayed on your authentication app (Figure 10) in the Enter Code text field, and click **Next** (Figure 11).



Figure 10: Illustration of generic authentication app display with passcodes

Username Amount Due	mfatester01 \$0.00				
Account Balance	Add an Authen	tication App			
Case Search Sta					
Account Type Multifactor Auth	Name App	Set Up App	Enter Passcode	Confirmation	
	Enter the one-ti	me passcode fron	n your app to verify it is s	set up correctly.	
ultifactor Authen	Enter Code				
🛆 Multifactor au					tional verification
to log in. Once you	Back			Next	elow.
Authentication ar			Cancel		
Set up an authent					
What is an authent	ication app? 🕐				

Figure 11: Add an Authentication App dialog box – Enter Passcode tab

NOTE: To move to the next step (Confirmation tab), you must click Next. Do not press the Enter key on your keyboard after you type in the passcode.

Step 10. Review and confirm your app name and passcode; then click Submit.

Username	mfatester01				
Amount Due	\$0.00				
Account Balance	Add an Authen	tication App			
Case Search Sta					
Account Type Multifactor Auth	Name App	Set Up App	Enter Passcode	Confirmation	
	App name:		Test - Phone		
ultifactor Authen	Passcode:		654321		
▲ Multifactor au to log in. Once you	Submit				tional verifica elow.
Authentication ar	Back				
Set up an authent					
What is an authen			Cancel		
No authentication					
Add App					

Figure 12: Add an Authentication App dialog box – Confirmation tab

Step 11. You have successfully enrolled your authentication app. If you do not need to add more authentication apps or get backup codes, click **Cancel**.

▲ Multifactor authentication (MFA)) provides an extra layer of security to your account by requiring additional verification
to log in. Once you enroll in the serv	ice, you must enter a one-time passcode using one of the methods below.
You have successfully added auth	nentication app named Test Phone
Authentication apps	
Set up an authentication app to sign	i in using a one-time passcode. You may add up to 5 apps.
What is an authentication app? 🕐	
Test Phone	Delet
Add App	
Backup codes	
There are no valid backup codes for	r this account.
-	

Figure 13: Multifactor Authentication Methods page with success message for adding an authentication app

Deleting an Authentication App

Step 1. Click the **Delete** link next to the app you want to delete in the Authentication apps section.

▲ Multifactor authentication (MFA) provides an extra layer of security to you to log in. Once you enroll in the service, you must enter a one-time passcode	ur account by requiring additional verification using one of the methods below.
Authentication apps	
Set up an authentication app to sign in using a one-time passcode. You may a What is an authentication app? ⑦	dd up to 5 apps.
Test Phone	Delete
Add App	
Backup codes	
Backup codes generated on 04/18/2025	Delete

Figure 14: Multifactor Authentication Methods page

NOTE: If you are required to use MFA, you will not be able to delete all your authentication apps unless you have generated backup codes.

Step 2. Enter a backup code or passcode, and click **Submit**.



Figure 15: Confirm Deletion dialog box and illustrations of a generic authentication app display and list of backup codes

NOTE: Use the passcode displayed by the authentication app to be deleted. Once you delete the authentication app from your PACER account, you can no longer use its passcodes.

Step 3. You have successfully deleted the authentication app. If you need to add an authentication app, go to Step 5 of the Adding an Authentication App section above. If you are finished, click **Cancel**.

fultifactor Authentication Methods
▲ Multifactor authentication (MFA) provides an extra layer of security to your account by requiring additional verification to log in. Once you enroll in the service, you must enter a one-time passcode using one of the methods below.
App Test Phone has been deleted.
Authentication apps
Set up an authentication app to sign in using a one-time passcode. You may add up to 5 apps. What is an authentication app? ⑦
No authentication application has been configured for this account.
Add App
Backup codes
Backup codes generated on 04/21/2025 Delete
Cancel

Figure 16: Multifactor Authentication Methods page with success message for deleting backup codes