



CourtAlert® Tips & Tricks for Easier PACER MFA Registration

PACER's own guide on how to register an MFA application can be found online, [here](#).

There are a few things they don't tell you about. In the course of developing our easy-to-use, centralized MFA solution. CourtAlert has helped many customers with this registration process and is ready to share some of the tricks we learned with you.

Some advice on how to make the registration and onboarding process a little easier!

- Practice Makes Perfect: before performing a "live" onboarding with one of your busy attorneys, practice using the [PACER QA site](#).
- Auto-forward the Registration Email: Step 5 of PACER's guide mentions "A security code is sent to the email address associated with the PACER account", which means that an email containing an activation will be sent to the attorney's inbox as one of the first steps. Rather than bother the busy attorney by asking them to be ready for it, and forward it to you, set up an email rule on the Exchange server to auto-forward those emails directly to your group inbox.

Tip! Criteria for Transport Rule

From: [Do Not Reply@Psc.Uscourts.Gov](mailto:Do_Not_Reply@Psc.Uscourts.Gov)

Subject: **Pacer MFA Email**

- Share the Communication: set up a centralized inbox to receive the PACER registration emails and any subsequent emails like one-time authentication codes. Provide access to the inbox to anyone who needs to help set up MFA apps or who might need to facilitate e-filings. This will allow them to get emergency, one-time access codes, and any other automated emails from the MFA system.
- Track, Don't Just Store the 10 Backup Codes: PACER also provides up to 10 one-time use backup codes. These are intended for use in emergencies when you don't have access to your authenticator.
- Emergency Access: PACER provides the ability to get a one-time access code in situations where you are unable to use your primary MFA application. However, it is important not to always rely on this as your main method of login. Regularly updating and maintaining your authenticator app and backup codes ensures smoother access and reduces dependency on emergency measures. Always keep your backup codes secure yet accessible when needed.

To learn more about ECF Vault and how it can further streamline your PACER MFA experience, feel free to reach out to info@CourtAlert.com. Our team would be delighted to provide you with a demo and showcase the features that make ECF Vault an essential tool for your workflow.