# **Multifactor Authentication – Backup Codes**

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 getting backup codes. It also describes the process of deleting unused backup codes.

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 to 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.
Login     Required Information
Username *
Password *
Login Clear Cancel
Need an Account?   Forreot Your Password?   Forreot Username?
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 hu 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 Y	Log in to PACER Systems 🕩
Public Access To Court Electronic Records	
Î	
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       Update PACER Billing Email         Change MFA Settings       Set PACER Billing Preferences         Manage MFA Settings       Set Security Information	

Figure 3: Manage My Account landing page

### **MFA Methods**

Upon clicking **Enroll** or **Manage MFA Settings**, you may add an authentication application (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 United States gov	vernment. Here's how you know. V L	og in to PACER Systems 📣
	Manage My Account	
		Mfa Tester 🗸
Account Number Username Amount Due Account Balance Case Search Status Account Type Multifactor Auth	0000000 mfatester01 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Active Upgraded PACER Account Not Enrolled (Enroll) tion Methods ntication (MFA) provides an extra layer of security to your account by requiring additional verification Itilia the information of the output	
Authentication apps         Set up an authenticat         What is an authenticat         No authentication app         Add App         Backup codes         There are no valid baa         Get New Codes	ion app to sign in using a one-time passcode. You may add up to 5 apps. tion app? ③ plication has been configured for this account. ckup codes for this account.	

Figure 4: Multifactor Authentication Methods page

### **Getting Backup Codes**

#### Step 5. Click Get New Codes.

A security code is sent to the email address associated with the PACER account to verify that the account holder authorizes getting the backup codes.

▲ Multifactor authentication to log in. Once you enroll in the	(MFA) provides an extra layer of security to your account by requiring additional verification service, you must enter a one-time passcode using one of the methods below.
Authentication apps	
Set up an authentication app t What is an authentication app	o sign in using a one-time passcode. You may add up to 5 apps. ? $\Im$
No authentication application	has been configured for this account.
Add App	
Backup codes	
There are no valid backup cod	es for this account.
Get New Codes	<b>—</b>
	Cancel

Figure 5: Multifactor Authentication Methods page – Backup codes section

NOTE: While you can use backup codes for MFA, they are not ideal because they can be lost, and only 10 single-use codes are generated at a time. Authentication apps are recommended instead, as they are considered safer.

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

Account Balance Case Search Status	MFA Setup Verification	
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	Please enter the security code in the field below and click Submit.	dditional verification
to log in. Once you en	Security code:	ls below.
Authentication apps		
Set up an authenticat	Submit Resend Cancel	
What is an authentica		
No authentication app	plication K a been configured for this account.	

Figure 6: MFA Setup Verification dialog box

TIP

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

**Step 7.** Read the details regarding backup codes, and click **Confirm** to proceed.



Figure 7: Multifactor Authentication Backup Codes confirmation dialog box

**Step 8.** Save the backup codes generated by downloading, printing, or copying them using the buttons provided. Then select the **I've put my backup codes in a safe place.** checkbox, and click **Save**.

ər	Multifactor Authentication Backup Codes	
	Save these backup codes	
e atus	Use these backup codes to log in. Download, print, or copy the codes below and store them in a safe place. Note: Each code can only be used once.	
h	1a2h-3c4rl-5e6f-7#8h	
	68c5 c3bi wag4 cjc3	
niicati	kuru osh.25 akdin 5ppw	
uthent	agon court hits etchs	ring ac
	Bella-gala-Acti 6575	
ipps	yfle5 offis rate off03	
iticatic	last brits and env	
nticati	m7rg.znig.8295 saz3	
	🛃 Download 🖨 Print 🕲 Copy	
	I've put my backup codes in a safe place.	
d back es	Save Cancel	

*Figure 8: Multifactor Authentication Backup Codes – Save these backup codes dialog box* 

#### NOTES:

Once you have saved your backup codes, you will not be able to view them again. If you lose your backup codes, you will need to generate a new set. Generating a new set of backup codes will invalidate the existing set.

Each backup code can only be used once. It is recommended that you use your last backup code to get a new set of backup codes. Otherwise, you will need to follow the Logging in Without Access to Your MFA Method(s) process described in the <u>Multifactor Authentication</u> (<u>MFA</u>) – Logging In learning aid to get a new set.

**Step 9.** You have successfully added backup codes. If you do not need to add an authentication app, click **Cancel**.

Multifactor authentication (MFA) provides an extra layer of security to your account by requiring additional og in. Once you enroll in the service, you must enter a one-time passcode using one of the methods below.	verification
bu have successfully added backup codes nentication apps	
ientication apps	
up an authentication app to sign in using a one-time passcode. You may add up to 5 apps. at is an authentication app? $\textcircled{3}$	
t Phone	Delete
Add App	
sup codes	
kun onder generated en 04/18/2025	

Figure 9: Multifactor Authentication Methods page with success message for adding backup codes

# **Deleting Backup Codes**

#### **Step 1.** Click the **Delete** link in the Backup codes section.

▲ Multifactor authentication (MFA) provides to log in. Once you enroll in the service, you m	an extra layer of security to your account by requiring additional verification ust 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 authentication app? ⑦	
Test Phone	Delete
Add App	
Backup codes	

Figure 10: Multifactor Authentication Methods page





Figure 11: Confirm Deletion dialog box and illustrations of a generic authentication app display and list of backup codes

NOTE: If you do not have access to your authentication app or backup codes, click the "Click here if you need a one-time passcode." link at the bottom of the Confirm Deletion dialog box. Refer to the Logging in Without Access to Your MFA Method(s) section in the <u>Multifactor</u> <u>Authentication (MFA) – Logging In</u> learning aid. Step 3. You have successfully deleted the backup codes. If you need to get new backup codes, go to Step 5 of the Getting Backup Codes section above. If you are finished, click Cancel.

to log in. Once you enroll in the	(MFA) provides an extra layer or security to your account by requiring additional vehication a service, you must enter a one-time passcode using one of the methods below.
Backup codes have been de	eleted,
Authentication apps	
Set up an authentication app t What is an authentication app	o sign in using a one-time passcode. You may add up to 5 apps. ? ③
Test - Phone	Delete
Add App	
Backup codes	
There are no valid backup cod	es for this account.
Cot Now Codeo	

Figure 12: Multifactor Authentication Methods page with success message for deleting backup codes