LexisNexis® Account Centre

QUICK REFERENCE SHEET

WHAT IS LEXISNEXIS ACCOUNT CENTRE?

The *LexisNexis Account Centre* tool enables LexisNexis Account Administrators to pay invoices and create/edit users within the same application.

Accessing *LexisNexis Account Centre*

LexisNexis Account Centre may be accessed directly at https://accountcenter.lexisnexis.com/

On the *LexisNexis Account Centre* sign-in screen, type your ID, password, and click **Sign In**.

Create New User

1. Click the **Add New User** link under **Quick Links** OR click the **Users** tab link from the left navigation bar
2. Select **Add User**
3. Insert **required information**
4. Select desired **delivery option**
5. Insert checkmarks next to desired **Product Access**
6. Click **Submit**

Reset Password

1. Click the **Users** tab from the navigation bar on the left side
2. Click the **Name** of the correct user
3. Click **Reset Password**
4. Choose to send the new password details to either the **user** or **administrator**
5. Click **Reset Password**

Edit Existing User

1. Click the **Users tab** from the left navigation bar
2. Click the **Name** of the correct user
3. Select desired information tab and click **Edit**
4. Click **Save**

Delete IDs

1. Click the **Users tab** from the left navigation bar
2. Click the **Name** of the correct user
3. Click the **Status** drop-down menu
4. Select **Delete**
5. Click **Save** from pop up

Suspend IDs

1. Click the **Users** tab from the navigation bar on the left side
2. Click the **Name** of the correct user
3. Click the **Status** drop-down menu
4. Select **Suspended**
5. Click **Save** from pop up

Invoice and Payments

1. Click **View all invoices & make payments** from the **Open Invoices** pod *OR* click the **Invoice & Payments** link from the navigation bar on the left side
2. Click **Invoices** tab to view summary, invoices, AR statements, Dunning Letters, or Credits
3. Click **Payment Preferences** tab to set up bank account or credit card information and setup autopay information

Usage

View most used sources from the **Usage** pod on the Home page. Detailed Usage data is available by clicking on the **View Usage Data with PowerInvoice™**.

View Content Subscription

1. Click the **View Content Subscription** link under **Quick Links** *OR* click the **Organization** tab from the navigation bar on the left side
2. Select the **Content Subscription** tab

Client/Matter ID Settings

1. Click **View Client/Matter ID Settings** link under **Quick Links** *OR* click the **Organization** link from the left navigation bar
2. Select **Client/Matter ID Settings** tab
3. Click **Edit** to make changes
4. Click **Save**

View/Add/Delete Locations

Click **View Location** under **Quick Links** *OR* click **Organization** from the left navigation bar to add or delete locations.

Notifications

Click the **Notifications** drop down from the navigation bar OR view all notifications from the **Notifications** pod on the Home page.

Support

Click the **Support** drop-down from the top navigation bar for **Customer Care contact information** and **Topic Help**.

LNC-QRC-0716