Lexis Advance® Quicklaw®

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Tip Sheet | LexisNexis Account Centre – Quick Reference Guide

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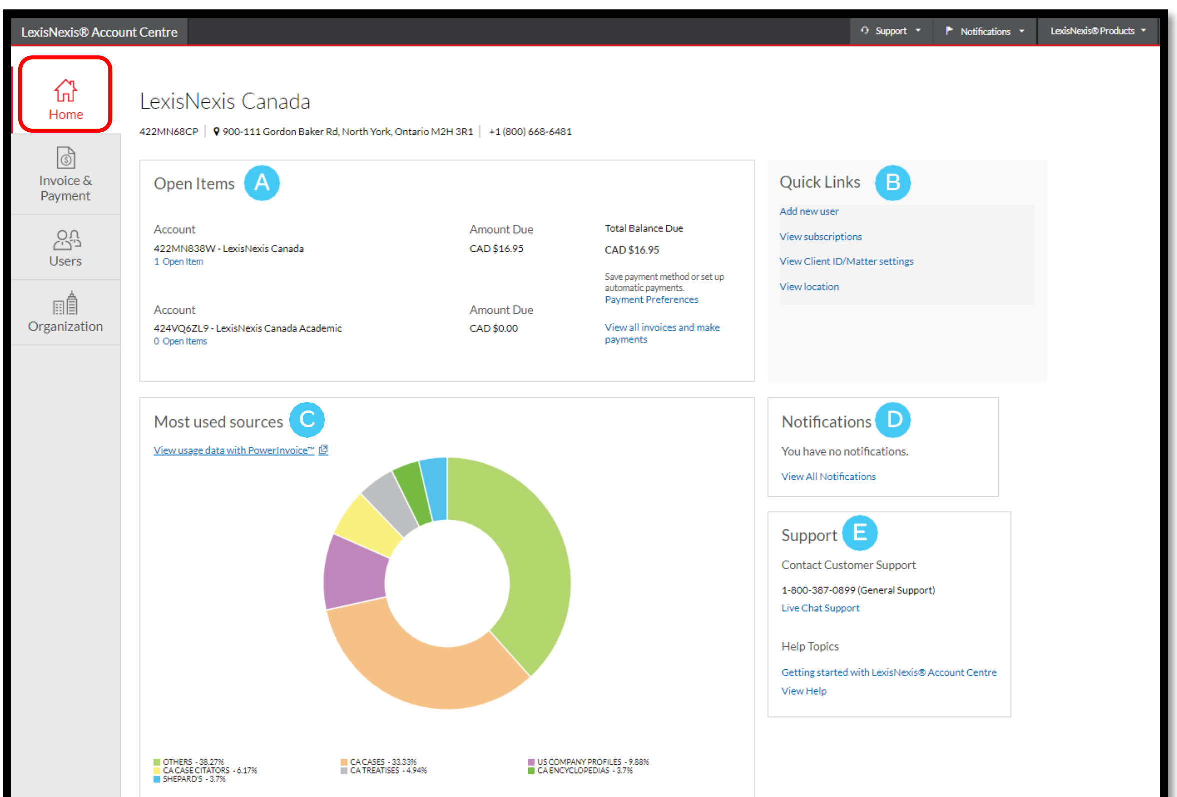
LexisNexis Account Centre allows you to manage your Lexis Advance Quicklaw account – you can do things such as pay invoices, set up new users, reset user passwords and set up client ID settings.

LexisNexis Account Centre may be accessed directly at https://accountcenter.lexisnexis.com/. On the sign-in screen, type your ID, password, and click **Sign In**.

Home Page



The homepage provides you with a snapshot of your account information, with quick links to all your account tasks. The tabs down the left provide you access to the details.

A The **Open Items** pod provides easy access to pay an invoice, review open invoices or set up payment preferences such as a credit card or bank account.

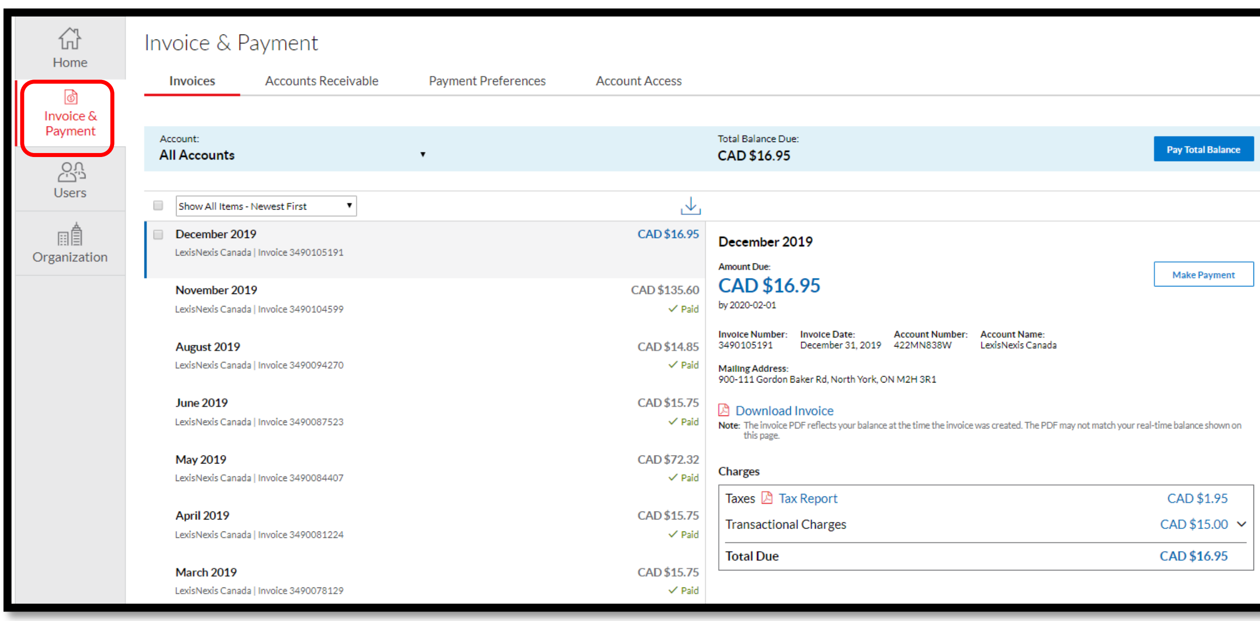
B **Quick Links** pod provides quick access to frequently-used tasks.

C **Most used sources** pod provides a graphical depiction of the most used content types and includes the option to view usage data within PowerInvoice.

D **Notifications** – the administrator will receive notifications for changes to payment information such as deleting a credit card or bank account or updating a credit card or bank account.

E **Support** pod has our Customer Support number as well as links to various Help Topics and online tutorials.

Invoice & Payments



The **Invoices & Payment** tab gives you an overview of your account balance, a quick link to pay your balance, and a list of your Open Invoices and Recent Credits.

View Invoices and Make Payments

1. Click **View all invoices & make payments** from the **Open Items** 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, or Credits
3. Click **Payment Preferences** tab to set up bank account or credit card information and setup autopay information

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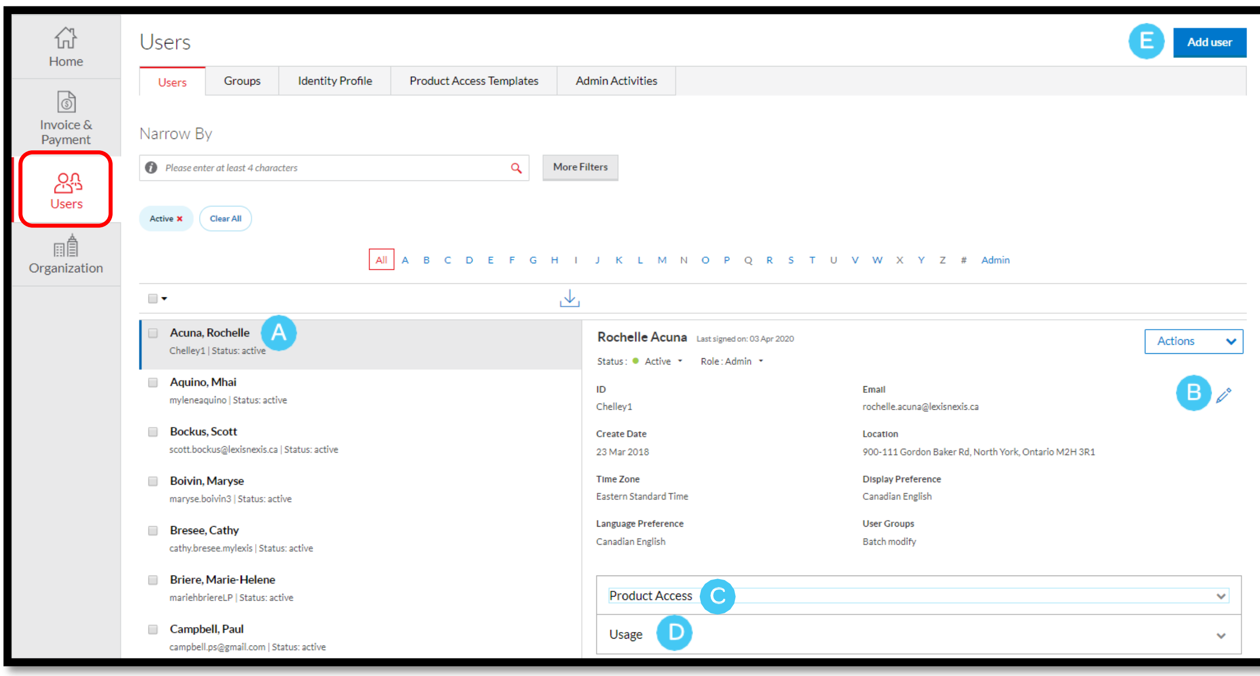
Users



The **Users** tab allows you to manage users within your organization.

A Select a name from the user list to see general information for the user whose name is displayed.

B Click the **pencil icon** to edit the information for the user whose name is displayed. Click **Save** once you have made the changes.

C Select the **Product Access** tab to view and edit the user's product access.

D The **Usage** tab will display usage information for the user.

E Up in the top right corner, you can click the **Add User** button to add a new user.

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**

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

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
5. details to either the **user** or
6. **administrator**
7. Click **Reset Password**

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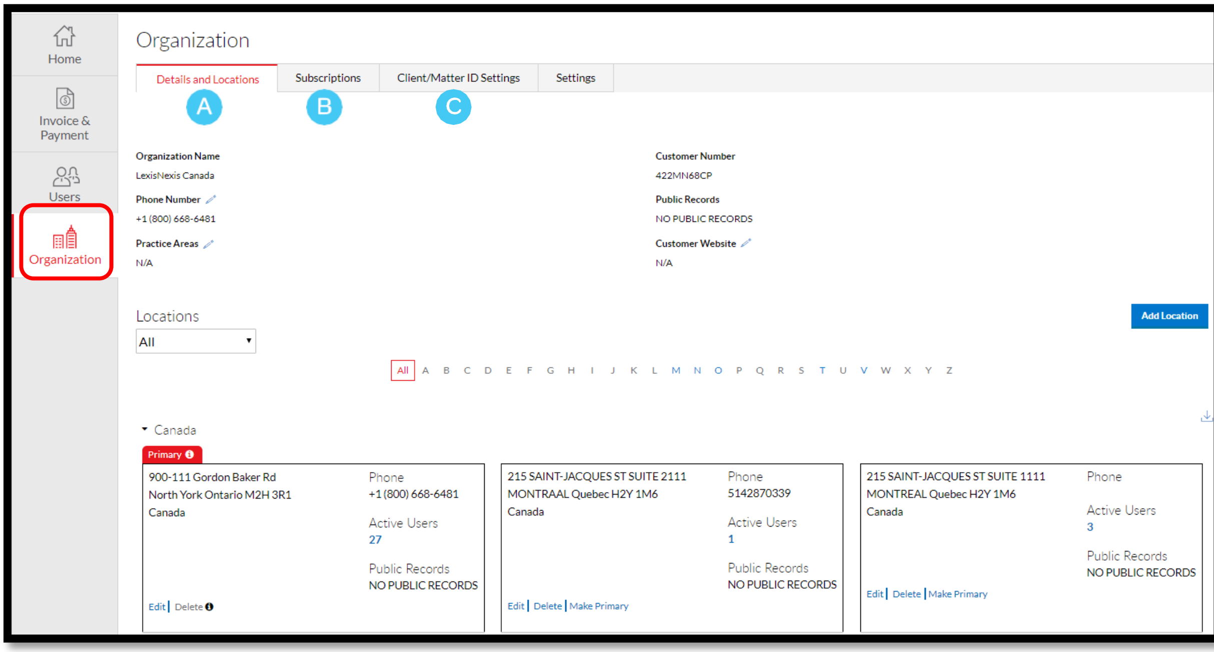
Organization



A **Details and Location –** Use this tab to review and manage the locations for your organization. You have the option to edit the telephone number, add locations, delete a location and see a list of active users at a particular location.

B **Subscriptions** - use this tab to view and download a list of publications your organization is subscribed to or to search for a specific publication.

C **Client/Matter ID Settings** – this is where you can set or change the Client ID settings for your organization.

Client ID/Matter Settings

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

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