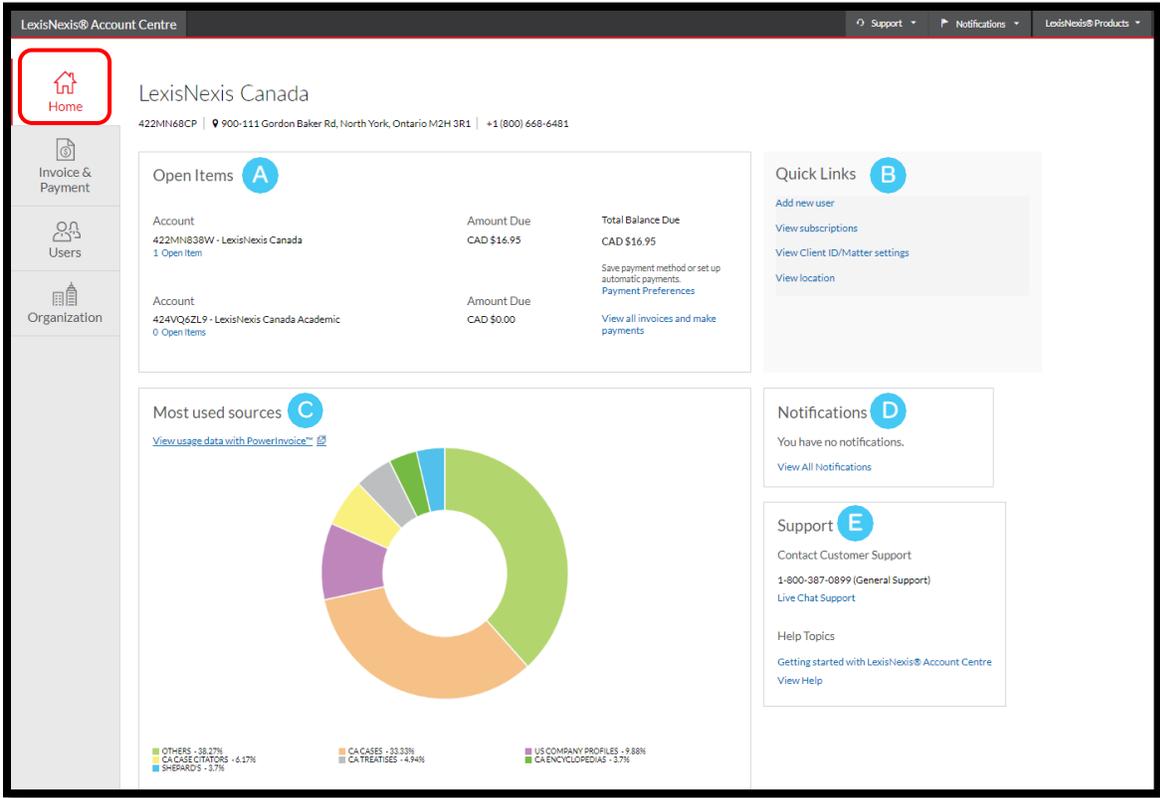


Tip Sheet | LexisNexis Account Centre – Quick Reference Guide

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



LexisNexis® Account Centre

LexisNexis Canada
 422MN68CP | 900-111 Gordon Baker Rd, North York, Ontario M2H 3R1 | +1 (800) 668-6481

Open Items (A)

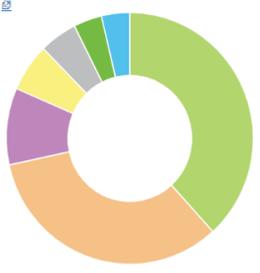
Account	Amount Due	Total Balance Due
422MN838W - LexisNexis Canada 1 Open Item	CAD \$16.95	CAD \$16.95
424VQ6ZL9 - LexisNexis Canada Academic 0 Open Items	CAD \$0.00	

Quick Links (B)

- Add new user
- View subscriptions
- View Client ID/Matter settings
- View location

Most used sources (C)

View usage data with PowerInvoice™



Notifications (D)

You have no notifications.
 View All Notifications

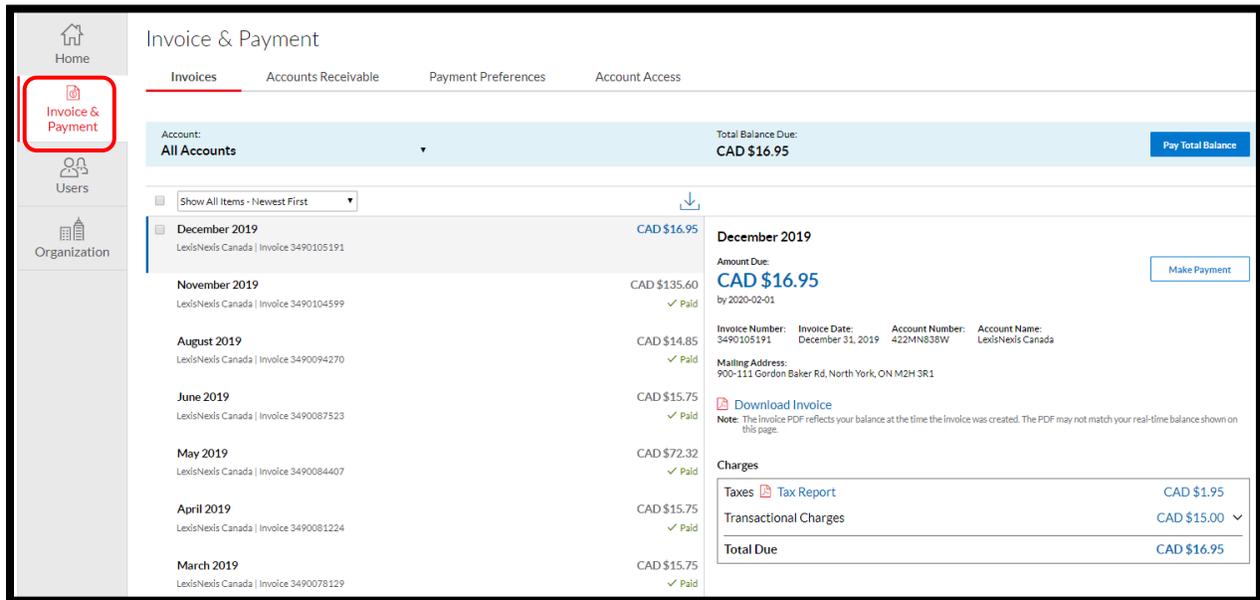
Support (E)

- Contact Customer Support
- 1-800-387-0899 (General Support)
- Live Chat Support
- Help Topics
- Getting started with LexisNexis® Account Centre
- View Help

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 screenshot displays the 'Invoice & Payment' section of the LexisNexis Account Centre. On the left, a navigation menu includes 'Home', 'Invoice & Payment' (highlighted with a red box), 'Users', and 'Organization'. The main content area shows a list of invoices for 'All Accounts'. The 'December 2019' invoice is selected, showing a total balance due of CAD \$16.95. The page also includes a 'Pay Total Balance' button and a 'Download Invoice' link.

Month	Invoice Number	Amount	Status
December 2019	LexisNexis Canada Invoice 3490105191	CAD \$16.95	Open
November 2019	LexisNexis Canada Invoice 3490104599	CAD \$135.60	✓ Paid
August 2019	LexisNexis Canada Invoice 3490094270	CAD \$14.85	✓ Paid
June 2019	LexisNexis Canada Invoice 3490087523	CAD \$15.75	✓ Paid
May 2019	LexisNexis Canada Invoice 3490084407	CAD \$72.32	✓ Paid
April 2019	LexisNexis Canada Invoice 3490081224	CAD \$15.75	✓ Paid
March 2019	LexisNexis Canada Invoice 3490078129	CAD \$15.75	✓ Paid

December 2019 Invoice Details:

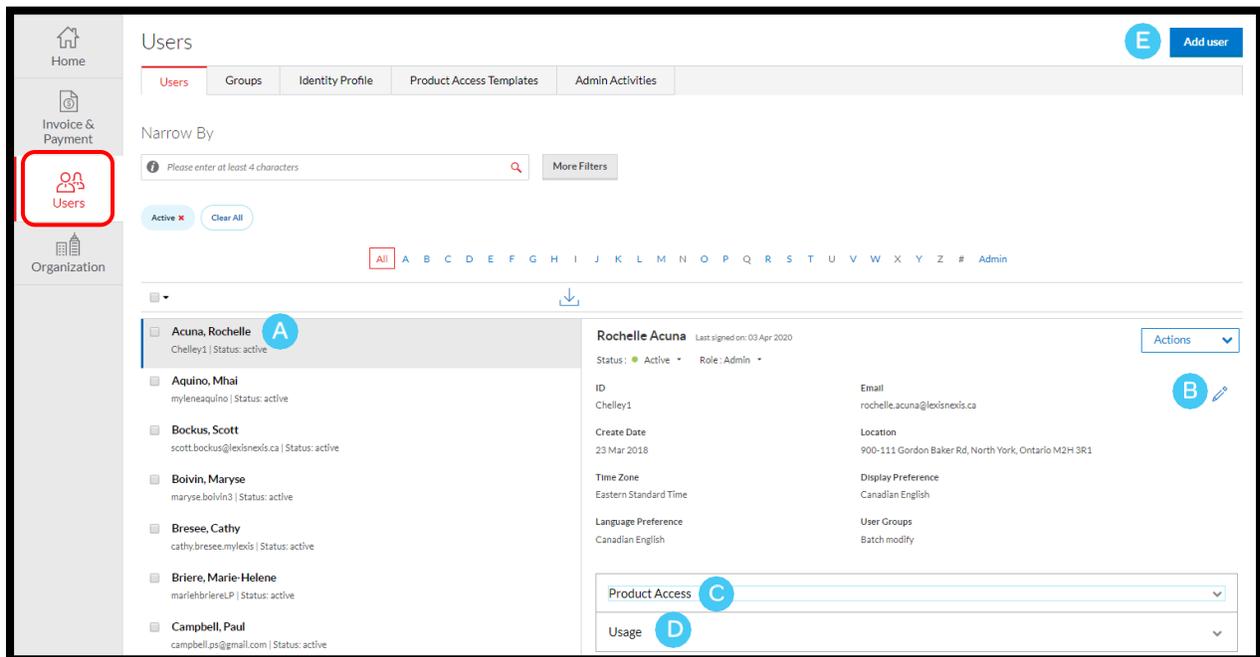
- Amount Due: **CAD \$16.95** (Due by 2020-02-01)
- Invoice Number: 3490105191 | Invoice Date: December 31, 2019 | Account Number: 422MNS38W | Account Name: LexisNexis Canada
- Mailing Address: 900-111 Gordon Baker Rd, North York, ON M2H 3R1
- Charges:
 - Taxes Tax Report: CAD \$1.95
 - Transactional Charges: CAD \$15.00
 - Total Due: CAD \$16.95**

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

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

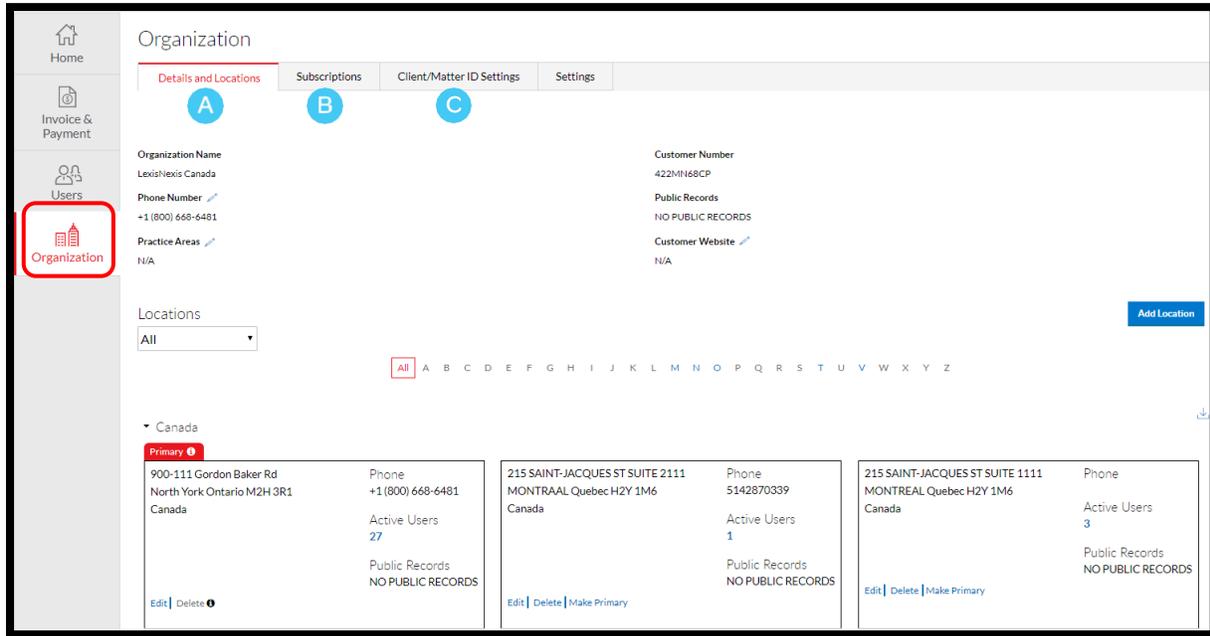
Suspend IDs

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

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