

# Signing in to Lexis Advance® Tax

## ID & Password

IRS employees seeking LexisNexis® IDs must submit their request through the OL5081 system.

- In the Application Name field, type “LexisNexis” and click search
- When the results appear, select the application that applies to your specific organization

If you are a Criminal Investigations employee, please send an email to [HotlineStaff@ci.irs.gov](mailto:HotlineStaff@ci.irs.gov).

To reset a Lexis Advance® Tax password that is missing or not working, contact LexisNexis Customer Support for IRS at **(877) 810-5322**

## Web Address

Lexis Advance® Tax is accessible through the Lexis Advance® service. Open a web browser and go to [lexisadvance.com](http://lexisadvance.com). You will be prompted to enter your Lexis Advance® Tax ID and password. If this is the first time you are accessing Lexis Advance, you will go through an initial setup process, including choosing a new password and a security question. If you have questions at any time during this process, contact LexisNexis Customer Support for IRS at **(877) 810-5322**.

- You should be on the Lexis Advance Research page, as noted in the upper left of the screen.
- Click the  to the left of the words Lexis Advance® Research and select Lexis Advance Tax from the options shown.

Content Type	Federal	State	Practice Area or Industry	International
Cases			Secondary Materials	News
Statutes & Legislation			Forms	Legal News
Administrative Codes & Regs			Briefs, Pleadings & Motions	Dockets
Administrative & Agency Materials			Jury Verdicts & Settlements	Scientific

## toggling between Lexis Advance® and Lexis Advance® Tax

IRS users have access to both Lexis Advance Tax and Lexis Advance®. Lexis Advance is a comprehensive legal research platform whereas Lexis Advance Tax is specially designed for tax research.

- Look to the upper left of the screen to confirm whether you are in Lexis Advance Tax or Lexis Advance Research.
- If you need to switch tools, click the tile icon to the left of those words and choose your desired option from the products listed.

*NOTE: These are separate tools. Favorites, and other customizations will not transfer from one tool to the other. However, History and Alerts will carry over from one tool to the other.*

## Setting Lexis Advance® Tax as Your Landing Page

You can change your settings from either Lexis Advance Research or Lexis Advance Tax:

- 1 Click More in the upper right of the screen.
- 2 Click settings. "General" should appear in red letters on the left.
- 3 If "General" is blue, click the word "General" to select it.
- 4 Below the words "Starting Product," choose "Lexis Advance® Tax" from the pull-down.

- Scroll to the bottom of the page.
- Click on Save Changes to Settings & Close.
- Click More, then Sign Out. Sign back in to Lexis Advance®.

Your changes should now be in effect.

