



LEXISNEXIS® ACCOUNT CENTER USER GUIDE

This guide shows you where to find—and how to use—LexisNexis® Account Center features you'll use often. Keep this guide handy for reference.

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Getting Started: Home

LexisNexis® Account Center

Support | Notifications | LexisNexis® Products | Hello, C2!

Home

TEST_INV_MFA1

12424ZQB8ZY | 3789 Ellsworth Dr, Beavercreek, Ohio 45431-2498 | +1 (937) 865-6800 xcell

Invoice & Payment

Users

Organization

Open Items

Account	Amount Due	Total Balance Due
12424ZQB8ZY - TEST_INV_MFA1 2 Open Items	USD \$20.80	USD \$30.80
12424ZQB8ZY - TEST_INV_6 1 Open Item	USD \$10.00	

Save payment method or set up automatic payments.
[Payment Preferences](#)

[View all invoices and make payments](#)

Quick Links

- [Add new user](#)
- [View content subscription](#)
- [View Client ID/Matter settings](#)
- [View location](#)

Most used sources

Notifications

- Deleted Bank Account Information
04 Apr 2018
- Deleted Bank Account Information
04 Apr 2018
- Deleted Bank Account Information
04 Apr 2018
- Deleted Credit Card Information
04 Apr 2018
- Deleted Credit Card Information
04 Apr 2018

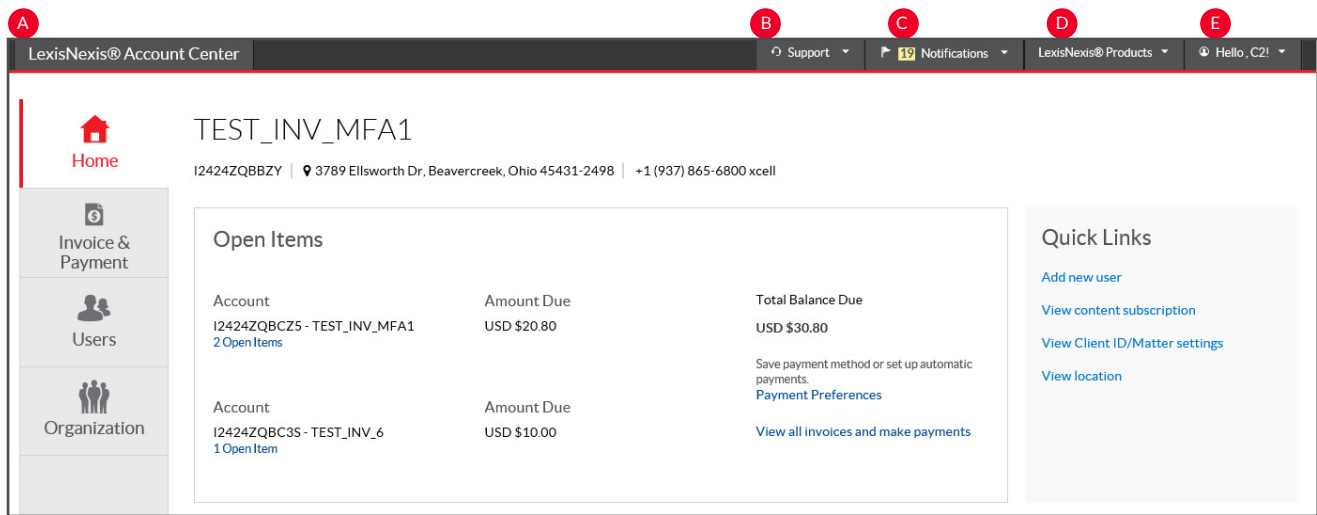
[View All Notifications](#)

The LexisNexis Account Center Home page gives you access to all your account tasks, plus at-a-glance information about important areas of your account.

- A** The global **Navigation Bar** provides access to *Support options, Notifications, LexisNexis Products, and Sign in Profile options.*
- B** The left **Navigation Bar** provides access to *invoices and payments, users, and organization information.*
- C** The **Open Invoices** pod provides access to *pay an invoice, review open invoices, or set up payment preferences* such as a credit card or bank account.
- D** The **Quick Links** pod on the right side of the page provides quick access to *frequently-used tasks.*
- E** The **Usage** pod graphically depicts the *most used sources* for the organization.
- F** The administrator will receive **notifications** for changes to payment information such as *delete credit card, delete bank account, update credit card and update bank account.*
- G** The **Support** section contains options for contacting Customer Support as well as *Help and online tutorials.*

*Please note: All screens shown may change slightly as new sources, features and enhancements are added. Please contact your Account Rep with any questions.

Getting Started: Global Navigation Bar



- A LexisNexis Account Center.** Click to return to the LexisNexis Account Center Home page.
- B Support.** Click the drop-down menu to view the Customer Support phone number, access Help screens, and provide feedback or suggestions.
- C Notifications.** The administrator will receive notification for changes to payment information such as delete credit card, delete bank account, update credit card and update bank account.
- D LexisNexis Products.** Click the drop-down menu to access additional LexisNexis products.
- E Hello, admin!** Click the drop-down to edit profile information and sign out.

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Invoice & Payments

Accessing Invoice & Payments

This information can be accessed through the Open Items pod or from the Invoice & Payments tab on the left navigation bar.

The screenshot shows the LexisNexis Account Center interface. The top navigation bar includes 'Support', 'Notifications' (with 19 items), 'LexisNexis Products', and 'Hello, C2!'. The main content area is titled 'TEST_INV_MFA1' and includes contact information: 'I2424ZQBZ5 | 3789 Ellsworth Dr, Beavercreek, Ohio 45431-2498 | +1 (937) 865-6800 xcell'. A left sidebar contains navigation options: 'Home', 'Invoice & Payment', 'Users', and 'Organization'. The 'Open Items' pod displays a table with columns for 'Account', 'Amount Due', and 'Total Balance Due'. It lists two accounts: 'I2424ZQBCZ5 - TEST_INV_MFA1' with a balance of USD \$20.80 and 'I2424ZQBC35 - TEST_INV_6' with a balance of USD \$10.00. A 'Quick Links' section on the right offers options like 'Add new user', 'View content subscription', 'View Client ID/Matter settings', and 'View location'.

The screenshot shows the 'Invoice & Payment' page in LexisNexis Account Center. The top navigation bar is identical to the previous screenshot. The left sidebar highlights 'Invoice & Payment'. The main content area has tabs for 'Invoices', 'Payment Preferences', and 'Invoice Contacts'. Below the tabs is a 'Summary' section with links for 'Invoices' (A), 'Accounts Receivable' (B), 'Dunning Letters' (C), and 'Credits' (D). A yellow summary bar shows 'All Accounts (3 Items)' with a total balance of 'USD \$30.80' and a 'Pay Total Balance for All Accounts' button. A table lists accounts with their IDs, names, and balances: 'I2424ZQBC38' (USD \$0.00, 0 open items), 'I2424ZQBC35' (USD \$10.00, 1 open item), and 'I2424ZQBCZ5' (USD \$20.80, 2 open items). A 'Mailing Address' section for account 'I2424ZQBC38' is also visible, showing 'TEST_INV_4' and 'USD \$0.00'. A footer note states: '* If you need to make changes to an account name, please contact LexisNexis® Customer Support at 1-800-543-6862 (General Support)'.

- A Invoices.** Use this page to view your invoices, view or print a PDF of an invoice or tax statement, and make payments.
- B Accounts Receivable.** This page allows you to view or print accounts receivable statements. You may also request an accounts receivable statement here.

- C Dunning Letters.** Use this page to view or print Dunning Letters for your account.
- D Credits.** View or print credit memos for your account.

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Invoice and Payments: Invoices

- A Show unpaid items only.** Select this checkbox to see only open invoices.
- B Pay Total Balance for all Accounts.** Select this button to pay the entire amount owed for all accounts.

- C Make Payment.** Select this button to pay specific invoices or multiple invoices.

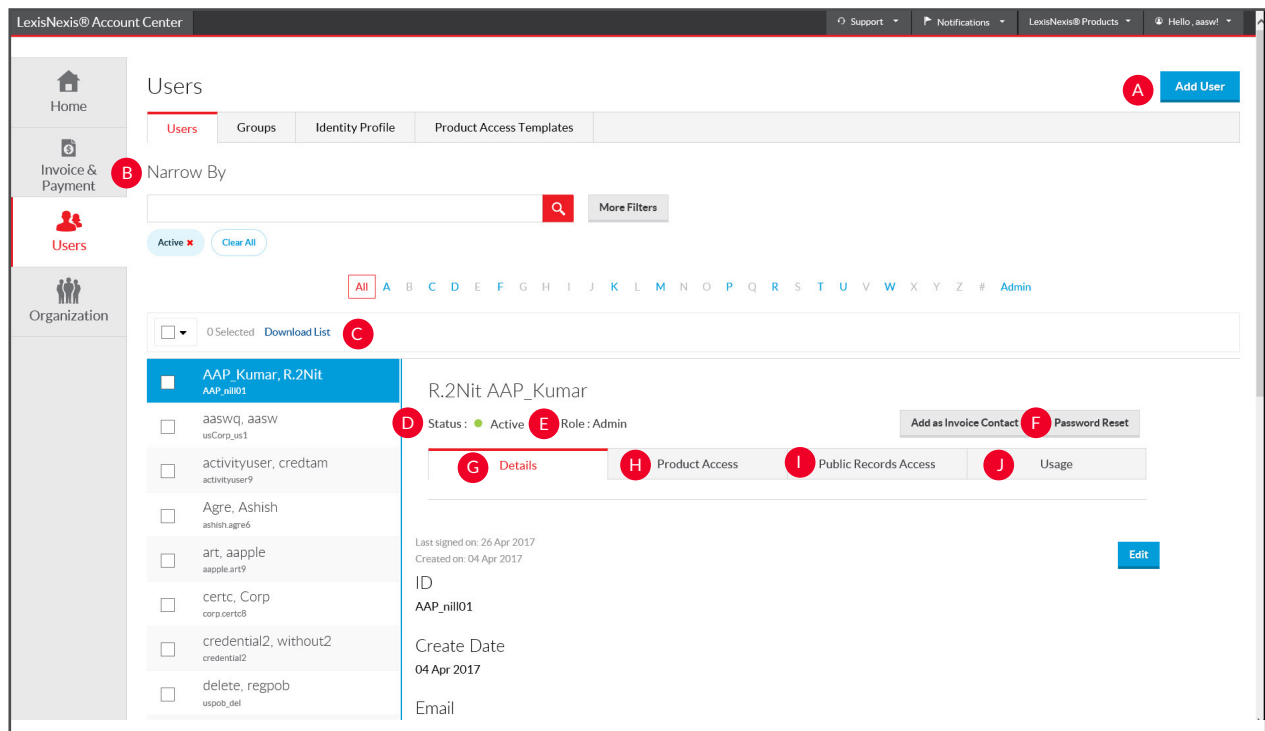
Invoice and Payments: Payment Preferences

Use this page to save a credit card or bank account to use when paying invoices, or to set up automatic payments.

- A Credit Card.** Select this to save or edit a credit card for making payments.
- B Bank Account.** Select this option to save or edit a bank account for making payments.
- C Auto-pay.** View summary of auto-pay settings for your account.
- D Edit auto-pay.** Click this button to edit or set up auto-payment for your account.

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Users



Use this page to manage users within your organization.

- A Add User.** Select this to add a new user to your organization.
- B Narrow By.** Search by name or ID. Use one or more of the filters in this area to narrow your search.
- C Download List.** Select this to download the complete list of users.
- D Status.** Select this drop-down list to change the status.
- E Role.** Select this drop-down to change user's role. Choices include end user and admin.
- F Reset Password.** Select this to issue the user a new temporary password.
- G Details.** Select this tab to view and edit the general information for the user.
- H Product Access.** Select this tab to view and edit the user's product access.
- I Public Records.** Select this tab to view and edit the user's public records access.
- J Usage.** Select this tab to display usage information for the user.

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Users: Add User

- A Add User.** Click the Add User button.
- B Details.** Insert required information (identified by an asterisk).
- C Delivery Option.** Select desired deliver option. By selecting either of these, an email will be sent to the selected party. You are not required to select a box. This ID and temporary password will be displayed on the confirmation screen.
- D Groups.** Select which group to add the user. .
- E Submit.** Click Submit.
- F Confirmation Screen.** This screen instantly provides the created user's ID and temporary password, which can be downloaded or emailed to the administrator.
- G Add as admin.** Click this button to allow the end user to be created as an administrator.

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Users: Narrow By

The screenshot displays the 'Users' management page. At the top, there are tabs for 'Users', 'Groups', 'Identity Profile', and 'Product Access Templates'. A search bar is labeled 'Narrow By' and contains the text 'R.2Nit AAP_Kumar'. Below the search bar, there are buttons for 'Active' and 'Clear All'. A navigation menu on the left includes 'Invoice & Payment', 'Users', and 'Organization'. A list of users is shown, with 'AAP_Kumar, R.2Nit' selected. The detailed view for this user shows 'R.2Nit AAP_Kumar' with a status of 'Active' and a role of 'Admin'. Below this, there are tabs for 'Details', 'Product Access', 'Public Records Access', and 'Usage'. A 'Filter User List' dialog is open, showing filter options for 'Status' (Active, Suspended, Deleted), 'Location', 'Product Access' (Scheduled for Reactivation, Scheduled for Deletion, Scheduled for Suspension), and 'Groups'. The dialog has 'Apply Filters' and 'Close' buttons.

A Search by Name or ID. Enter the name or user ID of the user whose information you want to find. Separate multiple names or IDs with a semicolon.

B More Filters. Click this button for more filtering options.

C Status. Select from this drop-down to narrow your search to users with a specific status (active, suspended, or deleted).

D Location. Select from the location pull-down filter to narrow your search to users at a specific location.

E Product Access. Select from the product access pull-down filter to narrow your search to users who do or do not have access to specific products.

F Groups. Select the pull-down menu to narrow your search to users in a specific group.

G All/A..Z. Use the alphabet list to filter on the user's last initial.

H Admins. Select this button to display a list of users who are administrators.

I Active users. The list is defaulted to view only users with active status.

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Users: Reset Password

Are you sure you want to reset the password for **aaswq, aasw** ?

Name
aaswq, aasw

User ID
aaswq, aasw

Email
aaswq, aasw@lexisnexis.com

Email this information to the user
 Email this information to me

C [Reset Password](#) [Close](#)

A [Password Reset](#)

- A** Select the **Password Reset** button.
- B** Select if you want this information emailed to the user and/or to you. If the user has signed in, to any LexisNexis research product, you will not have the option to suppress the email to the user.
- C** Click **Reset Password**. The user's ID and temporary password will then display.

Users: Edit User Details

C [Edit User: aaswq](#)

First Name*
Last Name*
Middle Name

Role
Admin

ID
aaswq, aasw

Email Address*
aaswq, aasw@lexisnexis.com

Identity Providers
Assertion ID

Functional Test (F1)

Groups
 Central Group
 user
 Group Test
 Walkthrough@lexisnexis.com

Location*
934 Dallas St, Houston, Texas 77002-6326

Time Zone*
Eastern Standard Time

Display Preference*
U.S. English

Language Preference*
U.S. English

D [Save](#) [Cancel](#)

A [Details](#)

B [Edit](#)

- A** Select the **Details** tab to see general information for the user whose name is displayed.
- B** Click the **Edit** button to edit the information for the user whose name is displayed.
- C** **Edit**. Make changes.
- D** Click **Save**.

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Users: Product Access

The screenshot displays the LexisNexis Account Center interface. The main page is titled 'Users' and includes a navigation menu with 'Home', 'Invoice & Payment', and 'Users'. A 'Narrow By' search bar and 'More Filters' button are present. A modal window titled 'Edit User: aasw aaswq' is open, showing a 'Product Access' section with a list of products and checkboxes. The modal has 'Save' and 'Cancel' buttons at the bottom. In the background, the 'Product Access' tab is selected, and an 'Edit' button is visible.

- A Product Access.** Select this tab to see the products that the user whose name is displayed has access to.
- B Edit button.** Select this to edit product access for the user whose name is displayed.
- C Save changes.** Make desired changes using the checkboxes and then click Save.

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Users: Public Records

aasw aaswq

Status: ● Active Role: Admin

Add as Invoice Contact Password Reset

Details Product Access **Public Records Access** Usage

A Public Records Access
REGULATED PUBLIC RECORDS

B Data Masking

C Permissible Use

Driver Privacy Protection Act (DPPA)

- Debt Recovery/Fraud
- On Government Behalf
- Motor Vehicle or Driver's Safety
- Government Agency
- Insurer
- Litigation

Death Master File (DMF)

- Legitimate Business Purpose
- Legitimate Fraud Prevention

Gramm-Leach-Bliley Act (GLBA)

- Resolving Customer Disputes or Inquiries
- Fraud Prevention or Detection
- Required Institutional Risk Control
- Persons Acting in a Fiduciary Capacity for a Consumer
- As allowed by the Right to Financial Privacy Act of 1978
- Legal Compliance
- Transactions Authorized by Consumer
- Persons with a Legal or Beneficial Interest Regarding a Consumer

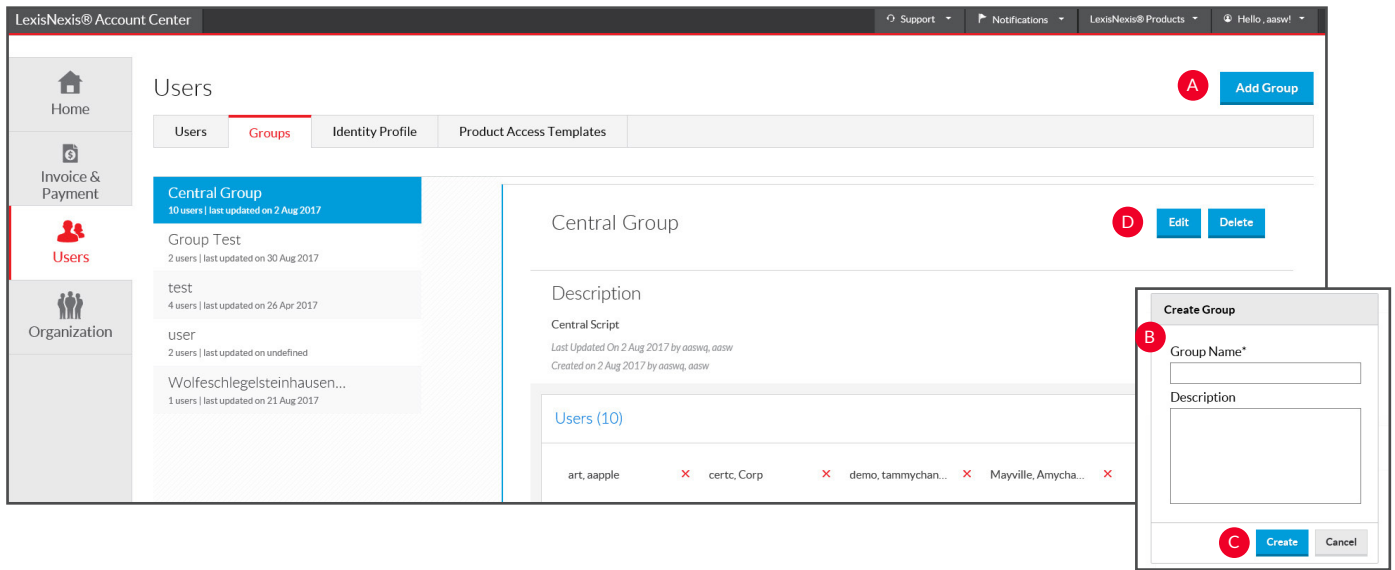
Select this tab to see the public records access information for the user whose name is displayed.

- A Public Records Access.** Indicates the Public Records type the user has access to (regulated, unregulated or no public records access).
- B Data Masking.** Indicates the data that will be masked for the particular user within their public records research.

- C Permissible Use.** Indicates the reason the user is able to access public records material.

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Users: Add Group



A Add Group. Click on this button to add a group.

B Enter Name. Enter a name and description for the group.

C Save or Create. Either select save or create with users.

D Edit or Delete. Use these buttons to edit group name / description or to delete a group.

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Organization: Location Details

The screenshot shows the 'Organization' page with the following details:

- Organization Name:** LNAC_7.2_Crop01
- Phone Number:** +1 (203) 916-5900 xMobile
- Customer Number:** 424ZMKSBJ
- Public Records:** REGULATED PUBLIC RECORDS
- Practice Areas:** Civil Procedure, Computer & Internet Law, Admiralty & Maritime Law and 5 more
- Customer Website:** www.hotmail.com

The 'Locations' section shows a dropdown for 'United States' and a list of locations under 'Kentucky':

- Location 1 (Primary):** 514 Eastern Byp, Richmond Kentucky 40475-2328, United States, Phone: +1 (937) 865-6800, Active Users: 0, Public Records: NON REGULATED PUBLIC RECORDS.
- Location 2:** 420 W 4th St, Covington Kentucky 41011-1310, United States, Phone: +1 (937) 865-6800, Active Users: 1, Public Records: NON REGULATED PUBLIC RECORDS.

You may review and manage the locations (places of business) for your organization.

- A Phone number.** Displays the phone number for your organization. This may be edited by clicking on the pencil icon.
- B Customer Number.** The Customer Number is your account identifier.
- C Public Records.** The public records access level for your organization.
- D Add Location.** You can add a new location to an account.
- E Locations.** The address(es) for the place(s) of business for your organization.
- F Active Users.** Selecting this hyperlink takes you to the list of active users at this location.
- G Edit or Delete.** You can delete a location from your organization using the corresponding buttons.

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Organization: Add Location

Organization

Details and Locations | Content Subscription | Client/Matter ID Settings | Product Access

Organization Name
LNAC_7.2_Crop01

Customer Number
424ZMKSBJ

Phone Number [✎](#)
+1 (203) 916-5900 xMobile

Public Records
REGULATED PUBLIC RECORDS

Practice Areas [✎](#)
Civil Procedure, Computer & Internet Law, Admiralty & Maritime Law and 5 more

Customer Website [✎](#)
www.hotmail.com

Locations
United States

A Add Location

Add Location

Enter Address | Validate Address | Confirmation

B

Country *
United States

Address 1 *

City *

State *
Alabama

Zip Code *
12345-0101

Work Phone *
[XXX] XXX-XXXX

Requested Public Records Access
 No Public Records
 Non-regulated Public Records
 Regulated Public Records

C Next Cancel

Add Location

Enter Address | Validate Address | Confirmation

We have validated the address you entered against our data base and found a match. Please make a selection.

Validated Address: Address as Entered:

D 9443 Springboro Pike
Miamisburg, OHIO 45342
United States

9443 Springboro Pike
Miamisburg, OHIO 45342
United States

[Edit Address](#)

E Add Cancel

Add Location

Enter Address | Validate Address | Confirmation

The following address has been added.

9443 Springboro Pike
Miamisburg, OHIO
45342
United States

F Close

You can add a new location to an account through LexisNexis Account Center.

- A** Select the **Add Location** button.
- B** **Complete the required fields**, indicated by an asterisk.
- C** Select **Next**.
- D** **Validate** address.
- E** Select **Add**.
- F** **Confirm** address by selecting **Close**.

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Organization: Delete Location

The screenshot shows the 'Organization' page in the LexisNexis Account Center. The left sidebar contains navigation links for Home, Invoice & Payment, Users, and Organization. The main content area is titled 'Organization' and has tabs for 'Details and Locations', 'Content Subscription', 'Client/Matter ID Settings', and 'Product Access'. The 'Details and Locations' tab is active, displaying organization information such as Name (LNAC_7.2_Crop01), Phone Number (+1 (203) 916-5900 xMobile), Practice Areas (Civil Procedure, Computer & Internet Law, Admiralty & Maritime Law, and 5 more), Customer Number (424ZMKSBJ), Public Records (REGULATED PUBLIC RECORDS), and Customer Website (www.hotmail.com). Below this is a 'Locations' section with a dropdown menu set to 'United States' and a grid of letters A-Z. Under the 'Kentucky' dropdown, two location cards are shown. The first card is marked 'Primary' and has a 'Delete' link. The second card has a red circle 'A' next to its 'Delete' link.

This is a dialog box titled 'Re-assign Users & Delete Location' from the LexisNexis Account Center. It contains the following text: 'There's 1 Users associated with 420 W 4th St, Covington, Kentucky 41011-1310. Please select a location below for these users before deleting this location.' Below this is a section 'Re-assign users to' with two radio button options: '50 Huda, Jagadhri, Haryana, 135101, India' and '100 abc, Indonesia, Aceh, 12345, Indonesia'. At the bottom, there is a 'Delete Location' section for '420 W 4th St, Covington, Kentucky 41011-1310' with a red circle 'D' next to the 'Delete' link. At the very bottom are 'Submit' and 'Cancel' buttons.

You can delete a location from your organization through LexisNexis Account Center.

- A** Identify the location you want to delete and click the **Delete** link.
- B** The **re-assign users and delete location page** will pop up, indicating the number of users that must be assigned to a new location.
- C** Select the new location you want to assign the users to.
- D** Select **Delete** under delete location.

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Organization: Content Subscription

LexisNexis® Account Center

Support Notifications LexisNexis® Products Hello, aasw!

Home

Invoice & Payment

Users

Organization

Organization

Details and Locations **A** Content Subscription Client/Matter ID Settings Product Access

B Enter a Search Term

C All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z # ?

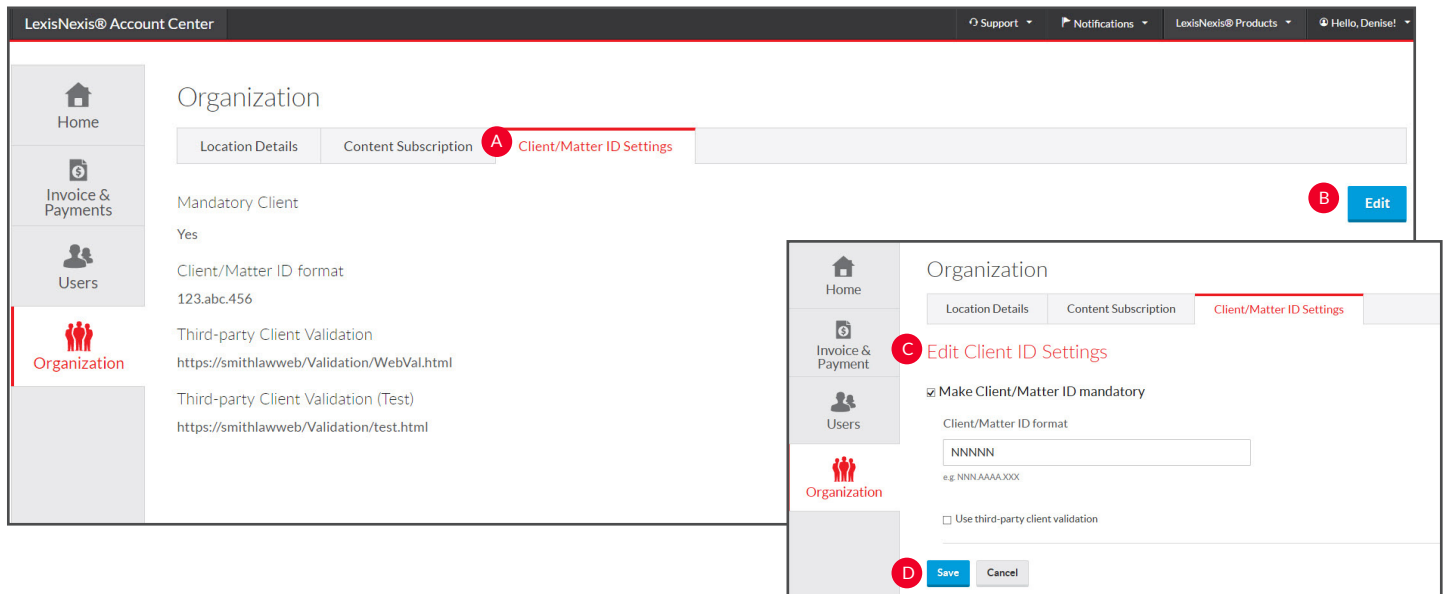
Download List
01net
100 Mile House Free Press
10th Circuit - US Bankruptcy Cases
10th Circuit - US Court of Appeals Cases
10th Circuit - US District Court Cases
11th Circuit - US Bankruptcy Cases
11th Circuit - US Court of Appeals Cases
11th Circuit - US District Court Cases
168 Chasa

You can view and download the list of publications your organization is subscribed to or search for a specific publication through LexisNexis Account Center.

- A** Select the **Content Subscription** tab.
- B** **To find a specific publication, do one of the following:**
 - Enter the name (or part of a name) in the **search box** and select the Search button to find a publication.
- C** -Use the **alphabetical list** to search for a publication alphabetically.
 - Select a **page number at the bottom of the page** to display the next group of publications or use the **right and left arrows** to page through the list of publications.

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Organization: Client Matter



You can set or change the Client ID settings for your organization through LexisNexis Account Center.

- A** Select the **Client/ID Matter Settings** tab.
- B** Select the **Edit** button.
- C** **Edit settings** as needed (see the chart below for more information).
- D** Click **Save**.

Value	Description
Client ID mandatory	Select this to require users for this organization to set a Client ID when signing in to LexisNexis® Account Center.
Client/Matter ID format	Enter the format the client/matter ID must conform to. <ul style="list-style-type: none"> • N - means 0-9 is required • X - means 0-9 and A-Z are acceptable • A - means A-Z is required • B - means a blank is required The identifier you enter must match the displayed format character for character. For example, if the displayed format were XXXB##-##, you would have to enter a 9-character identifier consisting of 3 alphanumeric characters, followed by a blank, 2 numeric characters, a hyphen, and 2 more numeric characters.
Use third-party validation	Select this if you are using a software-based client validation application such as LexisNexis® Cost Recovery Manager, Lookup Precision, Research Monitor, or OneLog.
Client Validation URL	If you are using a URL-based client validation application, enter the URL here.
Test URL to enable client validation (optional)	If you are using a URL-based client validation application, enter the URL here.

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