Quick reference

What is the LexisNexis® account center?

The LexisNexis® Account Center tool enables administrators to pay invoices and create/edit users within the same application.

Accessing LexisNexis Account Center

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

On the LexisNexis Account Center sign-in screen, type your ID and password (same as your product ID and 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 the **Add User** button.
3. Insert **required information**.
4. Select desired **delivery option**
5. Insert check marks next to desired **Product Access**.
6. Click **Submit**.

Reset Password

1. Click the **Users** tab from the navigation bar on the left side.
2. Select desired user from user list.
3. On **User Details**, click **Actions**.
4. Select **Password Reset**.
5. Select desired **delivery option**.
6. Click **Reset Password**.

Edit Existing User

1. Click the **Users** tab from the left navigation bar.
2. Select desired user from user list.
3. Select **Edit** on desired information.
4. Click **Save**.

Delete IDs

1. Click the **Users** tab from the left navigation bar.
2. Select desired user from user list.
3. Click the **Status** pull-down menu.
4. Select **Delete**.
5. Confirm desire to delete user **now** or **specify date**.
6. Click **Delete**.

Suspend IDs

1. Click the **Users** tab from the left navigation bar.
2. Select desired user from user list.
3. Click the **Status** pull-down menu.
4. Select **Suspend User**.
5. Confirm desire to **suspend user now** or **specify date**.
6. Click **Suspend User**.

Groups

1. Click **Groups** sub-tab along top under Users.
2. Click on the **Add Group** button.
3. Enter a **Group Name** and **Description**.
4. Click **Create**.

Invoice and Payments

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

Usage

View the 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™** link.

View Content Subscription

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

Client/Matter ID Settings

1. Click the **View Client/Matter ID Settings** link under **Quick Links** *OR* click the **Organization** link from the left navigation bar.
2. Select the **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** pull-down from the navigation bar OR click **View All Notifications** from the **Notifications** pod on the Home page to see changes to payment information (Delete Credit Card, Delete Bank Account, Update Credit Card, Update Bank Account).

Support

Click the **Support** pull-down from the top navigation bar for **Customer Service contact information** and **Topic Help** or to provide **Feedback**.