

# LexisNexis® Dossier Suite

## User Guide



## LexisNexis® Dossier Suite Overview

Gain deeper insights into the players and dynamics of your marketplace using comprehensive company, executive and industry information.

### Signing in

Go to the login page at [www.nexis.com](http://www.nexis.com)

- 1 Choose the language you prefer to use within the LexisNexis® Dossier interface. Based on your selection, region-specific customer support options will appear within the top navigation after login.
- 2 Enter your LexisNexis Dossier user ID and password.
- 3 Check the **Remember My Sign-in Information** to save your ID and password for seamless login.
- 4 Click **Sign In**.

View in: English (US) English (UK) Deutsch Español Français Nederlands Português Русский

### Sign In to Nexis®

ID

Password  **Sign In**

Third Party Sign-in | Academic Sign-in  
Sign-in Tips | Forgot Your Password? | System Requirements

Remember My Sign-in Information  
 Use a Secure Connection (SSL) for Entire Session

Use of this service is subject to Terms & Conditions and Privacy Policy. Please review them.  
Note: Personal data with respect to individual users of the LexisNexis® services will be exported to the United States for purposes of providing access to, use of, and support for the services.

### What's New in Nexis®?

To complement the design and ease-of-use enhancements we've implemented over the past year, we now have also improved your ability to find the most relevant results with the enhancements below and more.

- **Results Filtering:** Narrow results post-search faster to quickly pin-point the most relevant set of documents.
- **New Market Insight search form:** Go to one place for your market insight searching. The Industry and Country search forms have been combined into one redesigned form that allows you to easily select sources, countries and industries - and set custom date selection ranges.
- **Expanded cloud delivery services:** Now choose your favorite of four cloud services to store and share results: Dropbox, Google Drive and now Microsoft OneDrive and BOX.

### Source info

Nexis® gives you access to a leading collection of titles that grows everyday! You can get details on any of these sources using 'Source Locator' - the LexisNexis searchable directory of sources:

- Source Locator

### New user? Sign up!

- Find your local contact details here.

### Transform the way you research!

Want to follow a specific topic in the news? We've made some sample search strings that you can use and adapt.

- Find out more

## Navigation

- The **Sign Out** link is located in the top right corner.
- The available Search tabs are specific to your Dossier subscription.
- Customize your searching default options in the Preferences tab.

## My Research

The My Research tab provides direct access to your search history, saved searches and document delivery history.

- **History** – LexisNexis Dossier automatically saves up to 100 searches for 7 days and the last 100 documents accessed for up to 48 hours after last accessed.
- **Saved Searches** – Save a frequently used or complex search to quickly access it in the future—select **Save Search** on any search forms or from the results page.
- **Delivery History** – Access a record of the documents you have selected for print, download or email. You can open a previous delivery request, edit it, and resend it from Delivery History.

## Help

- Find Support Options through the **Help** link in the top right corner.
- Region-specific customer support options are displayed in the top right corner of the page.
- Find more training and help resources on the Dossier User Site: [lexisnexis.com/bis-user-information/dossier](http://lexisnexis.com/bis-user-information/dossier)

## Save and Share Documents

Save and share results in several ways: download, email or print.

- 1 To select a document for delivery, check the box to the left of the name of the document.
- 2 Click the **Print**, **Email** or **Download** icon for further delivery options.

# LexisNexis® Company Dossier

## Find a Company

- 1 The **Find a Company** tab within LexisNexis Company Dossier allows you to access the in-depth profile on a company of your choice.
- 2 Search by company name, DUNS® Number, Ticker Symbol or Dossier ID.

**TIP:** If you aren't looking for a particular company, you can also perform a search to obtain a list of all companies that match your selection of company type (e.g., public, private, parent, subsidiary), within the region(s), state or city of interest.

## Company Snapshot

After finding the company of interest, the LexisNexis Dossier company snapshot will be displayed. The snapshot Overview includes general company information such as:

- Company contact information, including: address, phone, fax, Web address
- DUNS® Number
- Ticker symbol and stock information
- Number of employees
- Primary SIC and NAICS
- Detailed business description
- Top executives and board of directors
- Financials
- Current news

From the left-hand navigation, select a category to find more detailed information and reports that dive deeper into the areas of:

- Executives
- Company Hierarchy
- Competitors
- News
- Financials, including SEC Filings, SWOT Analysis, Analyst Reports
- Legal
- Intellectual Property

## Create a List—Company

Create on-point lists of companies based on your specific criteria.

1 Enter your preferred criteria into at least one of the search fields. Your list results will be more targeted the more search criteria you provide.

2 Click **Create** to generate your list.  
**TIP:** Use the **Currency Conversion drop-down menu** in the upper-right corner to select the currency in which you want to search revenue.

**TIP:** Click the blue **NAICS** and **SIC** links to browse and search for industry codes.

3 Review a sample of your list results in the **Preview** to ensure your list meets your needs.

4 Select the hyperlink to review the company snapshot for any of the sample companies.

5 Upon previewing, you can select **Edit Search** to further fine-tune your search, if desired.

6 When you are satisfied with your search, proceed with the creation of your list by clicking **Customize**.

7 Select the number of results to be included in your final list using the drop-down menu.

8 Choose to sort order your results by **Company Name**, **Sales**, **City** and more from the drop-down menu.

9 Select the elements to be included in your company list by checking the boxes next to each attribute.

10 To change the currency in which the companies' sales are reported from the US Dollars default, click the **Currency Conversion drop-down menu** for more options.

11 Once you have selected your desired options, click **Update** at the bottom of your screen.

### Create a Company List Tips

1 **Company type**   Only show headquarter locations

**Sales/Revenue** Above  Below

**Employees** From  To

**NAICS code**  [NAICS look-up](#)  Search Primary NAICS Codes

**SIC code**  [SIC look-up](#)  Search Primary SIC Codes

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**Search**  For

**Company name**

**Ticker symbol**  [Upload a list](#)

**Dossier ID**  [Upload a list](#)

**Tip:** Use commas to search for multiple items. For example, enter **goog, ibm** or **1034028, 1015050**.

**Top companies**

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**Geographic Information**

**Regions/Countries**  [Select multiple](#)

**States/Provinces**  **Counties**

**Cities**  **Street address**

**Postal codes**  **Area codes**

**Proximity**

**Tip:** Use commas to search for multiple items. For example, enter **Houston, Dallas, Austin** or **43229, 43085**.

2 **Create** [Clear form](#)

### Your Company List - Preview 5 Edit search | New search

Your search found **4566** companies. Click the Customize button to customize your results

Company Name	Street Address	Company Type	Headquarters	Dossier ID
1. <a href="#">Monterey Gourmet Foods, Inc. (PSTA)</a>	1528 Moffett St, Salinas, California, United States	PRIVATE - SUBSIDIARY	-	1005176
2. <a href="#">La Reina Company</a>	316 N Ford Blvd, Los Angeles, California, United States	PRIVATE - PARENT	Headquarters	1015989
3. <a href="#">Otis Spunkmeyer, Inc.</a> 4	14490 Catalina St, San Leandro, California, United States	PRIVATE - SUBSIDIARY	-	1027889
4. <a href="#">111 Bakery</a>	2347 McKee Rd, San Jose, California, United States	PRIVATE - PARENT	Headquarters	18599212
5. <a href="#">1750 Divis LLC</a>	1750 Divisadero St, San Francisco, California, United States	PRIVATE - PARENT	Headquarters	63438800
6. <a href="#">18th and Treat Street Bakery</a>	1850 18th St, San Francisco, California, United States	PRIVATE - PARENT	Headquarters	6668888
7. <a href="#">1st Treat Yoqurt Co</a>	1st Treat Yoqurt Co, San Francisco, California, United States	PRIVATE - PARENT	Headquarters	6668888
8. <a href="#">27th Street Bakery</a>	27th Street Bakery, San Francisco, California, United States	PRIVATE - PARENT	Headquarters	6668888
9. <a href="#">3 Little Cinnamon</a>	3 Little Cinnamon, San Francisco, California, United States	PRIVATE - PARENT	Headquarters	6668888
10. <a href="#">3 Little Cinnamon</a>	3 Little Cinnamon, San Francisco, California, United States	PRIVATE - PARENT	Headquarters	6668888

### Customize Your Company List

Your search found **4566** companies.

Return  7 results

Define the default sort order of your company list:  
 8

Specify the attributes that will appear in your company list. [Select All](#) | [Clear All](#)

<b>Contact Information</b> <input checked="" type="checkbox"/> Ticker Symbol <input type="checkbox"/> Executives <input checked="" type="checkbox"/> Telephone Number <input checked="" type="checkbox"/> Fax Number <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> State/Province <input checked="" type="checkbox"/> Postal Code <input type="checkbox"/> Proximity <input checked="" type="checkbox"/> Country <input type="checkbox"/> County	<b>Company Profile</b> <input checked="" type="checkbox"/> Company Type <input checked="" type="checkbox"/> Headquarters <input checked="" type="checkbox"/> Primary SIC Code <input type="checkbox"/> Secondary SIC Code <input type="checkbox"/> Dossier ID <input type="checkbox"/> Primary NAICS Code <input type="checkbox"/> Secondary NAICS Code <input type="checkbox"/> Top Companies <input checked="" type="checkbox"/> Number of Employees <input type="checkbox"/> Business Description <input type="checkbox"/> Auditor <input type="checkbox"/> Legal Counsel	<b>Financial Profile</b> <input checked="" type="checkbox"/> Sales/Revenue <input type="checkbox"/> Assets <input type="checkbox"/> Liabilities <input type="checkbox"/> Market Capitalization <input type="checkbox"/> Earnings Per Share <input type="checkbox"/> EPS Growth Rate <input type="checkbox"/> Price/Earnings Ratio <input type="checkbox"/> Return on Equity  <b>Currency Conversion</b> <input type="text" value="US Dollars (USD)"/> 10	<b>Internet Information</b> <input checked="" type="checkbox"/> URL/Web Address <input checked="" type="checkbox"/> Company Email Address <input type="checkbox"/> LinkedIn <input type="checkbox"/> Youtube <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Pinterest <input type="checkbox"/> Google+
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\*Only the first 50 executives per company will be downloaded from 'Create a Company List' results.

11 **Update** [Cancel](#)

## Your Company List—Results

This screen displays your customized results list. Functionality on this screen includes:

- **Edit Search** – Revise your search criteria
- **New Search** – Start a new search
- **Save Search** – Save this search as a template
- **Customize** – Revise the fields displayed in your list
- **Company Name** – View a profile of that company
- **Download** – Check the boxes next to the company whose records you wish to download.

**Your Company List - Results** Edit search | New search | Save Search | Custom

Your search found **4566** companies.

**Download** 1-1000 of 4566

<input checked="" type="checkbox"/>	Company Name	Street Address	City	State/Province	Telephone Number	Co
<input checked="" type="checkbox"/>	1. <a href="#">Monterey Gourmet Foods, Inc. (PSTA)</a>	1555 Broadway	San Jose	California	408-754-4200	4566
<input checked="" type="checkbox"/>	2. <a href="#">La Reina Company</a>	2125 Avenida	Los Angeles	California	310-208-2700	-
<input checked="" type="checkbox"/>	3. <a href="#">Otis Spunkmeyer, Inc.</a>	1400 California St	San Jose	California	408-277-8800	-
<input checked="" type="checkbox"/>	4. <a href="#">111 Bakery</a>	2007 Avenida	San Jose	California	408-277-8800	-
<input checked="" type="checkbox"/>	5. <a href="#">1750 Divis LLC</a>	1750 Divisadero St	San Francisco	California	415-398-4000	-
<input checked="" type="checkbox"/>	6. <a href="#">18th and Treat Street Studios</a>	1750 Divisadero St	San Francisco	California	415-428-8000	-
<input checked="" type="checkbox"/>	7. <a href="#">1st Treat Yogurt</a>	2125 Avenida	Los Angeles	California	310-208-2700	-

## Compare Companies

- 1 To compare up to five companies, enter the company names or ticker symbols.
- 2 Click **Compare**.  
**TIP:** Only companies traded on one of the U.S. stock exchanges can be compared using this feature.

- 3 The **Company Financial Comparison** report compares balance sheet, income statement and ratio information.

**TIP:** By default, the financial information will be displayed in the currency that the company reports to the SEC. The currency can be changed using the **Currency drop-down menu**.

### Compare Companies

The report will compare balance sheet, income statement, and ratio information for companies to the US stock exchanges. By default, balance sheet and income statement information will be displayed that the company reports to the SEC.

Company name	Ticker symbol
1. <input type="text"/>	OR <input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>

**Company Financial Comparison (USD)** Currency ▾

	APPLE INC		TELEPHONICS CO LTD
	(AAPL)		05930
<b>FISCAL YEAR END</b>	09/26/2015		31/2014
	(USD)		(USD)
<b>ASSETS</b>	('000)		('000)
Cash	NA		NA
Cash & Equivalents	NA	13,472,613	(26.3%)
Short Term Investments	NA	35,981,259	(75.7%)
Cash and Short Term Investments	NA	49,453,872	(18.9%)
Accounts Receivable - Trade, Gross	NA	NA	
Provision for Doubtful Accounts	NA	NA	

**Change Currency** ✕

- US Dollars (USD)
- Australian Dollars (AUD)
- British Pounds (GBP)
- Canadian Dollars (CAD)
- Euros (EUR)
- Japanese Yen (JPY)
- Restore Original Currency
- Date of exchange rate: Jan. 01, 2016 More...

# LexisNexis® Executive Dossier

## Find an Executive

The Find an Executive tab within LexisNexis Dossier allows you to access profiles of key executives.

- 1 Enter the last name you are searching for. First name, company and additional terms (e.g., title) are optional
- 2 Select the sources you would like included in your search using the check boxes next to each category.
- 3 Click **Search**.

## Create a List—Executive

Create on-point lists of executives based on your specific criteria.

- 1 Enter your preferred criteria into at least one of the search fields. Your list results will be more targeted the more search criteria you provide.

### TIPS:

- **Job Title** search fields help to create a precise list, including Specialty, which relates to department (e.g., human resources) and Function, which relates to the level of seniority (e.g., director). Click **Select Multiple** to choose multiple specialties or multiple functions.
- Use the **Currency Conversion drop-down menu** in the upper-right corner to select the currency in which you want to search revenue.
- Click the blue **NAICS** and **SIC** links to browse and search for industry codes

- 2 Click **Create** to generate your list.
- 3 Review a sample of your list results in the **Preview** to ensure your list meets your needs.
- 4 Upon previewing, you can select **Edit Search** to further fine-tune your search, if desired.
- 5 When you are satisfied with your search, proceed with the creation of your list by clicking **Customize**.

### Find an Executive

**Last name**  **3 Search** [Clear form](#)

**First name**   
Use **OR** to search for variations and nicknames. For example, William **OR** Bill

**Company name**

**Additional terms**

**Select sources** **2**

- Executive Profiles
- All News
- Negative News
- SEC Filings
- Congressional Testimony
- United States Case Information
- Commonwealth & Irish Case Information

### Create an Executive List Tips

**Job Title**  
Look for executive titles that contain an exact word or phrase, broader functions or specialties, or any combination of those options.

**1** **Job title**  US Dollars (USD) ▼

**Specialty**  [Select multiple](#)

**Function**  [Select multiple](#)  Only show executives with email addresses

**Company**

**Company type**   Only show headquarter locations

**Sales/Revenue** Above  Below

**Employees** From  To

**NAICS code**  [NAICS look-up](#)  Search Primary NAICS Codes

**SIC code**  [SIC look-up](#)  Search Primary SIC Codes

**Company name**

**Ticker symbol**  [Upload a list](#)

**Business description**

**DUNS® number**  [Upload a list](#)

**Tip:** Use commas to search for multiple tickers. For example, **goog, ibm.**

**Top companies**

**Geographic Information**

**Regions/Countries**  [Select multiple](#)

**States/Provinces**  **Counties**

**Cities**  **Street address**

**Postal codes**  **Area codes**

**Proximity**

**Tip:** Use commas to search for multiple items. For example, enter **Houston, Dallas, Austin** or **43229, 43085.**

**Name**

**2 Create** [Clear form](#)

### Your Executive List - Preview **3** [Edit search](#) | [New search](#)

**505 executives matched your criteria.** Click the Customize button to customize the attributes that appear in your executive list

Name	Company Name	Title
1. <a href="#">Mark Johnson</a> <a href="#">in</a>	<a href="#">Johnson Bank Services, Inc.</a>	Chief Technology & Application Services Officer
2. <a href="#">Mark Jones</a> <a href="#">in</a>	<a href="#">The Children's Hospital Company</a>	Chief Information Officer
3. <a href="#">Mark Johnson</a> <a href="#">in</a>	<a href="#">Bank Corporation America Financial Group</a>	Senior Vice President and Chief Information Officer
4. <a href="#">Mark Jones</a> <a href="#">in</a>	<a href="#">Bank America Medical Center</a>	Chief Information Officer
5. <a href="#">Mark Johnson</a> <a href="#">in</a>	<a href="#">Bank America Insurance Co.</a>	Chief Information Officer

**5** [Customize](#)

- 6 Select the number of results to be included in your final list using the drop-down menu.
- 7 Choose to sort order your results by **Executive Name, Company Name, Sales, City** and more from the drop-down menu.
- 8 Select the elements to be included in your company list by checking the boxes next to that attribute.
- 9 To change the currency in which the companies' sales are reported from the US Dollars default, click the **Currency Conversion drop-down menu** for more options.
- 10 Once you have selected your desired options, click **Update** at the bottom of your screen.

### Customize Your Executive List Edit search | New search

Your search found **505** executives.

Return 100 results

Define the default sort order of your executive list:  
Sort by Executive Name

Specify the attributes that will appear in your executive list. Select All | Clear All

<b>Executive Profile</b> <input checked="" type="checkbox"/> Last name <input checked="" type="checkbox"/> First name <input checked="" type="checkbox"/> Function <input checked="" type="checkbox"/> Specialty <input checked="" type="checkbox"/> Job title	<b>Contact Information</b> <input type="checkbox"/> Street Address <input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> State/Province <input type="checkbox"/> Postal Code <input type="checkbox"/> Proximity <input checked="" type="checkbox"/> Telephone Number 1 <input checked="" type="checkbox"/> Telephone Number 2 <input checked="" type="checkbox"/> Email Address <input type="checkbox"/> Country <input type="checkbox"/> County	<b>Company Profile</b> <input type="checkbox"/> Company Type <input type="checkbox"/> Headquarters <input checked="" type="checkbox"/> Company Name <input type="checkbox"/> Ticker Symbol <input type="checkbox"/> Primary SIC Code <input type="checkbox"/> Secondary SIC Code <input type="checkbox"/> Dossier ID <input type="checkbox"/> Primary NAICS Code <input type="checkbox"/> Secondary NAICS Code <input type="checkbox"/> Top companies <input type="checkbox"/> Number of Employees <input checked="" type="checkbox"/> Business Description	<b>Financial Profile</b> <input checked="" type="checkbox"/> Sales/Revenue <b>Currency Conversion</b> <span style="font-size: small;">?</span> <span style="border: 1px solid #ccc; padding: 2px;">US Dollars (USD)</span>
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Update
Cancel

## Your Executive List—Results

This screen displays your customized results list. Functionality on this screen includes:

- **Edit Search** – Revise your search criteria
- **New Search** – Start a new search
- **Save Search** – Save this search as a template
- **Customize** – Revise the fields displayed in your list
- **Executive Name** – View news or reports on that person
- **LinkedIn Integration** – Search for that person within LinkedIn
- **Company Name** – View a profile of that company
- **Download** – Check the boxes next to the people whose records you wish to download.

### Your Executive List - Results Edit search | New search | Save Search | Customize

505 executives matched your criteria. To save your results, click the Download Selected Items button. To learn more about

Download
1-100 of 505

<input checked="" type="checkbox"/>	Name		Company Name	First name	Last name	Title	
<input checked="" type="checkbox"/>	1.	<a href="#">John Doe</a> <span style="font-size: small;">in</span>	<a href="#">ABC Company</a>	John	Doe	CEO	
<input checked="" type="checkbox"/>	2.	<a href="#">Jane Smith</a> <span style="font-size: small;">in</span>	<a href="#">XYZ Corporation</a>	Jane	Smith	VP	
<input checked="" type="checkbox"/>	3.	<a href="#">Mike Johnson</a> <span style="font-size: small;">in</span>	<a href="#">DEF Industries</a>	Mike	Johnson	Director	
<input checked="" type="checkbox"/>	4.	<a href="#">Sarah Lee</a> <span style="font-size: small;">in</span>	<a href="#">GHI Solutions</a>	Sarah	Lee	Manager	
<input checked="" type="checkbox"/>	5.	<a href="#">David Kim</a> <span style="font-size: small;">in</span>	<a href="#">JKL Enterprises</a>	David	Kim	Analyst	
<input checked="" type="checkbox"/>	6.	<a href="#">Emily White</a> <span style="font-size: small;">in</span>	<a href="#">MNO Group</a>	Emily	White	Coordinator	
<input checked="" type="checkbox"/>	7.	<a href="#">Robert Brown</a> <span style="font-size: small;">in</span>	<a href="#">PQR LLC</a>	Robert	Brown	Executive	
<input checked="" type="checkbox"/>	8.	<a href="#">Lisa Green</a> <span style="font-size: small;">in</span>	<a href="#">STU Services</a>	Lisa	Green	Executive	
<input checked="" type="checkbox"/>	9.	<a href="#">Mark Black</a> <span style="font-size: small;">in</span>	<a href="#">VWX Partners</a>	Mark	Black	Executive	
<input checked="" type="checkbox"/>	10.	<a href="#">Anna Gray</a> <span style="font-size: small;">in</span>	<a href="#">YZA Holdings</a>	Anna	Gray	Executive	
<input checked="" type="checkbox"/>	11.	<a href="#">Chris Blue</a> <span style="font-size: small;">in</span>	<a href="#">BCD Ventures</a>	Chris	Blue	Executive	

# LexisNexis® Industry Dossier

## Find an Industry

The Find an Industry tab allows you to research and learn more about a specific industry.

1. Enter a **Keyword** or **SIC code** to retrieve information on more than 1,200 industries.
2. Click **Search**.
3. Select the industry by clicking on the name of that industry.
4. In the **Industry Snapshot**, choose from different reports and news categories on the left-hand panel. Content includes:
  - **Snapshot** – Concise industry overview that can include industry overview, top companies by sales, ratio components and market performance indicators
  - **Recent News** – Recent news related to the industry
  - **Reports** – Industry Reports by country include competitive landscape, leading companies, even forecast value
  - **Mergers** – Find information about the top mergers (by price offered)
  - **Legislative Information** – Browse recent U.S. Congressional bills that pertain to the industry

### Find an Industry

Terms  2 Search [Clear Form](#)

1 Enter a complete or partial industry name (for example, metal).

SIC

Use commas to separate multiple 2-4 digit SIC codes.

### Industry Dossier - Results

Your search found 28 related industries. Select an industry name below to view its dossier reports.

	SIC Code	Industry
1.	22	<a href="#">Textile Mill Products</a>
2.	2231	<a href="#">Broadwoven fabric mills, wool</a>
3.	2251	<a href="#">Women's hosiery except socks</a>
4.	2252	<a href="#">Hosiery, nec</a>
5.	2253	<a href="#">Knit outerwear mills</a>
6.	2254	<a href="#">Knit underwear mills</a>
7.	2257	<span style="color: #c00000; font-weight: bold;">3</span> <a href="#">Weft knit fabric mills</a>

**Report for: Fabricated textile products, nec**

Search within results

4 **Snapshot**

- Overview**
- Recent News
- Reports
- Mergers
- Legislative Information

Snapshot

0

**Industry Overview**

Division D: Manufacturing > [Major Group 23: Apparel And Other Finished Products Made From Fabrics & Products](#) > [Fabricated textile products, nec \(2399\)](#)

Establishments primarily engaged in manufacturing fabricated textile products, not elsewhere classified

from [Integra Industry Reports](#), 5/20/11  
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**Top Companies (Sales)**

## Additional Assistance



### Online Help

Access online context-sensitive help available anywhere you see this icon:



### Customer Support

The world-class LexisNexis® Customer Support team is available 24 hours a day, 7 days a week to assist you with any questions you may have. For toll-free assistance, call **1-800-227-4908**.