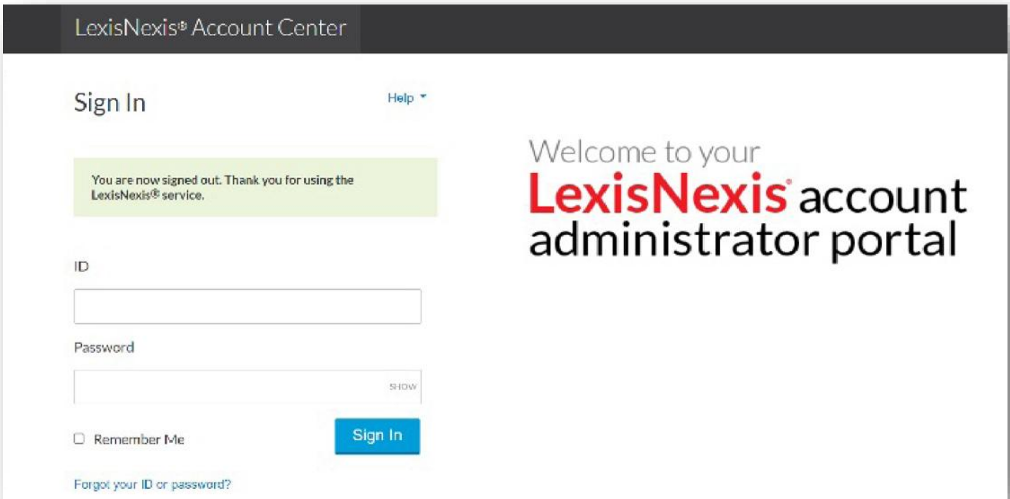
How to add a New Admin User in LNAC

The LexisNexis® Account Center (LNAC) tool allows Administrators to create users within the same application. The information in this article applies to the following LexisNexis® products and services: Lexis®, Lexis Advance® Quicklaw®, and Lexis+™.

Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

1. You can access this [Lexis Nexis Account Center]() link directly and log in using your user ID and password



2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
   I. Click 3 dots in the upper right corner on the Lexis service.
   II. Select LexisNexis® Account Center.
   III. Enter your Lexis ID and password if prompted.

Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator

LexisNexis®

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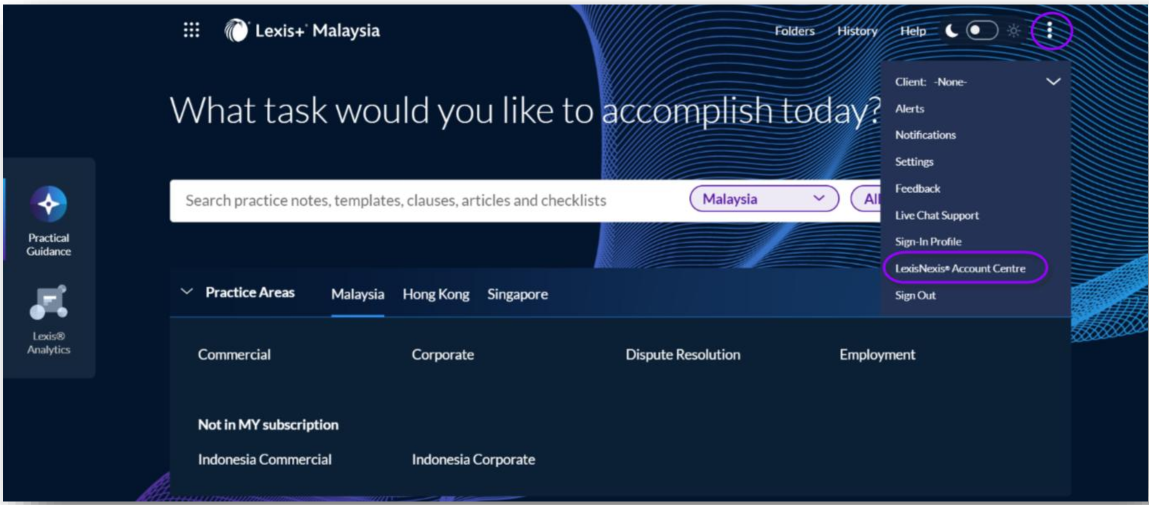
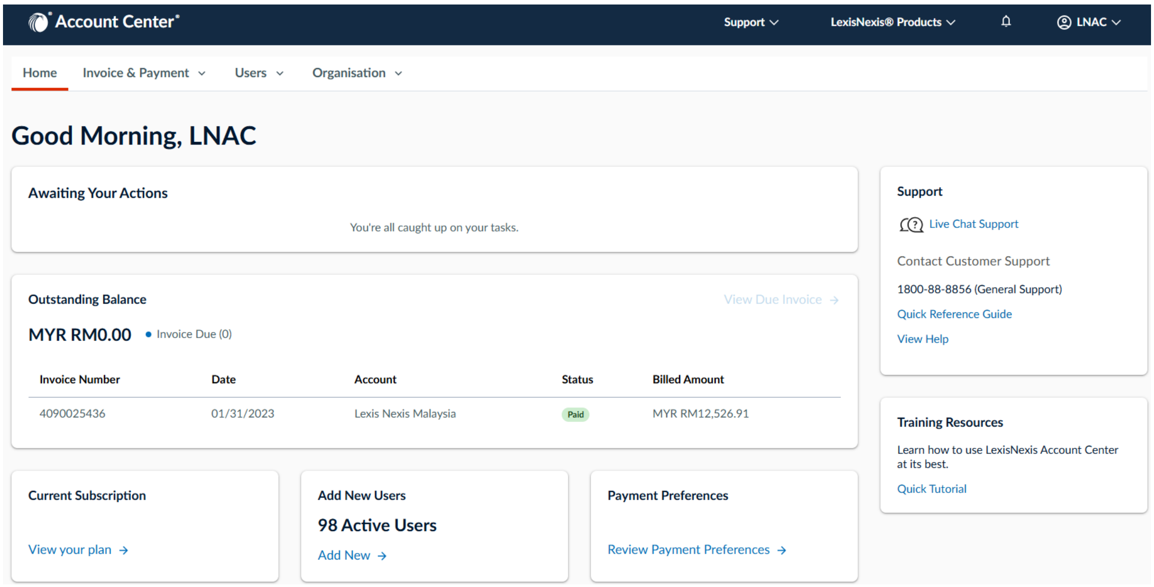
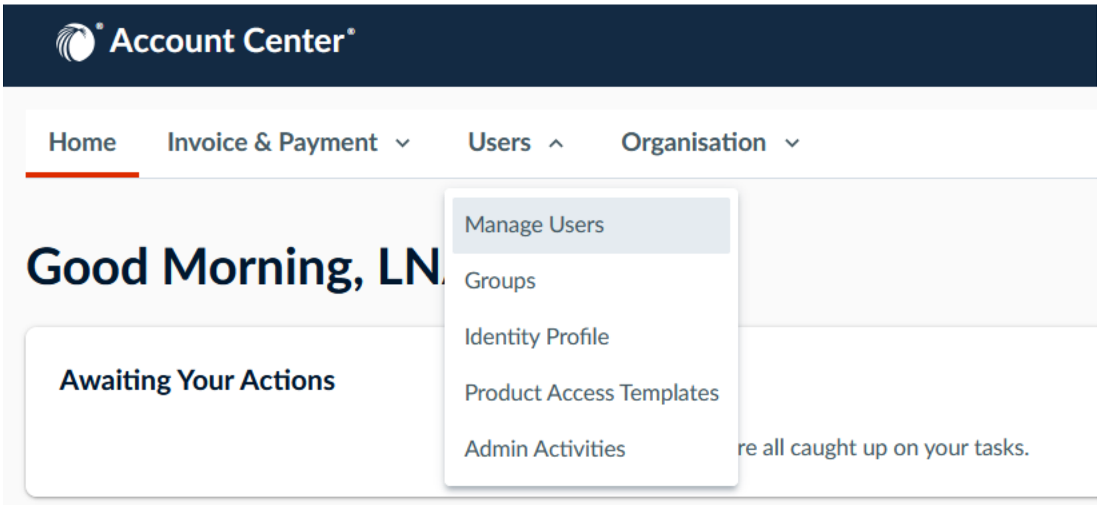


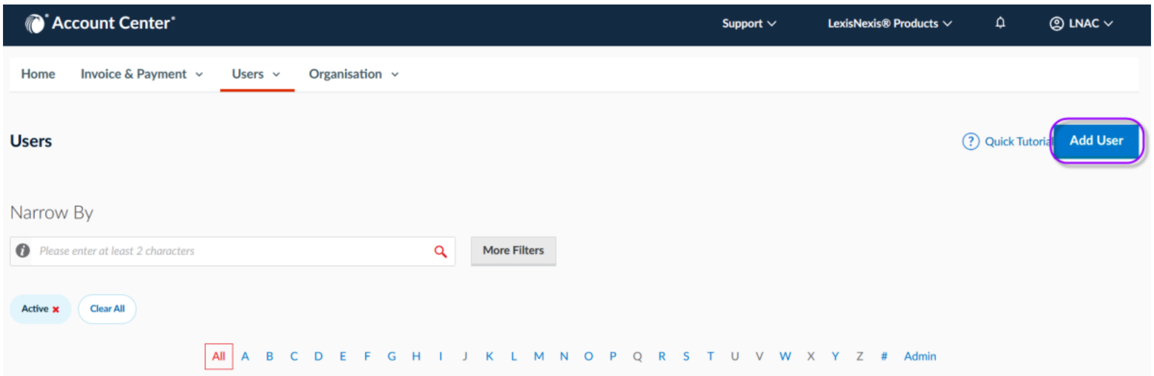
Once logged in, take the following steps to create a new user:



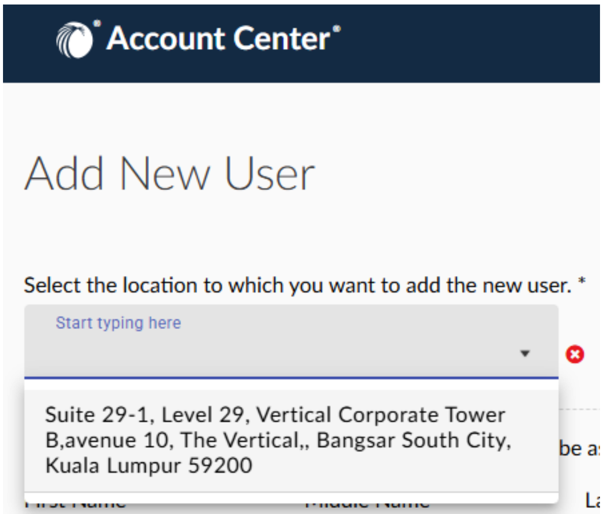
1. Click on **Users** and select **Manage Users** from the dropdown menu.



2. Click **Add User** on the right.



3. In the Add User Page, proceed to follow steps:
   I. Click the drop-down for Select the location you want to add the new user to.



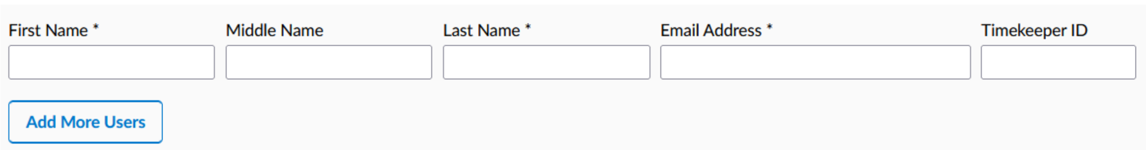
II. Enter the following information:

- Mandatory fields with asterisks

  First Name

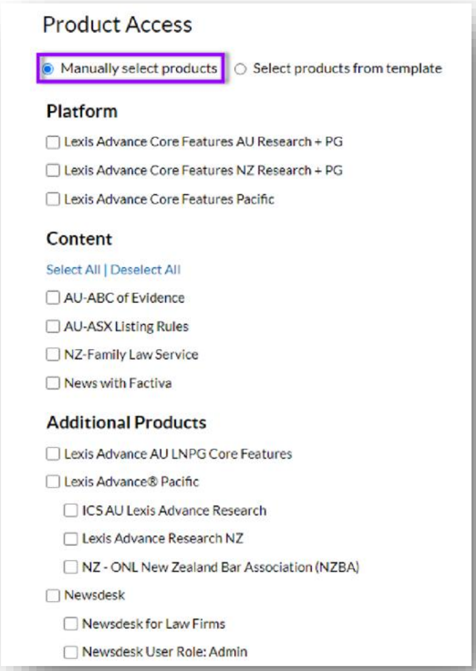
  Last Name

  Email Address

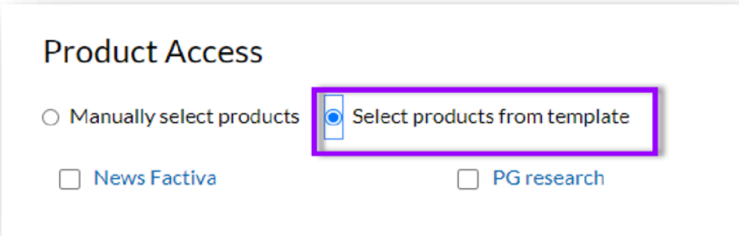


III. Select one of the following options to identify the products the user will be authorized to use.

- Manually selected products - Select the checkbox for each user-authorized product

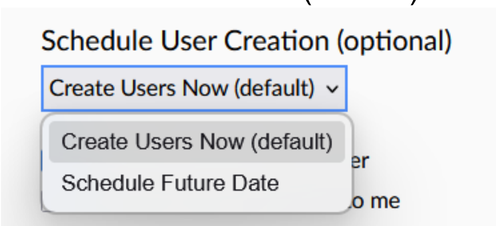


- Select products from template - Select the checkbox for each template that includes the user-authorized products.

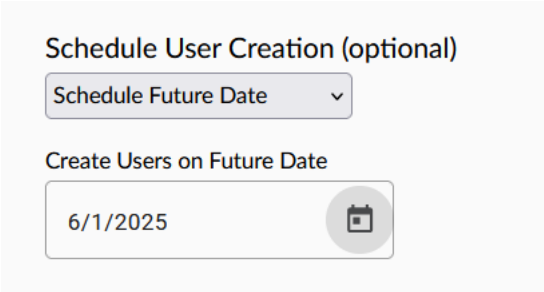


IV. Complete the **Schedule User Creation**:

- Create Users now (default)

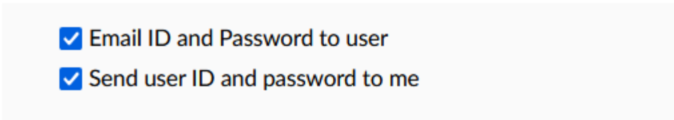


- Schedule Future Date



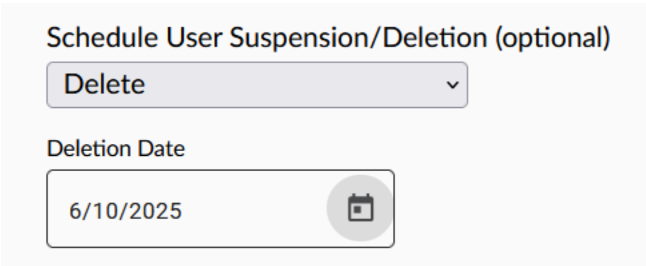
V. Select one or both ID options:

- Email ID and Password to user - Sends the user’s ID and password to the end user.
- Send user ID and Password to me - Sends the user’s ID and password to you.

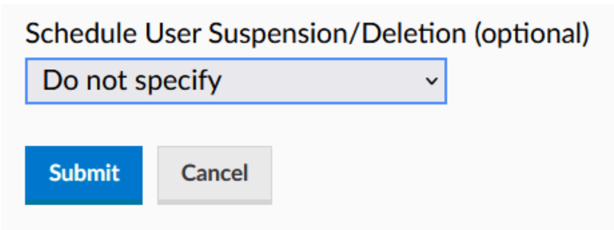


VI. **Schedule User Suspension/Deletion** is an optional step should you wish to specify a specific date for a user to be deleted or suspended. Select the default option “Do Not Specify” if there’s no need to delete or suspend the user.

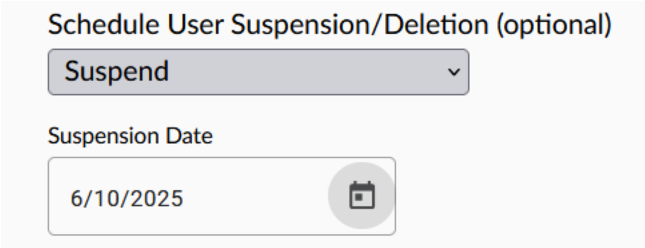
- Delete



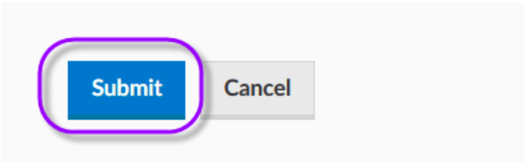
- Do Not Specify (Default)



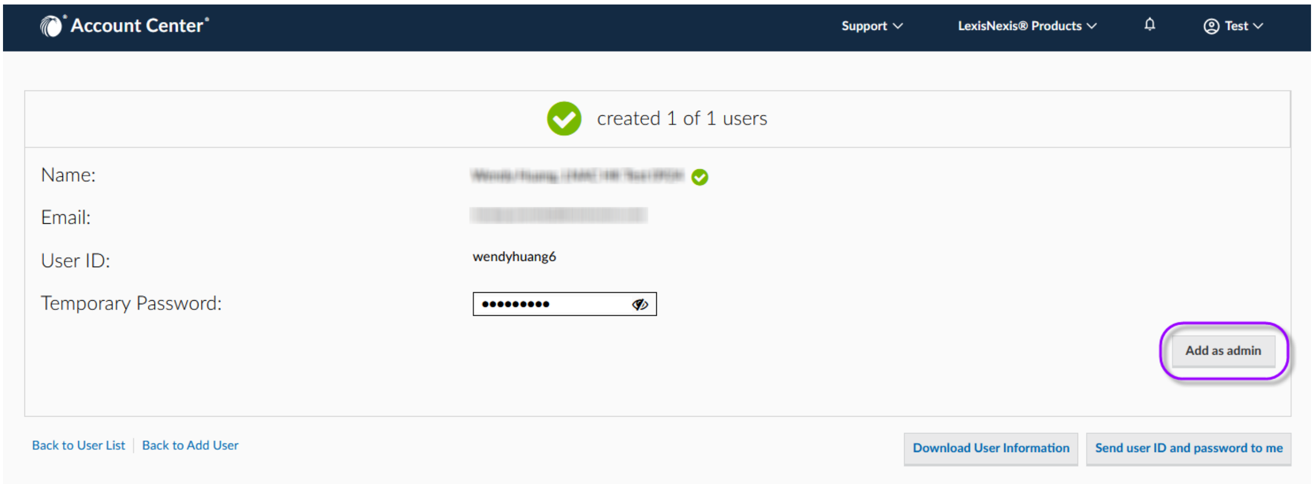
- Suspension



VII. Select **Submit**.



VIII. Click **Add as admin** in the lower right corner after the User created:

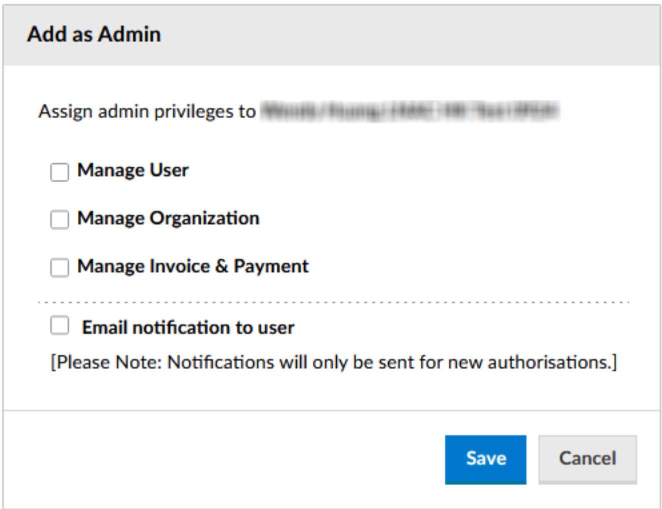


There are 3 options:

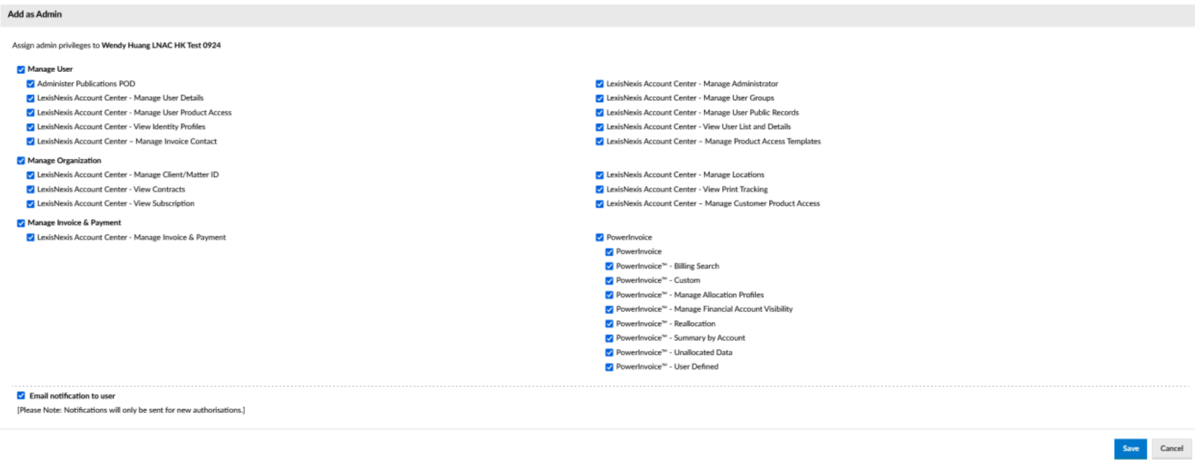
Manage User – For Admin User to Add/Delete/Edit Users and View Users Details

Manage Organization – For Admin User to Check and View Organization Details

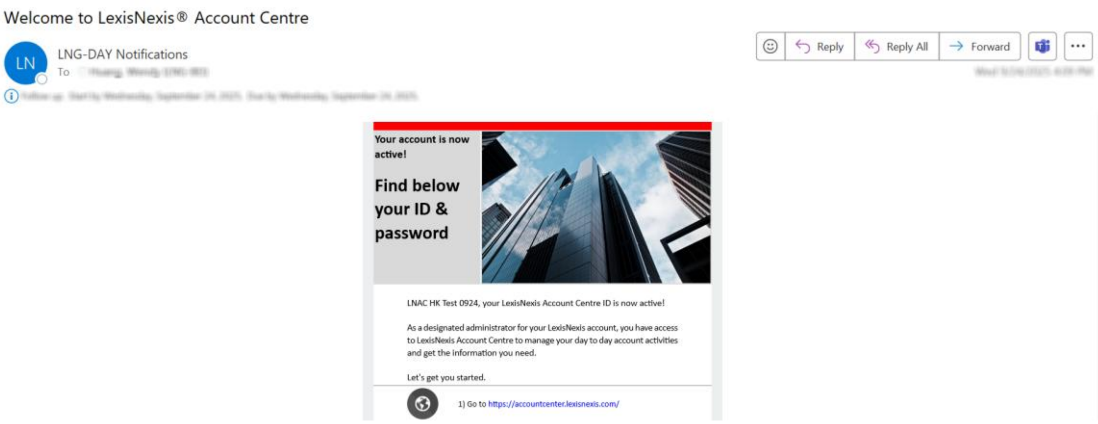
Manage Invoice & Payment – For Financial Admin User to Check and View and Pay Invoices



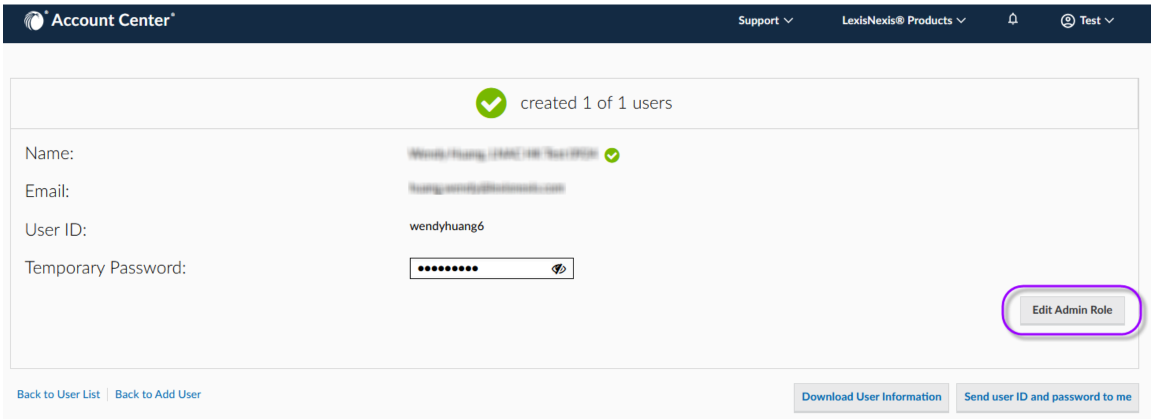
Click the related option and then click **Email notification to user** to notify the relevant user.



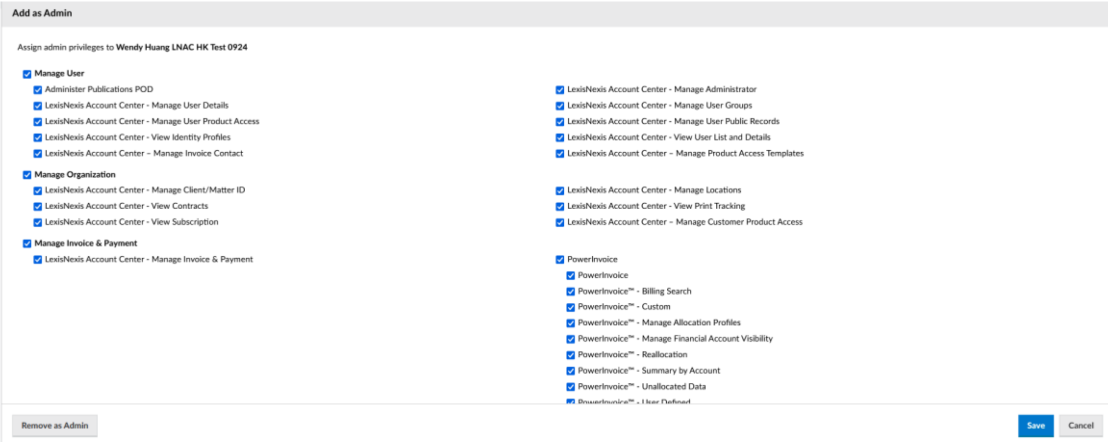
The New Admin User will receive a **Welcome Email** to explore in **LNAC**



The New Admin Role can still be Edited after setting up, click **Edit Admin Role**



You can Edit the Admin Role or click **Remove as Role** in the lower left corner



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