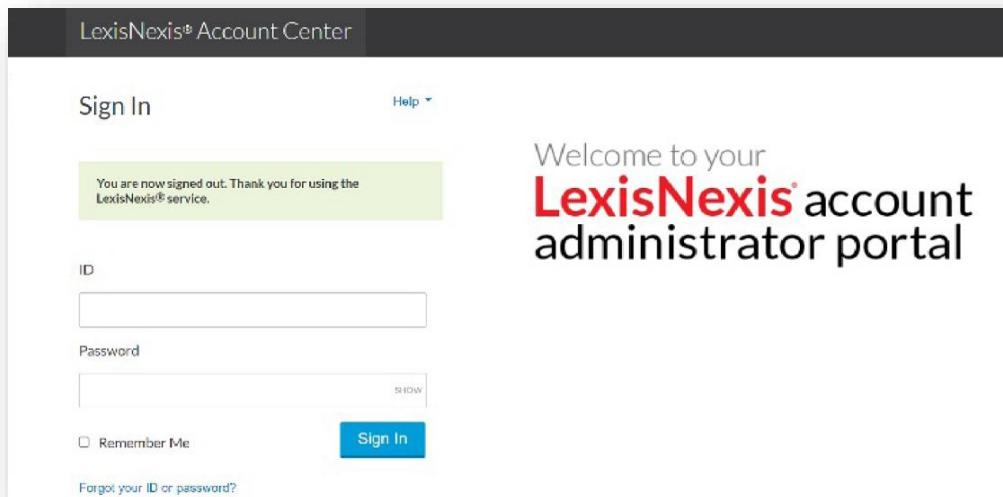


How to add a New Admin User in LNAC

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+™.

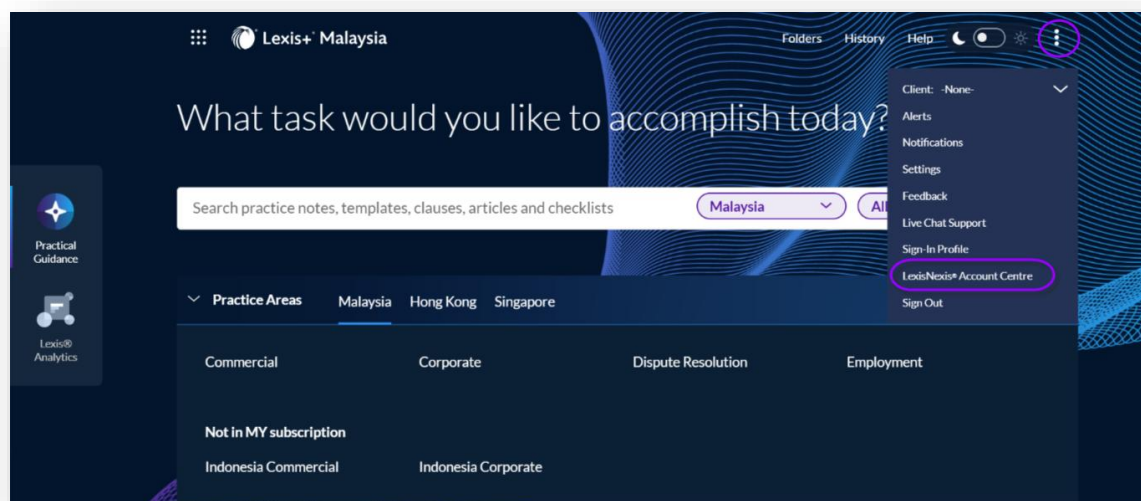
Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

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

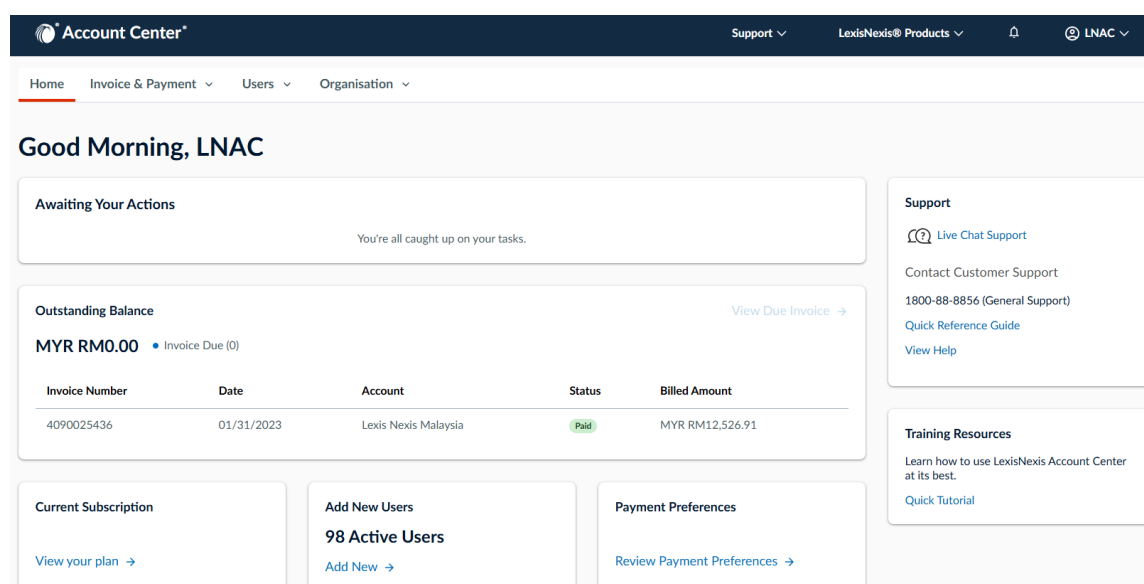
A screenshot of the LexisNexis Account Center sign-in interface. The page has a dark header with the text "LexisNexis® Account Center". Below the header, the main content area is white. On the left, there is a "Sign In" section with a "Help" link. A green message box states: "You are now signed out. Thank you for using the LexisNexis® service." Below this, there are input fields for "ID" and "Password". The password field has a "SHOW" link to its right. There is a "Remember Me" checkbox and a blue "Sign In" button. At the bottom left, there is a link: "Forgot your ID or password?". On the right side of the sign-in area, there is a welcome message: "Welcome to your LexisNexis® account administrator portal".

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.

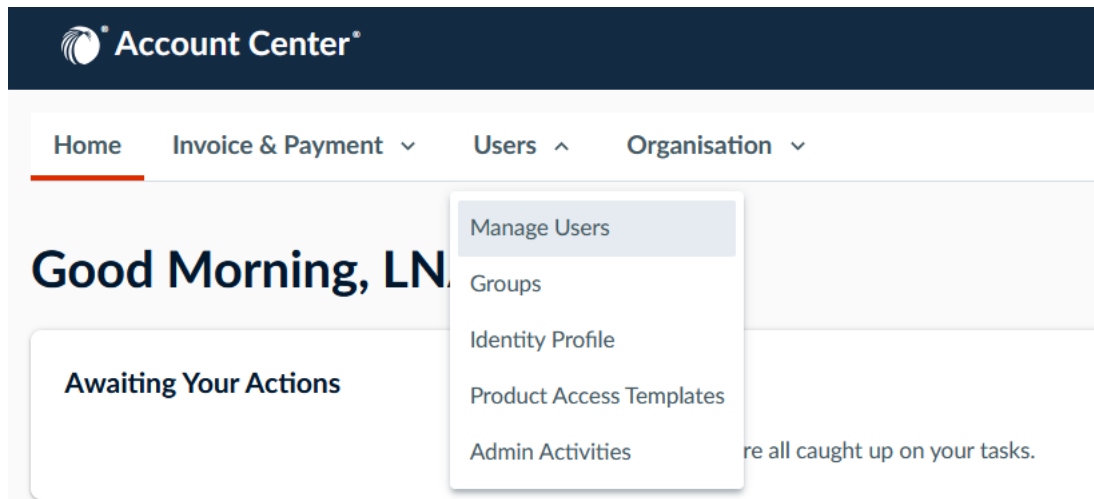
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



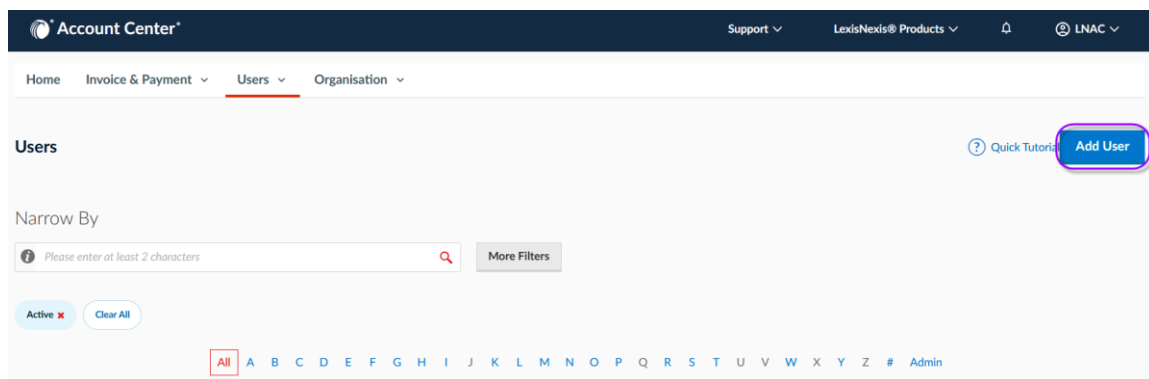
Once logged in, take the following steps to create a new user:



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

First Name *	Middle Name	Last Name *	Email Address *	Timekeeper ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add More Users](#)

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

Product Access

☒ Manually select products ☐ Select products from template

Platform

☐ Lexis Advance Core Features AU Research + PG

☐ Lexis Advance Core Features NZ Research + PG

☐ Lexis Advance Core Features Pacific

Content

[Select All](#) | [Deselect All](#)

☐ AU-ABC of Evidence

☐ AU-ASX Listing Rules

☐ NZ-Family Law Service

☐ News with Factiva

Additional Products

☐ Lexis Advance AU LNPG Core Features

☐ Lexis Advance® Pacific

☐ ICS AU Lexis Advance Research

☐ Lexis Advance Research NZ

☐ NZ - ONL New Zealand Bar Association (NZBA)

☐ Newsdesk

☐ Newsdesk for Law Firms

☐ Newsdesk User Role: Admin

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

Product Access

☐ Manually select products ☒ Select products from template

☐ News Factiva ☐ PG research

IV. Complete the

Schedule User Creation:

- Create Users now (default)

Schedule User Creation (optional)

Create Users Now (default) ▼

Create Users Now (default)


Schedule Future Date

- Schedule Future Date

Schedule User Creation (optional)

Schedule Future Date ▼

Create Users on Future Date

6/1/2025 

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.

☒ Email ID and Password to user

☒ Send user ID and password to me


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

Schedule User Suspension/Deletion (optional)

Delete ▼

Deletion Date

6/10/2025 

- Do Not Specify (Default)

Schedule User Suspension/Deletion (optional)

Do not specify ▼

- Suspension

Schedule User Suspension/Deletion (optional)

Suspend

Suspension Date

6/10/2025

VII. Select **Submit**.

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

Account Center[®] Support LexisNexis[®] Products Test

✓ created 1 of 1 users

Name: Wendy Huang, (NAME) (ID) (Last) (First) ✓

Email:

User ID: wendyhuang6

Temporary Password:

[Back to User List](#) | [Back to Add User](#)

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

Add as Admin

Assign admin privileges to **Wendy Huang LNAC HK Test 0924**

☐ Manage User

☐ Manage Organization

☐ Manage Invoice & Payment

☐ Email notification to user

[Please Note: Notifications will only be sent for new authorisations.]

Save

Cancel

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

Add as Admin

Assign admin privileges to **Wendy Huang LNAC HK Test 0924**

☒ Manage User

☒ Administer Publications POD
☒ LexisNexis Account Center - Manage User Details
☒ LexisNexis Account Center - Manage User Product Access
☒ LexisNexis Account Center - View Identity Profiles
☒ LexisNexis Account Center - Manage Invoice Contact

☒ Manage Organization

☒ LexisNexis Account Center - Manage Client/Matter ID
☒ LexisNexis Account Center - View Contracts
☒ LexisNexis Account Center - View Subscription

☒ Manage Invoice & Payment

☒ LexisNexis Account Center - Manage Invoice & Payment

☒ LexisNexis Account Center - Manage Administrator
☒ LexisNexis Account Center - Manage User Groups
☒ LexisNexis Account Center - Manage User Public Records
☒ LexisNexis Account Center - View User List and Details
☒ LexisNexis Account Center - Manage Product Access Templates

☒ LexisNexis Account Center - Manage Locations
☒ LexisNexis Account Center - View Print Tracking
☒ LexisNexis Account Center - Manage Customer Product Access

☒ PowerInvoice
☒ PowerInvoice
☒ PowerInvoice™ - Billing Search
☒ PowerInvoice™ - Custom
☒ PowerInvoice™ - Manage Allocation Profiles
☒ PowerInvoice™ - Manage Financial Account Visibility
☒ PowerInvoice™ - Reallocation
☒ PowerInvoice™ - Summary by Account
☒ PowerInvoice™ - Unallocated Data
☒ PowerInvoice™ - User Defined

☒ Email notification to user

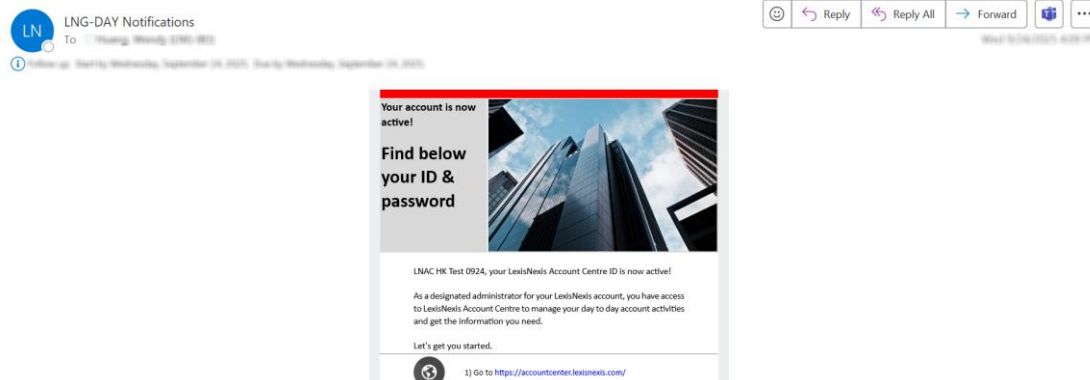
[Please Note: Notifications will only be sent for new authorisations.]

Save

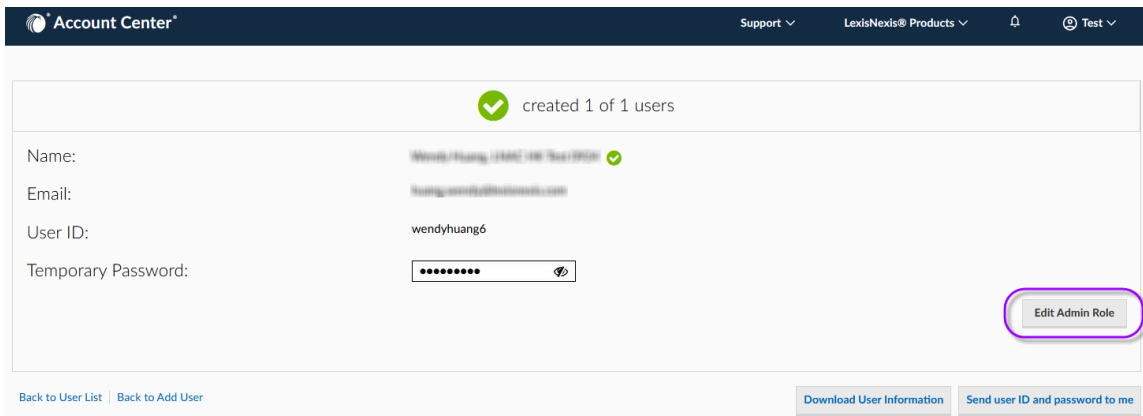
Cancel

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

Welcome to LexisNexis® Account Centre



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



Account Center

Support LexisNexis® Products

created 1 of 1 users

Name: Wendy Huang (LNAC HK Test 0924)

Email: huang.wendy@lexisnexis.com

User ID: wendyhuang6

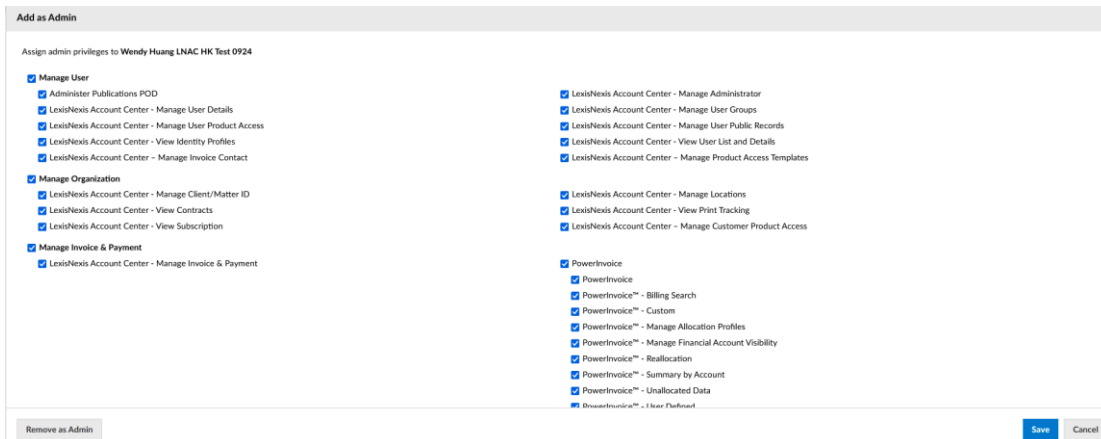
Temporary Password: [masked]

Edit Admin Role

Back to User List Back to Add User

Download User Information Send user ID and password to me

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



Add as Admin

Assign admin privileges to Wendy Huang LNAC HK Test 0924

☒ Manage User

- ☒ Administer Publications POD
- ☒ LexisNexis Account Center - Manage User Details
- ☒ LexisNexis Account Center - Manage User Product Access
- ☒ LexisNexis Account Center - View Identity Profiles
- ☒ LexisNexis Account Center - Manage Invoice Contact

☒ Manage Organization

- ☒ LexisNexis Account Center - Manage Client/Matter ID
- ☒ LexisNexis Account Center - View Contracts
- ☒ LexisNexis Account Center - View Subscription

☒ Manage Invoice & Payment

- ☒ LexisNexis Account Center - Manage Invoice & Payment

☒ LexisNexis Account Center - Manage Administrator

- ☒ LexisNexis Account Center - Manage User Groups
- ☒ LexisNexis Account Center - Manage User Public Records
- ☒ LexisNexis Account Center - View User List and Details
- ☒ LexisNexis Account Center - Manage Product Access Templates

☒ LexisNexis Account Center - Manage Locations

- ☒ LexisNexis Account Center - View Print Tracking
- ☒ LexisNexis Account Center - Manage Customer Product Access

☒ PowerInvoice

- ☒ PowerInvoice™ - Billing Search
- ☒ PowerInvoice™ - Custom
- ☒ PowerInvoice™ - Manage Allocation Profiles
- ☒ PowerInvoice™ - Manage Financial Account Visibility
- ☒ PowerInvoice™ - Reallocation
- ☒ PowerInvoice™ - Summary by Account
- ☒ PowerInvoice™ - Unallocated Data
- ☒ PowerInvoice™ - 1 Year Pathward

Remove as Admin

Save Cancel

END OF PROCESS