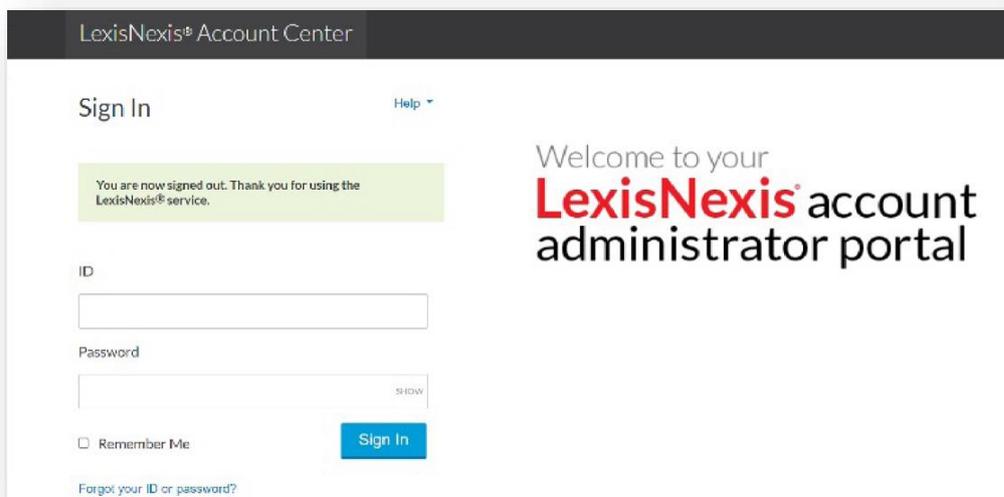


# How to add a new user in LNAC

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+™.

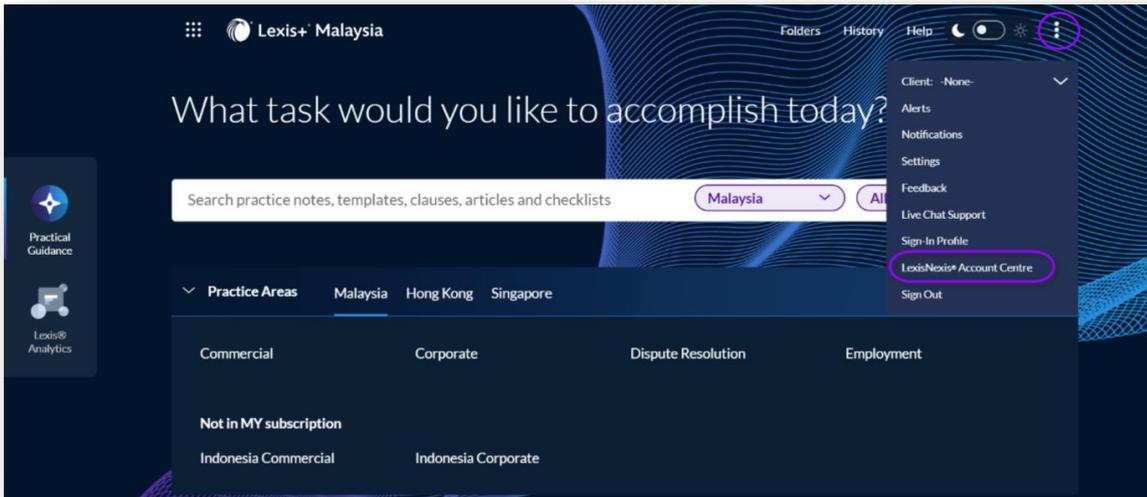
Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

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 page. The page has a dark header with the text "LexisNexis® Account Center". Below the header, there is a "Sign In" section on the left and a "Welcome to your LexisNexis account administrator portal" message on the right. The sign-in section includes a message: "You are now signed out. Thank you for using the LexisNexis® service." Below this message are input fields for "ID" and "Password". The "Password" field has a "SHOW" button next to it. There is a "Remember Me" checkbox and a "Sign In" button. At the bottom of the sign-in section, there is a link: "Forgot your ID or password?".

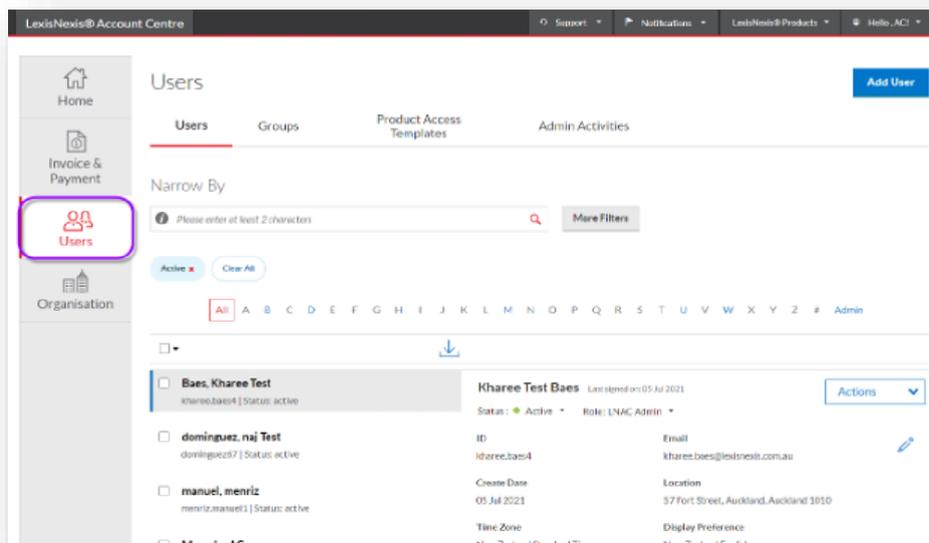
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
  - I. Click 3 dots in the upper right corner on the Lexis service.
  - II. Select LexisNexis® Account Center.
  - III. Enter your Lexis ID and password if prompted.

**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

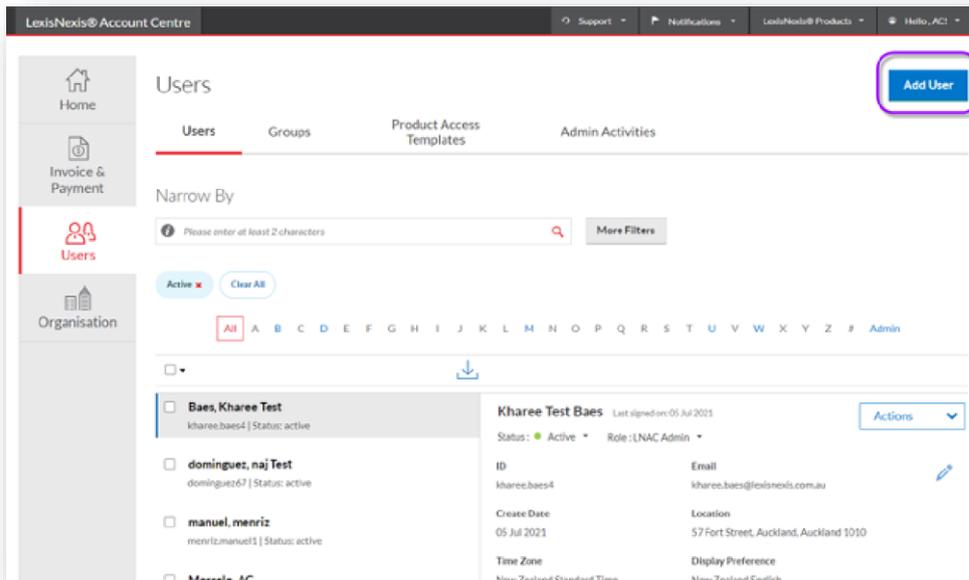


\*\* Once logged in, take the following steps to create a new user:

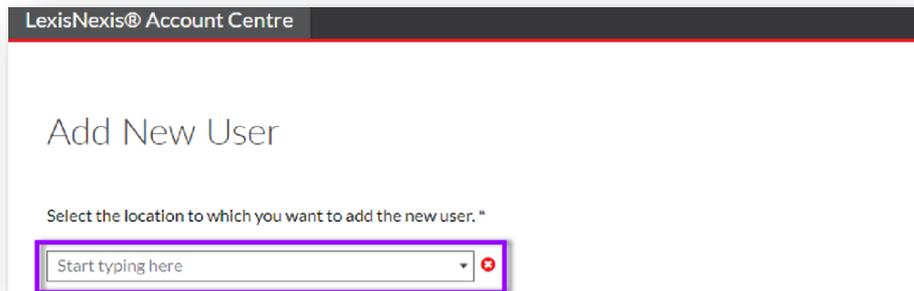
1. Select **Users** from the left side of the page.



2. Select **Add User**.



3. In the Add User Page, proceed to follow below 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 *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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-ASK 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

12/2/2022 

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



- Do Not Specify (Default)

Schedule User Suspension/Deletion (optional)

Do not specify ▾

- Suspension

Schedule User Suspension/Deletion (optional)

Suspend

Suspension Date

VII. Select **Submit**.

Submit Cancel

VIII. Select one of the following options on the confirmation page:

- Download User Information
- Send User ID and Password to me
- Back to User List
- Back to Add User page

LexisNexis® Account Centre

Support Notifications LexisNexis® Products Hello, ACI

created 1 of 1 users

Name:	test3, test3A created
Email:	amika_28@lexis.com
User ID:	test3test312
Temporary Password:	Wk4k73n

Add as admin

Back to User List Back to Add User

Download User Information Send user ID and password to me

**END OF PROCESS**