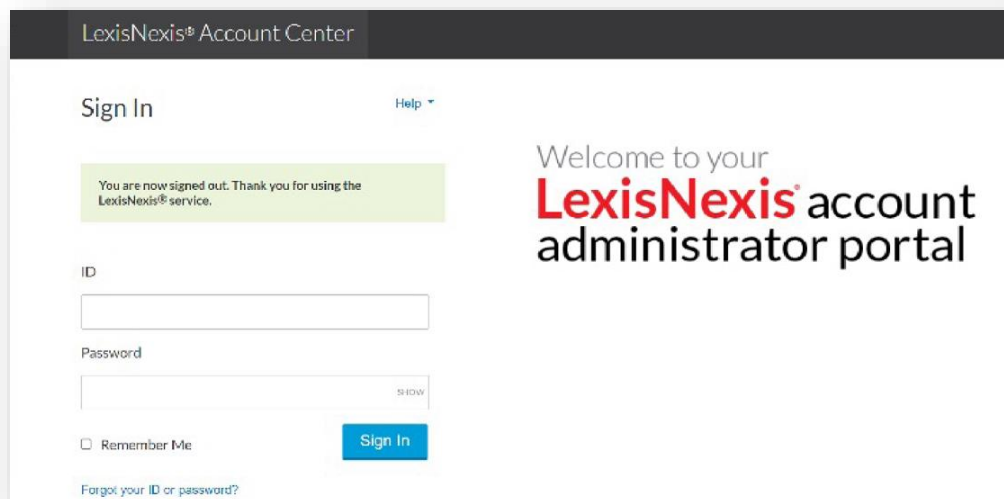


How to download an invoice PDF copy

The LexisNexis® Account Center tool allows Administrators and Invoice Contacts the ability to retrieve a copy of an invoice.

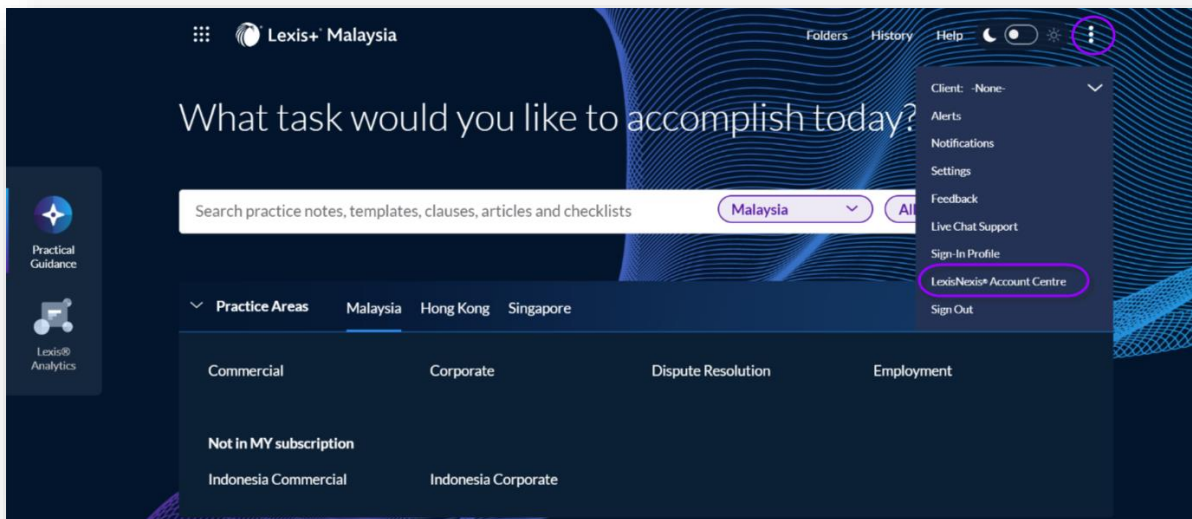
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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

The screenshot shows the LexisNexis Account Center sign-in interface. At the top, there's a dark header with 'LexisNexis® Account Center'. Below this, the page is divided into two main sections. On the left, under the 'Sign In' heading, there's 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' link next to it. There's a 'Remember Me' checkbox and a blue 'Sign In' button. At the bottom left of the sign-in area, there's a link: 'Forgot your ID or password?'. On the right side of the page, there's a welcome message: 'Welcome to your LexisNexis® account administrator portal'.

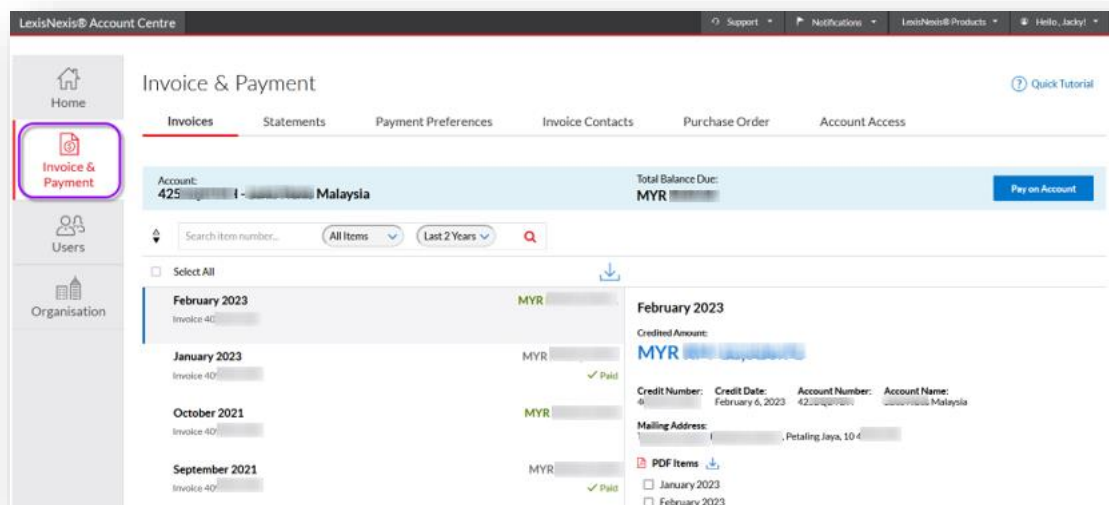
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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



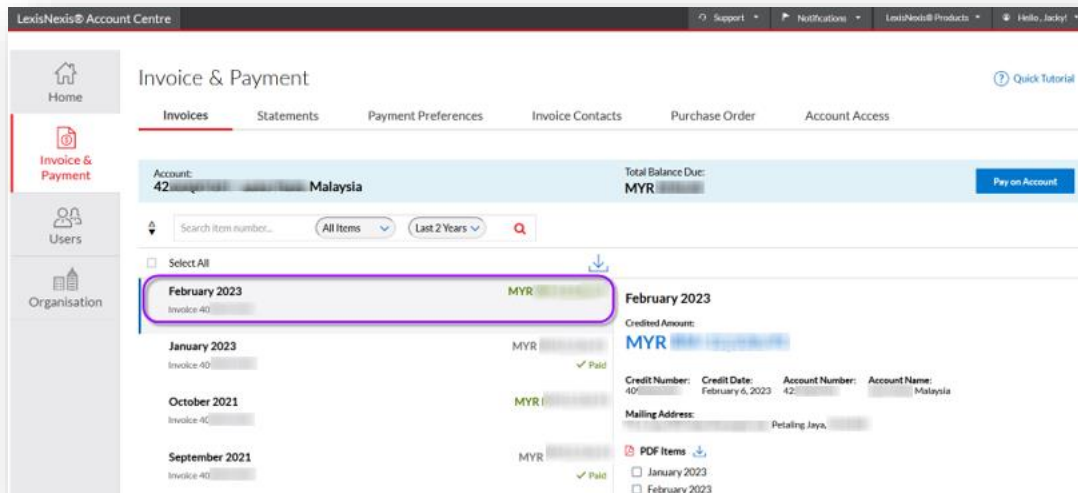
** Once logged in, take the following steps to download an invoice

1. **Select Invoice & Payment** from the left side of the page.

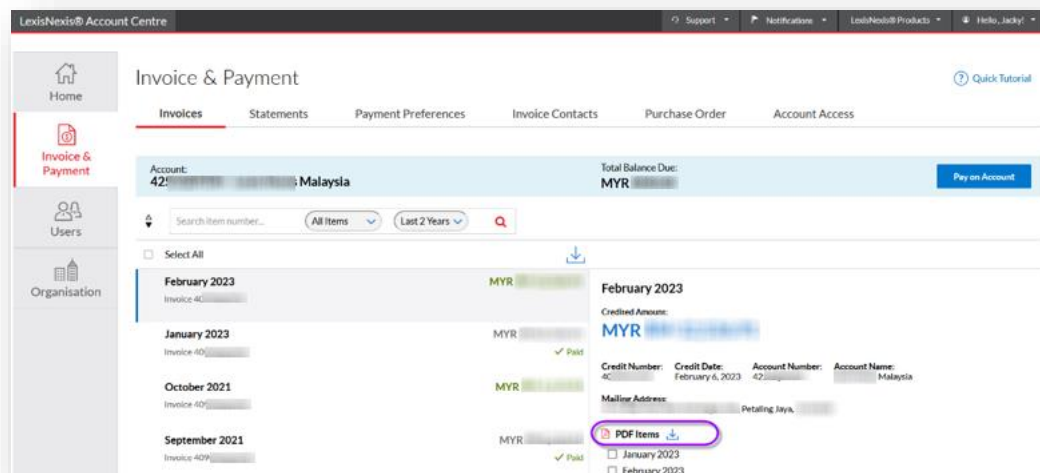


Note: If account has multiple Financial Accounts (FA), the user can choose from the Account drop down menu the appropriate FA and download the invoice from there.

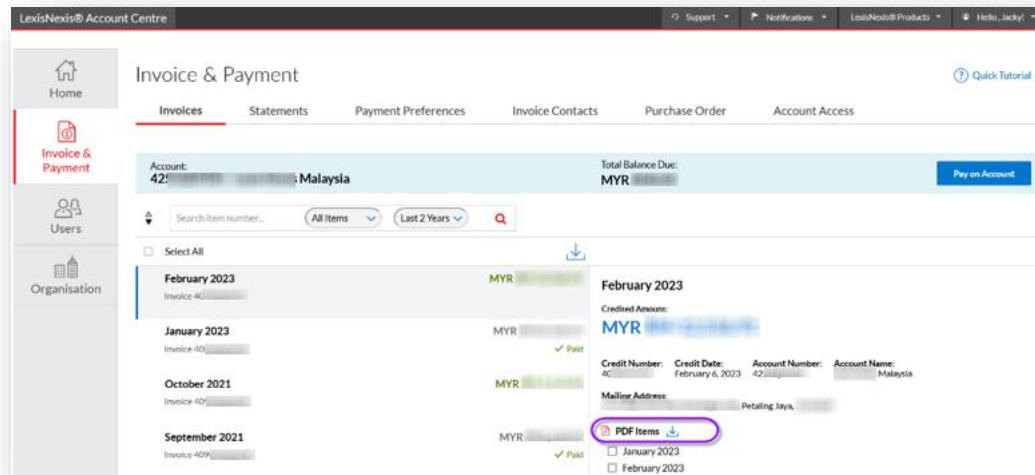
2. In the **Invoices** tab, click on the Invoice you want to download:



3. Locate the PDF Items download icon for that invoice.



4. Click **PDF Items** download icon, it automatically downloads into a PDF file.



END OF PROCESS