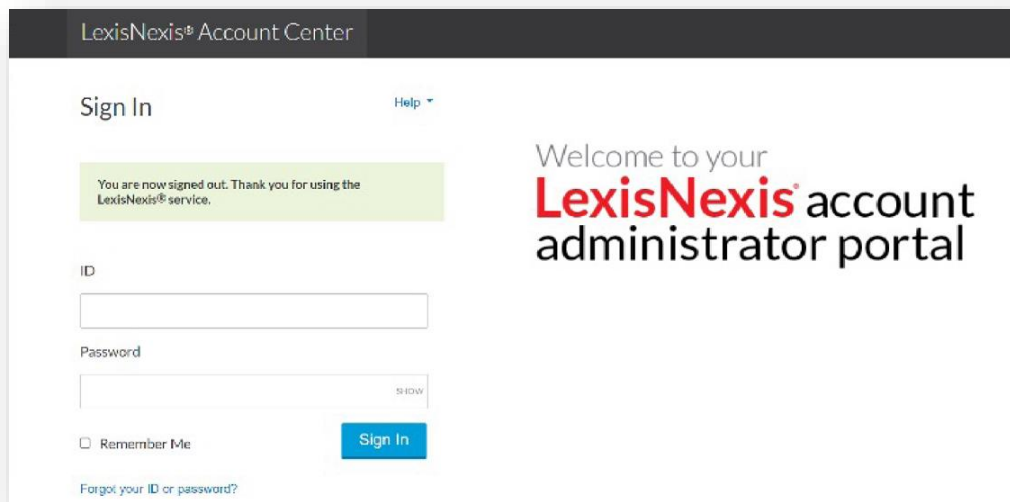


How to view invoice and payment history

The LexisNexis® Account Center tool allows Administrators the ability to view their payment history.

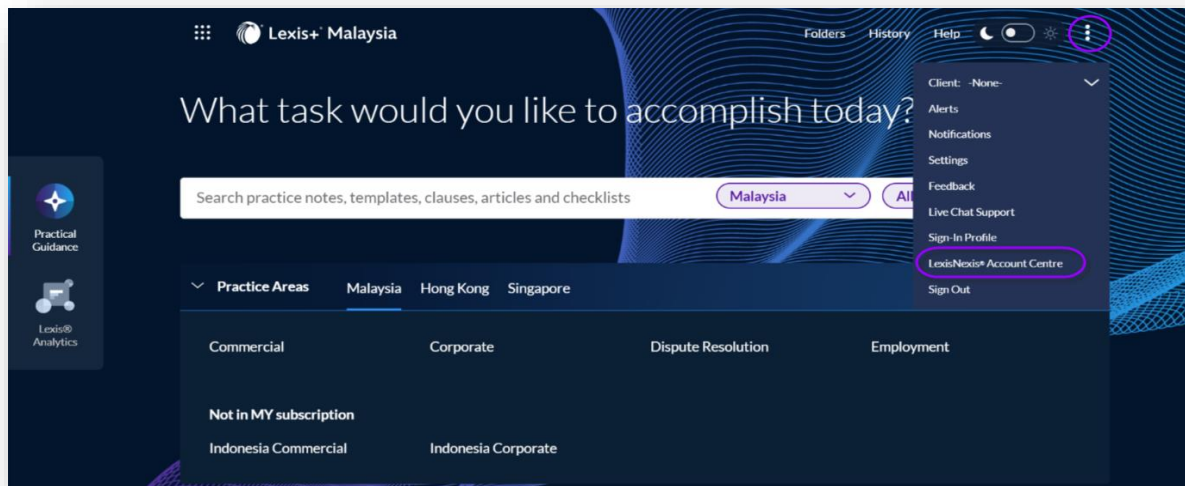
Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

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

The screenshot shows the LexisNexis Account Center sign-in interface. At the top, there's a dark header with 'LexisNexis® Account Center' in white. Below the header, the page is split into two main sections. On the left, there's a 'Sign In' section with a green message box stating '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 next to it. There's a 'Remember Me' checkbox and a blue 'Sign In' button. At the bottom of the sign-in section, there's a link that says 'Forgot your ID or password?'. On the right side of the page, there's a large text area that says 'Welcome to your LexisNexis® account administrator portal'.

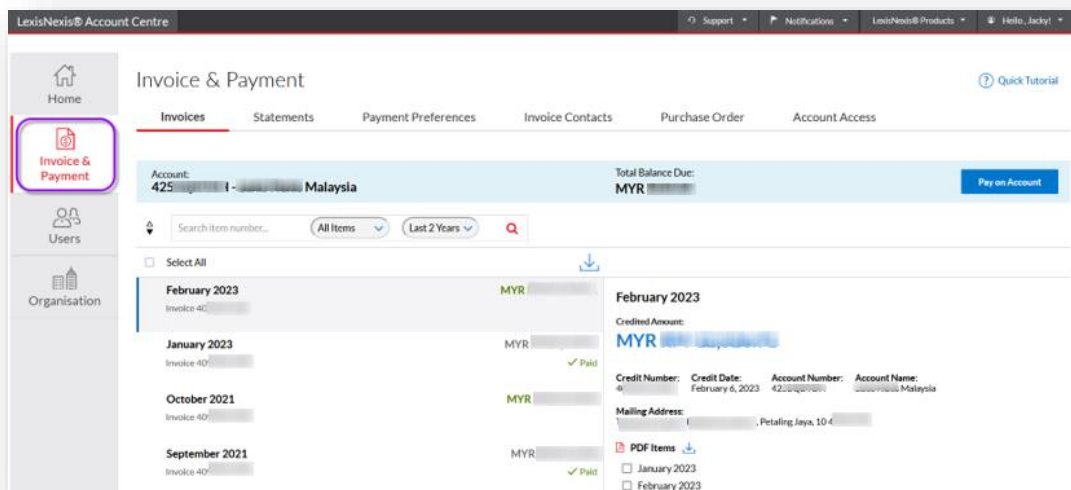
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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



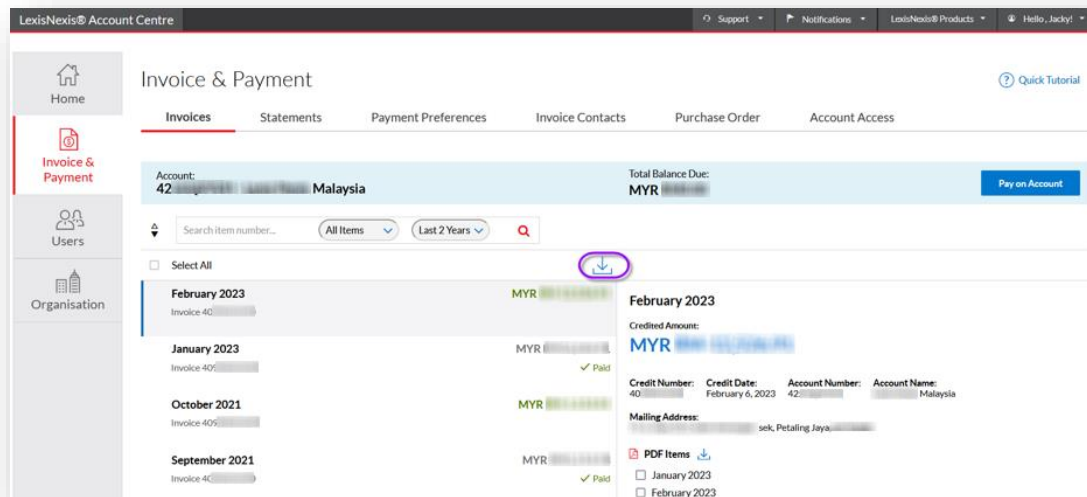
** Once logged in, take the following steps to view an invoice and payment history:

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



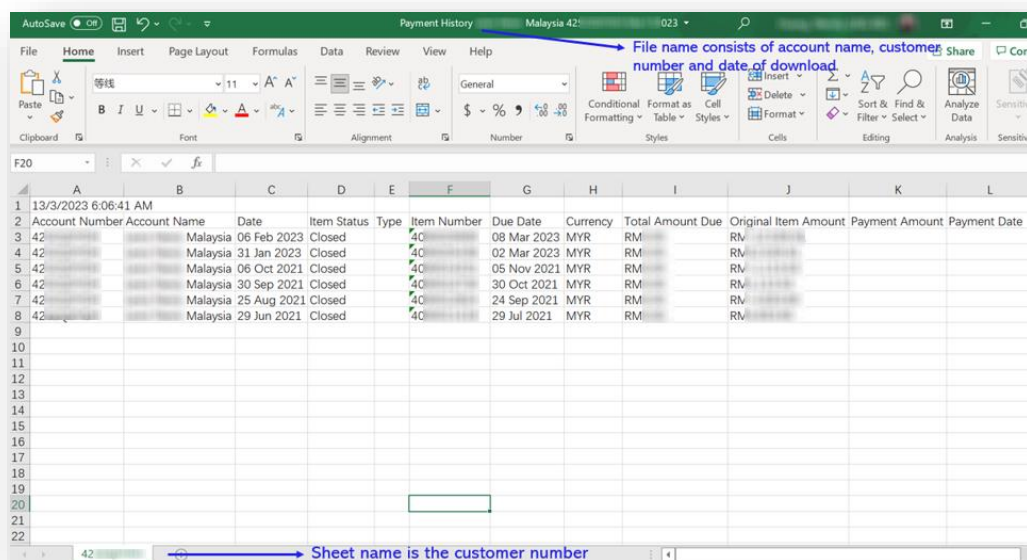
3. In the Invoices tab, click the Download Invoice and Payment History icon to the right of the invoice filter drop-down.

This will download an Excel file.



The downloaded excel file contains the following columns:

- Account Number
- Account Name
- Invoice Date
- Type
- Item Number
- Payment Date
- Due Date
- Currency
- Total Amount Due
- Original Item Amount
- Payment Amount
- Item status



Note: The Administrator should be able to view the list of Billing Accounts and the respective invoices (should there be multiple accounts) by using the filter functionality in Excel.

**If customer has multiple billing accounts, they can choose from the drop down menu the specific billing account to download the invoice and pay history.

END OF PROCESS