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 <u>Lexis Nexis Account Center</u> link directly and log in using your user ID and password

LexisNexis® Account Cente	er	
Sign In	Help *	
You are now signed out. Thank you for using LexisNexis® service.	; the	Welcome to your LexisNexis account
ID		administrator portal
Password		
Remember Me	Sign In	
Forgot your ID or password?		

- 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



	::: 🕡 Lexis+ Malaysia	Fold	ters History Help C 💽 🛞 🚺	
	What task would you like t	o accomplish to	Client: -None- OCAV? Alerts Notifications Settings	
Practical Guidance	Search practice notes, templates, clauses, articles and chee	klists (Malaysia	All Feedback Live Chat Support Sign in Profile LexiNexié Account Centre	
Lexis® Analytics	V Practice Areas Malaysia Hong Kong Singapore Commercial Corporate	Dispute Resolution	Sign Out	
	Not in MY subscription Indonesia Commercial Indonesia Corporate			

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

Account Center*				Support \vee	LexisNexi	is® Products ∨	۵	\textcircled{O} lnac \sim
Home Invoice & Paymer	nt ~ Users ~	Organisation ~						
Good Morning,	LNAC							
Awaiting Your Actions You're all caught up on your tasks.						Support		
Outstanding Balance View Due Invoice → MYR RM0.00 • Invoice Due (0)				voice →	Contact Customer Support 1800-88-8856 (General Support) Quick Reference Guide View Help			
Invoice Number	Date	Account	Status	Billed Amount				
4090025436	01/31/2023	Lexis Nexis Malaysia	Paid	MYR RM12,526.91		Training Resou	irces	
		-				Learn how to us at its best.	e LexisNexis	Account Center
Current Subscription		Add New Users 98 Active Users		Payment Preferences Review Payment Preferences →		Quick Tutorial		
view your plan →		Add New →		Review Payment Preferences →				

1. Click on **Invoice & Payment** and select **Invoices** from the dropdown menu.

Account Center*						
Home	Invoice & Payment	∧ Users ∨	Organisation 🗸			
Good	Invoices Statements	, LNAC				
Awaiti	Payment Preferences Invoice Contacts					
	Purchase Order Account Access		You're all caught up on your tasks.			



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.

Account Center*	Support > LexisNexis® Products > D ③ LNAC >
Home Invoice & Payment v Users v Organisation v	
Invoices	(2) Quick Tutorial
Account: 42 - Lexis Nexis Malaysia	Total Balance Due: Pay on Account MYR RM0.00
Search item number All Items V Last 2 Years V Q	
Select All	
Credit - February 2023 MYR RM	January 2023 Amount Due:
January 2023 MYR RM Invoice 4(* V Pald	WYR RM V Paid by 03/02/2023
	Invoice Number: Invoice Date: Account Number: Account Name: January 31, 2023 41000000000000000000000000000000000000
	Mailing Address: T Petaling Jaya,
	PDF Items January 2023

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

3. Locate and click the **Download PDF Items** icon for that invoice; it will automatically download into a PDF file.

Account Center*		Support \sim	LexisNexis® Products \vee	¢ @ LNAC ∨	
Home Invoice & Payment v Users v Organisation v					
Invoices				Quick Tutori	ial
Account: 4: - Lexis Nexis Malaysia		Total Balance Due: MYR RM0.00		Pay on Account	
▲ Search item number All Items ✓ Last 2 Years ✓	Q				
Select All	.↓				
Credit - February 2023 Credit 4	MYR RM	January 2023			
January 2023 Invoice 40	MYR RM	MYR RM ✓ Paid by 03/02/2023 ✓			
			count Number: Account Name: Lexis Nexis Malaysia		
		Mailing Address: T Petalin	ng Jaya,		
		DF Items			

END OF PROCESS

