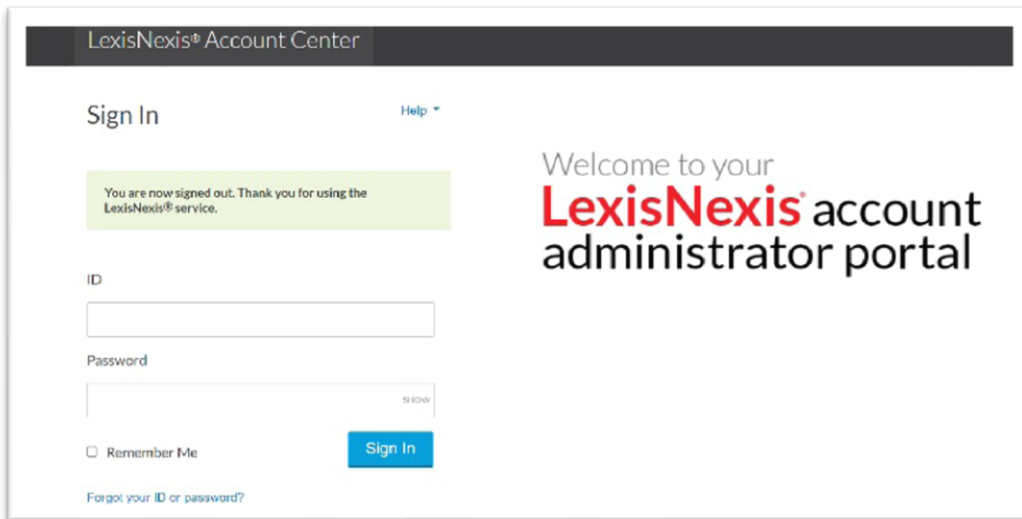


How to download an invoice PDF copy

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

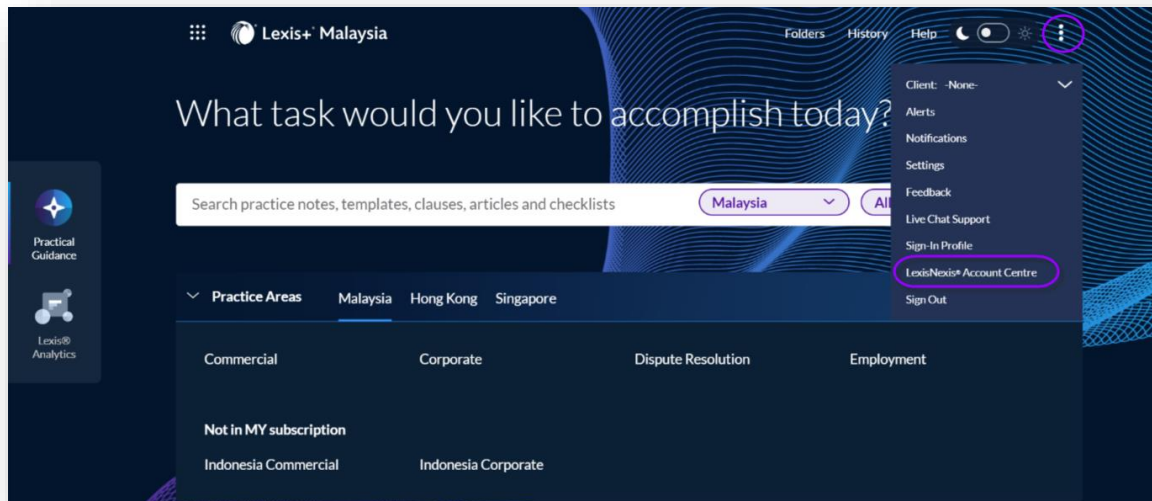
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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

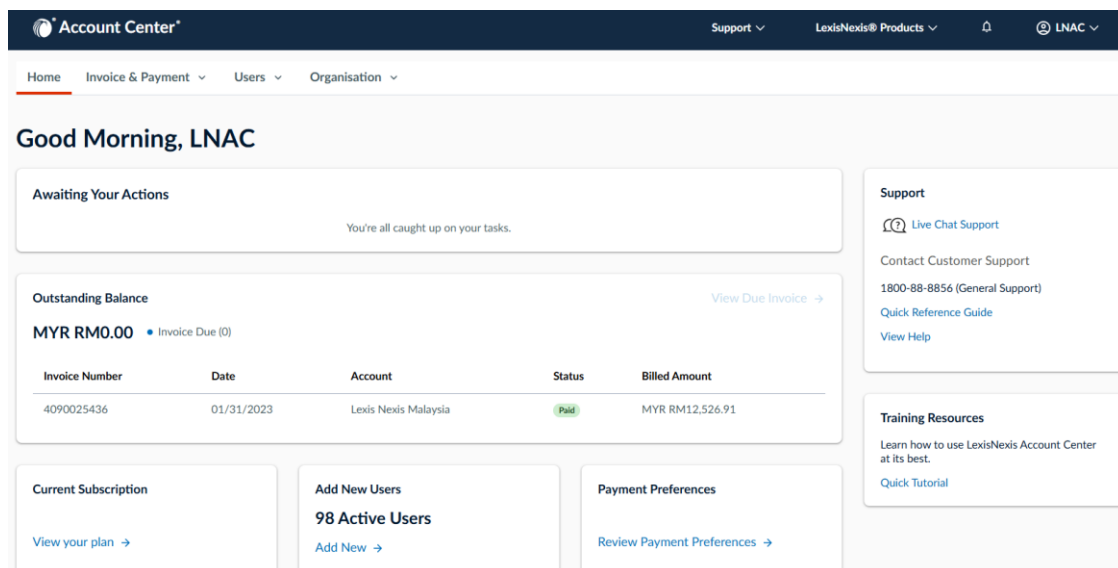
The screenshot shows the LexisNexis Account Center sign-in interface. At the top, there's a dark header with 'LexisNexis® Account Center' in white. Below the header, the page is divided into two main sections. On the left, there's a 'Sign In' section with a 'Help' link. It includes a green message box stating 'You are now signed out. Thank you for using the LexisNexis® service.' Below this are input fields for 'ID' and 'Password', a 'Remember Me' checkbox, and a blue 'Sign In' button. A link for 'Forgot your ID or password?' is at the bottom left. On the right, 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.

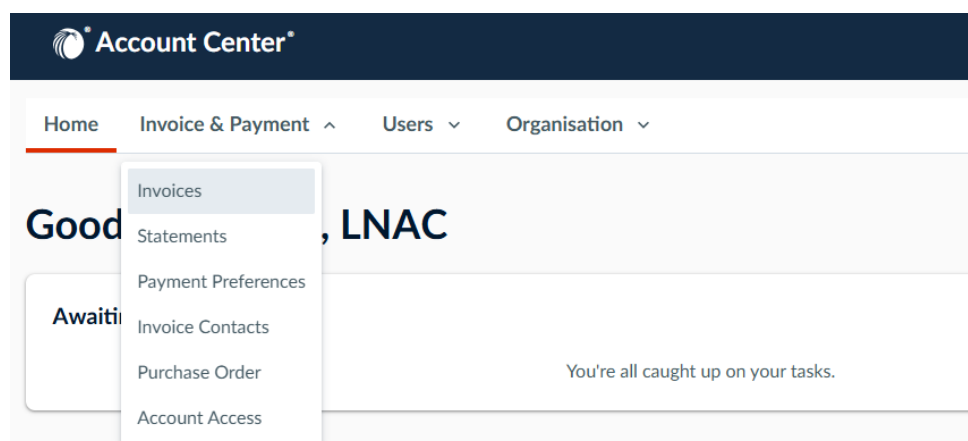
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



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

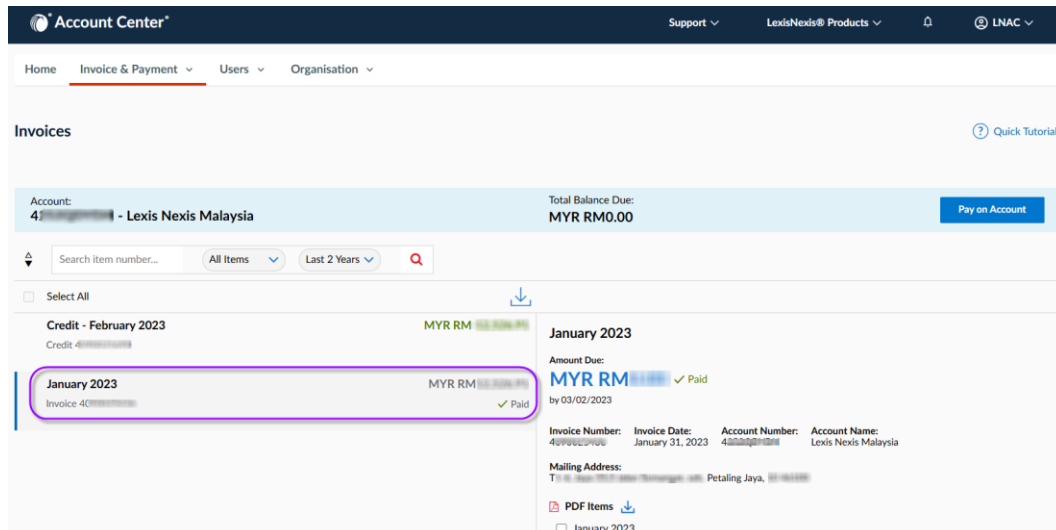


1. Click on **Invoice & Payment** and select **Invoices** from the dropdown menu.

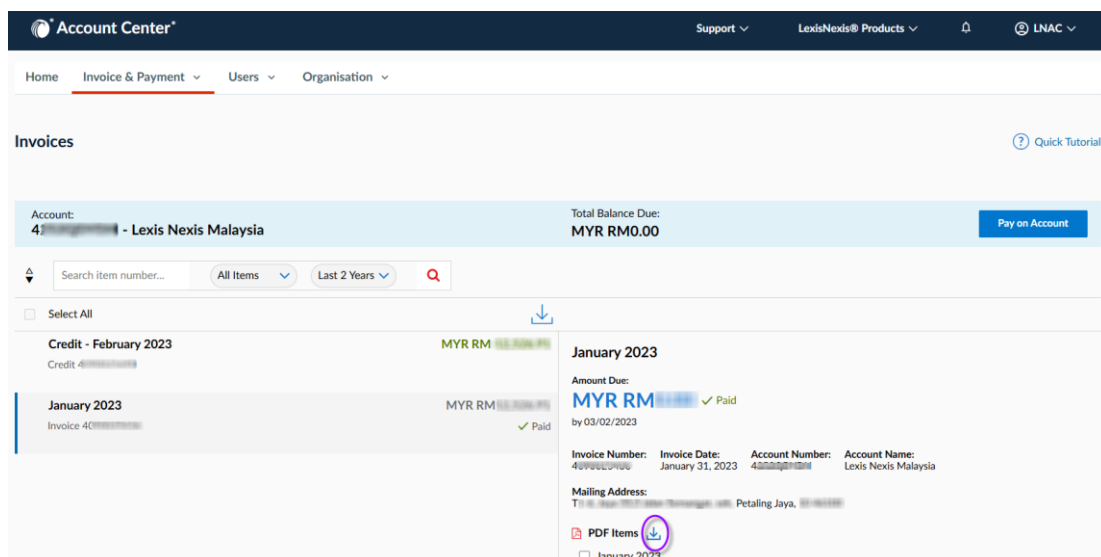


Note: If account has multiple Financial Accounts (FA), the user can choose from the Account drop down menu the appropriate FA and download the invoice from there.

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



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



END OF PROCESS