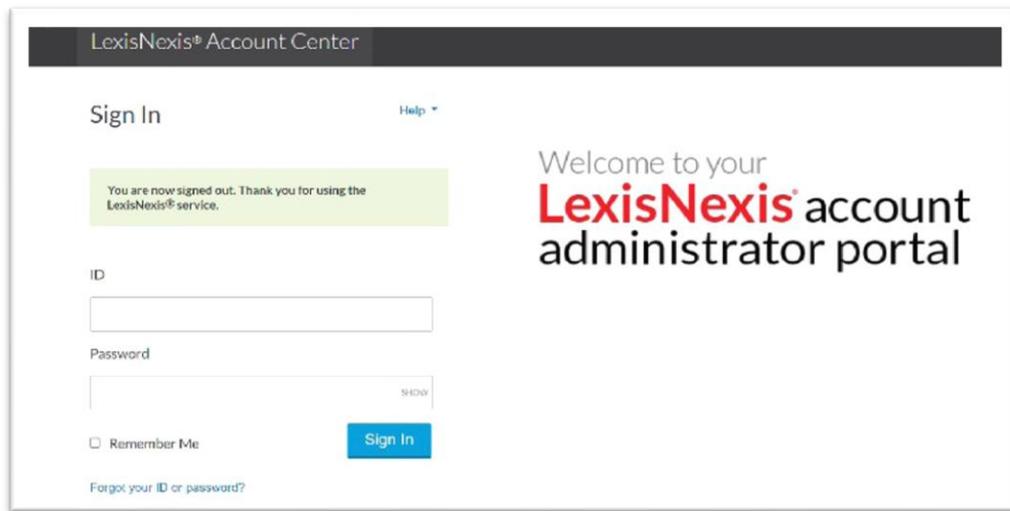


How to pay an invoice in LNAC

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 step below:

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

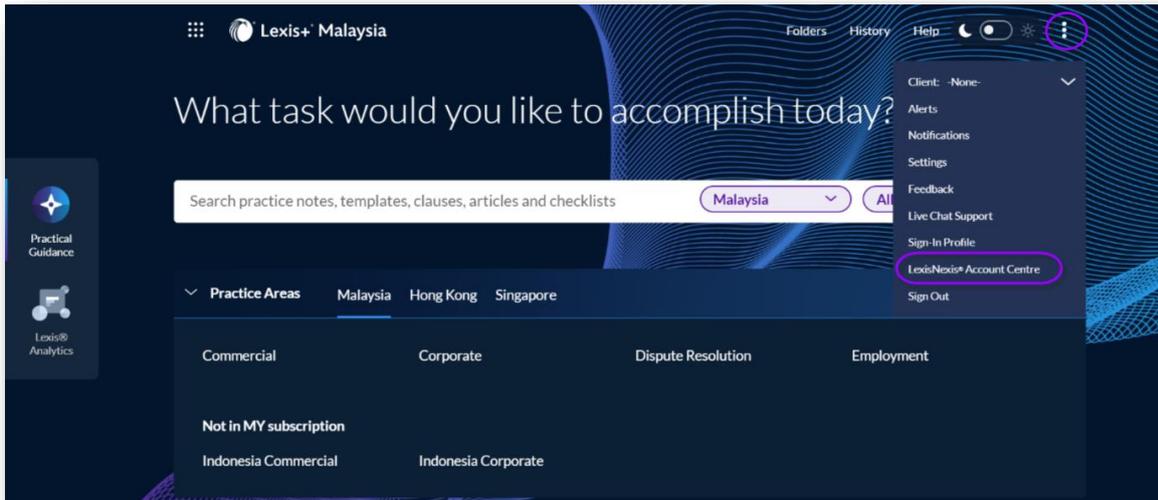


The screenshot shows the LexisNexis Account Center sign-in interface. At the top, it says "LexisNexis® Account Center". Below that, there is a "Sign In" link and a "Help" link. A green message box states: "You are now signed out. Thank you for using the LexisNexis® service." To the right, it says "Welcome to your LexisNexis® account administrator portal". The sign-in form includes fields for "ID" and "Password", a "Remember Me" checkbox, and a "Sign In" button. There is also a "Forgot your ID or password?" link at the bottom left.

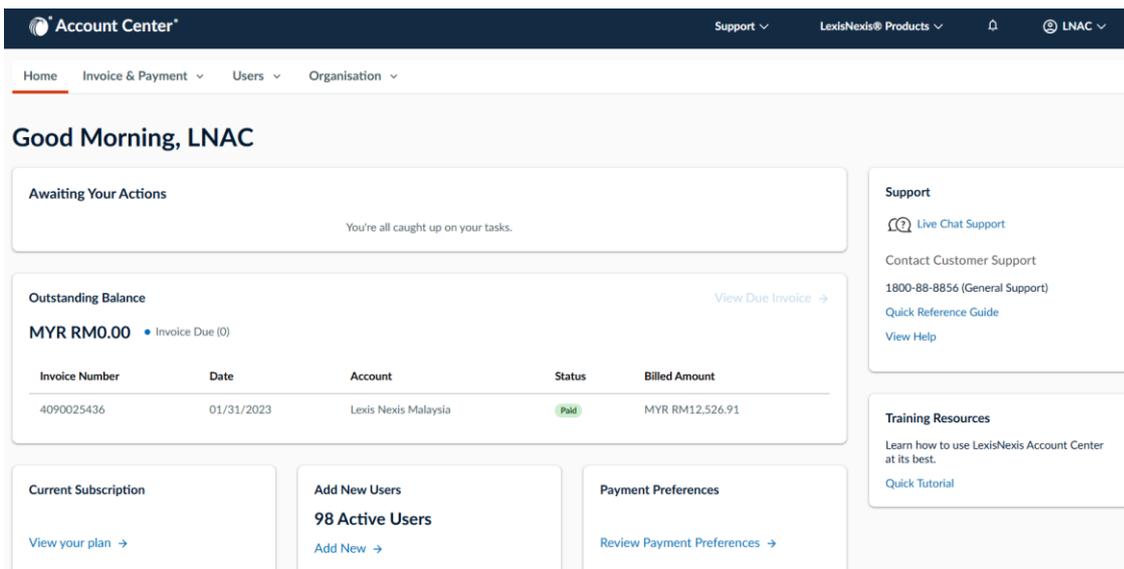
2. Take the following steps to access LexisNexis Account Center while signed into Lexis service:

- 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.

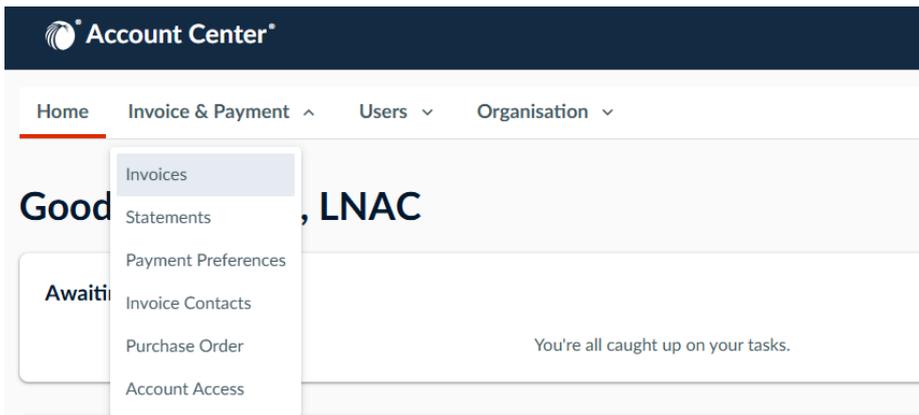
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator.



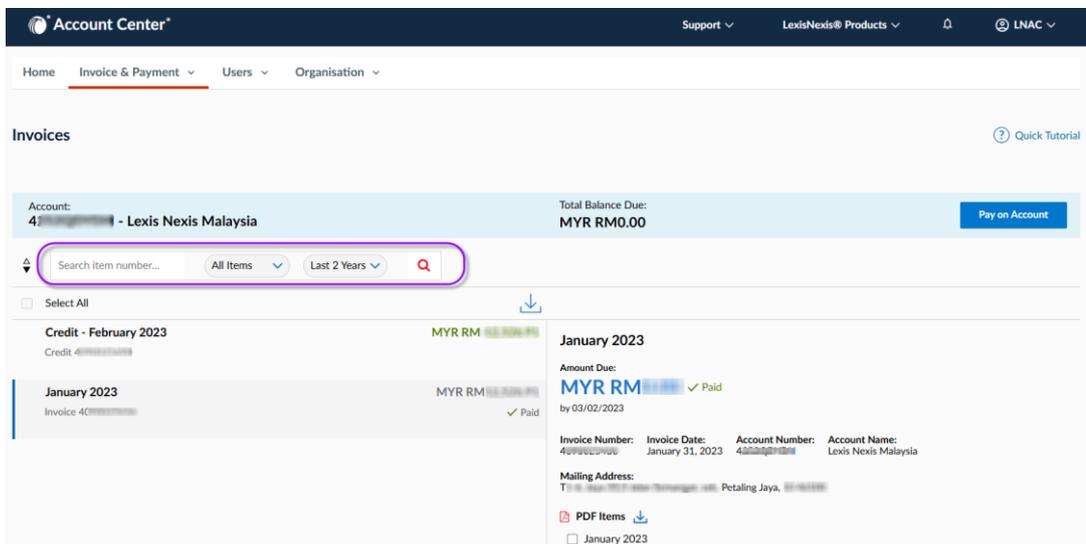
** Once logged in, take the following steps to pay an invoice:



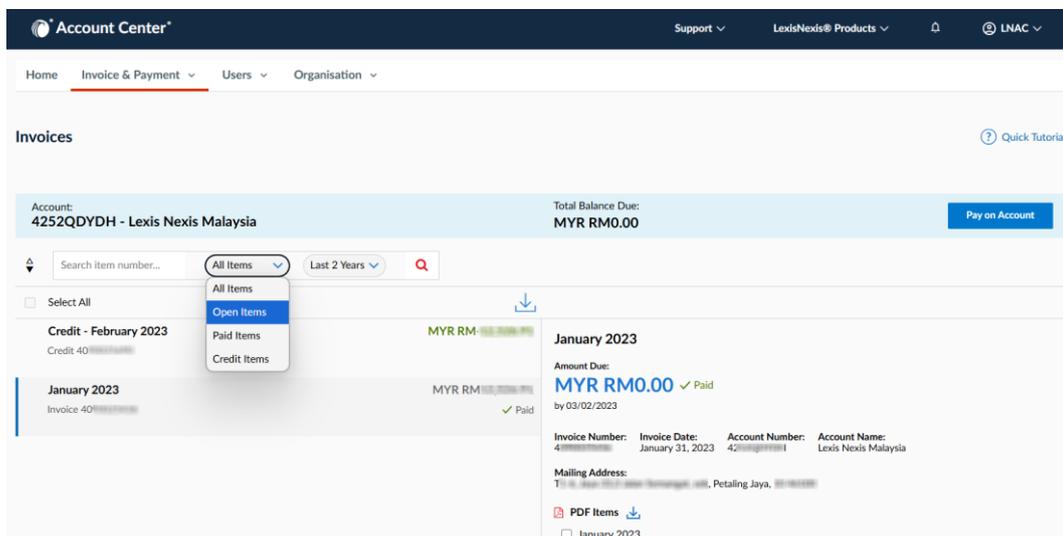
1. Click on **Invoice & Payment** and select **Invoices** from the dropdown menu.



- Users with multiple Financial Accounts have the option of selecting an **Account Number** or selecting **All Items** by using a drop-down menu option.

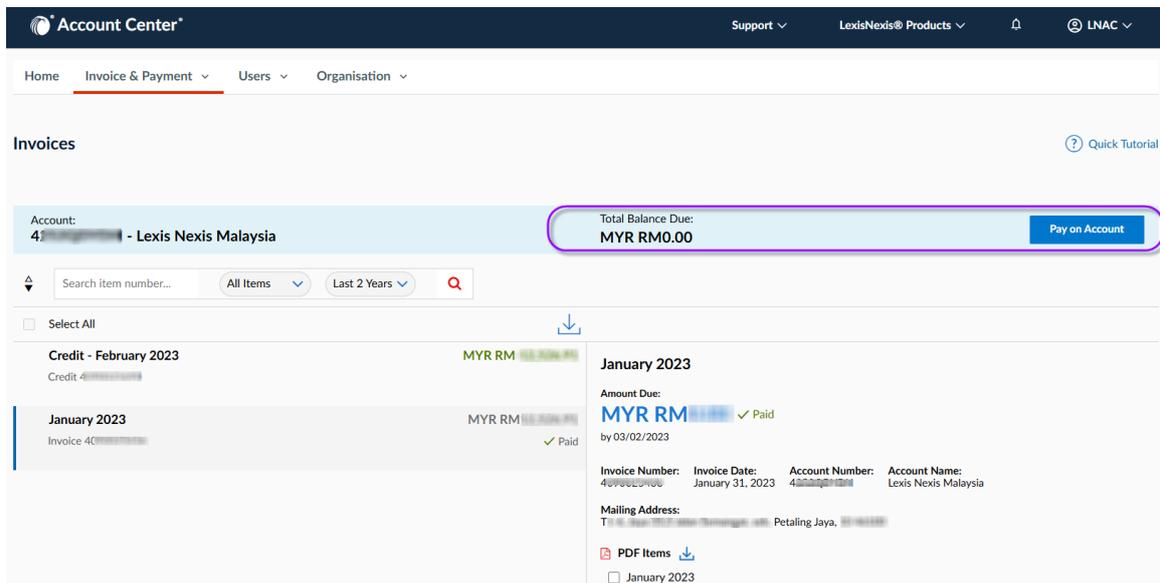


- Select Show **Open Items Only - Newest First** or Show **Open Items Only - Oldest First** to see only open invoices.

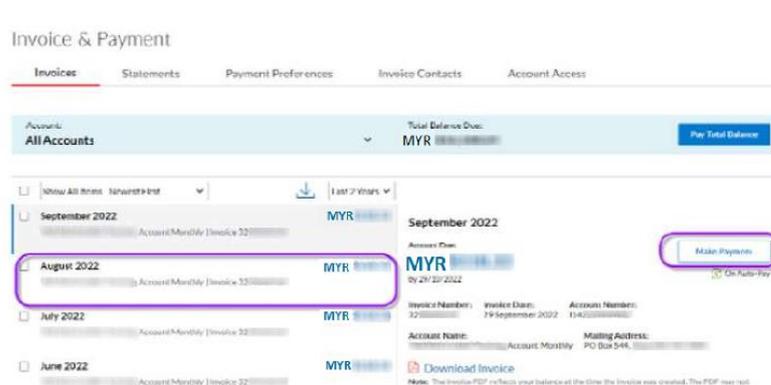


4. Do one of the following:

- Select **Pay Total Balance** to pay the entire amount owed for this account.



- Select the invoice or invoices you want to pay, and then select **Make Payment** to pay specific invoices.



Complete the payment information, keeping the following in mind:

- You can use the credit/debit card or bank account on record, or you can use a different one for this payment. If you choose to do so, you'll need to enter those account details.
- When you pay less than the balance due, LexisNexis Account Center applies the payment to the oldest invoices first and then provides an updated balance.

Click **Confirm** and **Pay**

Invoice & Payment

Invoices Statements Payment Preferences Invoice Contacts Account Access

1. Select Amount

Balance from selected invoices MYR 1,140.00

Other custom amount MYR

2. Pay Using Credit Card

Visa 0000 1234 5678 9010 Expires: 05/2022

Visa 0000 1234 5678 9010 Expires: 05/2024

The Above Card

3. Confirmation

Total Amount Being Paid MYR 1,140.00

June 2022	MYR 1,140.00
Total Due	MYR 1,140.00

Note: Payments made through LexisNexis® Account Center will reflect as LexisNexis® RELX with your provider.

Note: You receive a dialogue box with the message that your payment is being processed. You can click the Download Payment Receipt PDF link any time after processing a payment from the Invoices view to print a receipt for the payment. If more than one payment is made against an invoice, they will show together on 1 payment receipt.

Invoice & Payment

Thank you

Your payment of MYR 1,140.00 is being processed on 13/01/2022 9:19:35 PM for card ending in 1234 and will reflect in your invoice list momentarily.

June 2022	3291000000	1140000000	Account Monthly	MYR 1,140.00
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Total Payment Processed MYR 1,140.00

Note: Payments made through LexisNexis® Account Center will reflect as LexisNexis® RELX with your provider.

A payment confirmation email will also be received by the Administrator. Please refer to sample emails:

LexisNexis® Payment Processed

customersupport@lexisnexis.com

To: [Redacted]

Archive: 1/14/2023

Hi 1/14/2022 10:20 AM

Dear [Redacted],

Thank you

Your payment of MYR 1,140.00 is being processed on 13/01/2022 9:19:35 PM for card ending in 1234 and will reflect in your invoice list momentarily.

June 2022	3291000000	1140000000	Account Monthly	MYR 1,140.00
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Total Payment Processed MYR 1,140.00

Note: Payments made through LexisNexis® Account Center will reflect as LexisNexis® RELX with your provider.

If you have questions please contact LexisNexis® Customer Support at [Redacted] to talk to a representative.

Sincerely,

LexisNexis® Customer Support

END OF PROCESS