## How to pay an invoice in LNAC

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

LexisNexis® Account Cent	ter	
Sign In	Help *	
You are now signed out. Thank you for usi LexisNexis® service.	ng the	Welcome to your LexisNexis account
D		administrator portal
Password		
	SHOW	
Remember Me	Sign In	
Forgot your ID or password?		

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<sup>®</sup> 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.



	III 🔞 Lexis+ Malaysia
	What task would you like to accomplish today?
Practical Guidance	Search practice notes, templates, clauses, articles and checklists       Malaysia     AI       Feedback       Live Chat Support       Sign-In Profile
Lexis® Analytics	Y Practice Areas     Malaysia     Hong Kong     Singapore       Commercial     Corporate     Dispute Resolution     Employment
	Not in MY subscription Indonesia Commercial Indonesia Corporate

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

Account Center*			Support $\checkmark$	LexisNexis® Products $\vee$	û (NAC ∨
Home Invoice & Payment v Users v	Organisation ~				
Good Morning, LNAC					
Awaiting Your Actions	You're all caught up on your tasks			Support	it Support
Outstanding Balance MYR RM0.00 • Invoice Due (0)				e → Quick Reference View Help	(General Support) te Guide
Invoice Number Date	Account	Status	Billed Amount		
4090025436 01/31/2023	Lexis Nexis Malaysia	Paid	MYR RM12,526.91	Training Reso	ources
Current Subscription View your plan →	Add New Users 98 Active Users Add New →	Paym	ent Preferences w Payment Preferences →	Learn how to u at its best. Quick Tutorial	se LexisNexis Account Center

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



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

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

Count Center*	Support 🗸 LexisNexis® Products 🗸 🗘 🕘 LNAC 🗸
Home Invoice & Payment v Users v Organisation v	
Invoices	⑦ Quick Tutoria
Account: 41 - Lexis Nexis Malaysia	Total Balance Due: MYR RM0.00 Pay on Account
Select All	
Credit - February 2023 MYR RM 10 199 P	January 2023
Credit 4	Amount Due:
January 2023 MYR RM	MYR RM         ✓ Paid           by 03/02/2023         ✓
invoice 40 V Paid	Invoice Number: Invoice Date: Account Number: Account Name:
	4000000 January 31, 2023 410000 Lexis Nexis Malaysia
	Mailing Address: T Petaling Jaya,
	PDF Items
	January 2023

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

Account Center*					Support $\vee$	LexisNexis® Products ∨	۵	$\odot$ lnac $\sim$
Home Invoice & Payment ~	Users 🗸 🤇	Drganisation 🗸						
Invoices								? Quick Tutorial
Account: 4252QDYDH - Lexis Nexis I	Malaysia			Total Balance Due: MYR RM0.00				Pay on Account
Search item number	All Items V	Last 2 Years 🗸	Q					
Select All	All Items Open Items		.↓					
Credit - February 2023 Credit 40	Paid Items Credit Items		MYR RM-	January 2023 Amount Due:				
January 2023 Invoice 40 <sup>4</sup>			MYR RM	MYR RM0.0 by 03/02/2023	🔵 🗸 Paid			
				Invoice Number: Invoi 4 Januar Mailing Address:	ce Date: Acco ary 31, 2023 42	unt Number: Account Name: I Lexis Nexis Malaysia		
				T PDF Items	Petaling	Jaya, 🚥 🖬 🚥		
				January 2023				



## 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.

Invoices Stat	ements	Payment Preference	is in	voice Contacts	Account Access	
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Now All Bons Newest	en v	<u>4</u>	Last 2 Venes V			
September 2022	lcoarritMandbly []ma	ice 32	MYR	September 2022		
August 2022	iccount Manthly Jime	n e 12	MYR 1	MYR ey zw zw zwzaz		S On Aut
July 2022	copatel Mandbilly (Ten	A # 22	MYR	annoice Namber, invoi 32 July 1956 Account Name.	ce Dave: Account Number optensiver 2022 11-42 Mailing Act	n.
hum 2022			MYR	C Characteria	Account Monthly PO Box 544,	Manager and Providence

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

Invoices Statements Pa	yment Preferences	Invoice Contacts Account Access	
. Select Amount		Total Amount Being Puld	
<ul> <li>Balance from selected invoices</li> </ul>	MYR		
O Other custom amount	MYR	June 2022	MYR
		TotalDue	MYR
2. Pay Using Credit Card			
O ma 290 Espires	01/2022		
240 Expires	05/2024		
Die Anotter Care			
3. Confirmation			
Contraction Court	-		
Content and Pay			

**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.

hank you			
our prepriorit of MYR Baseding p	reaction 15401/0623 9-11	25 PMR a card criding in 2740 and 1	will reflect in your invoice int momentarity
June 2022 22	0.42	Acco	Norshiy MYR
Total Payment Processed			MYR

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



## **END OF PROCESS**

