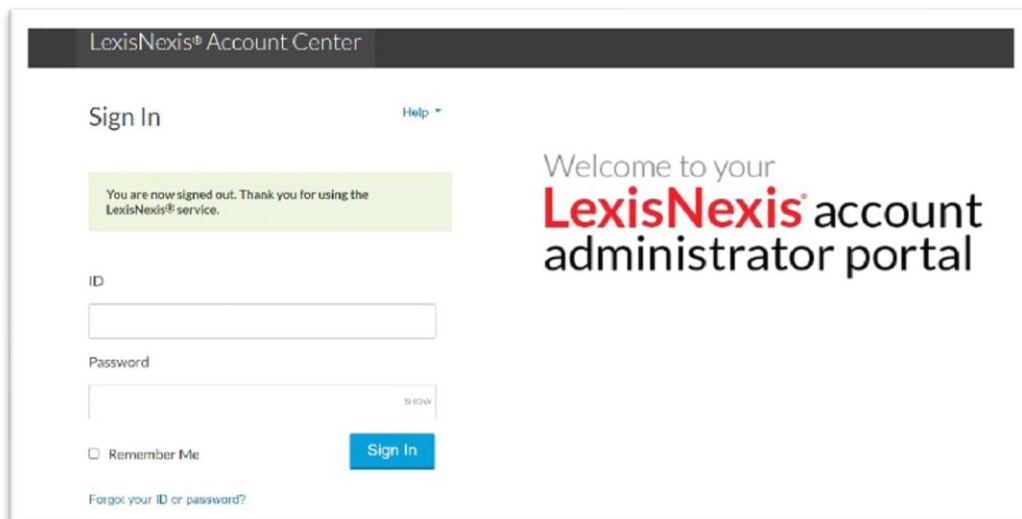


| How to view invoice and payment history

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

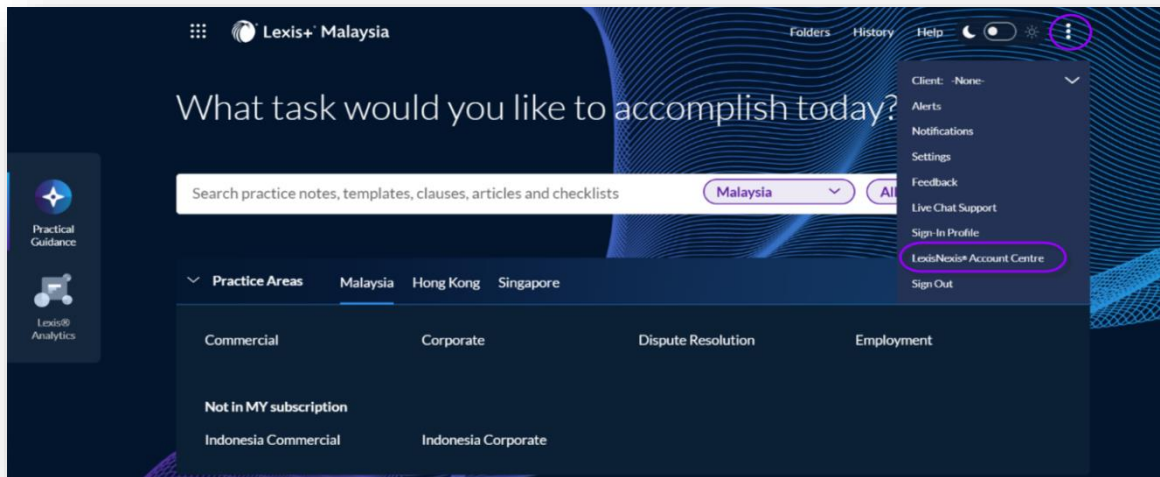
Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

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

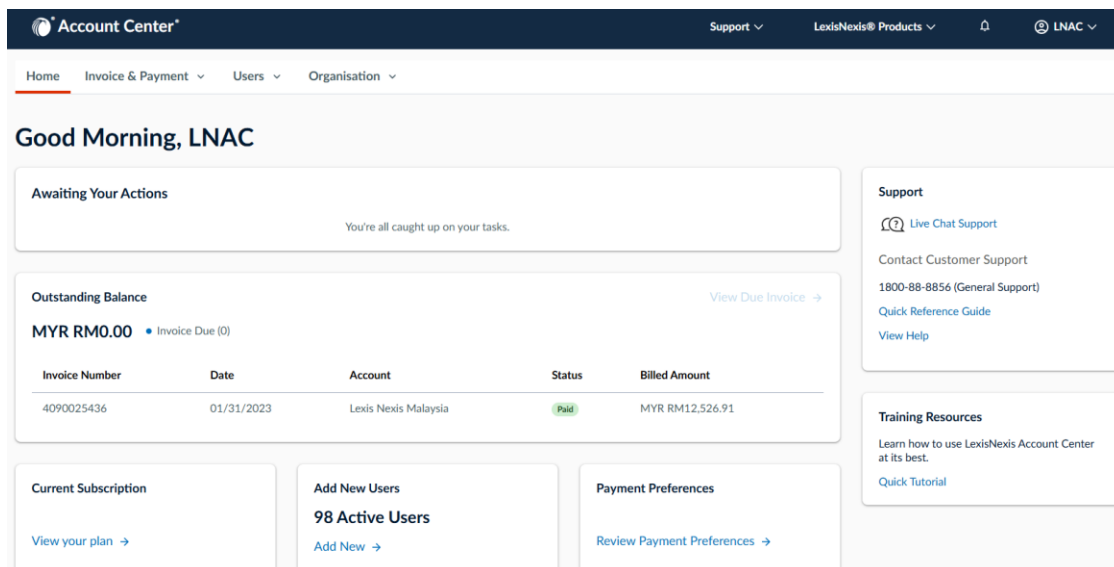
The screenshot shows the LexisNexis Account Center login interface. At the top, there is a dark header with the text "LexisNexis® Account Center". Below the header, the page is divided into two main sections. On the left, there is a "Sign In" section with a "Help" link. It includes a green message box stating "You are now signed out. Thank you for using the LexisNexis® service." Below this, there are input fields for "ID" and "Password". The password field has a "SHOW" link next to it. There is a "Remember Me" checkbox and a blue "Sign In" button. At the bottom of the sign-in section, there is a link that says "Forgot your ID or password?". On the right side of the page, there is 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.

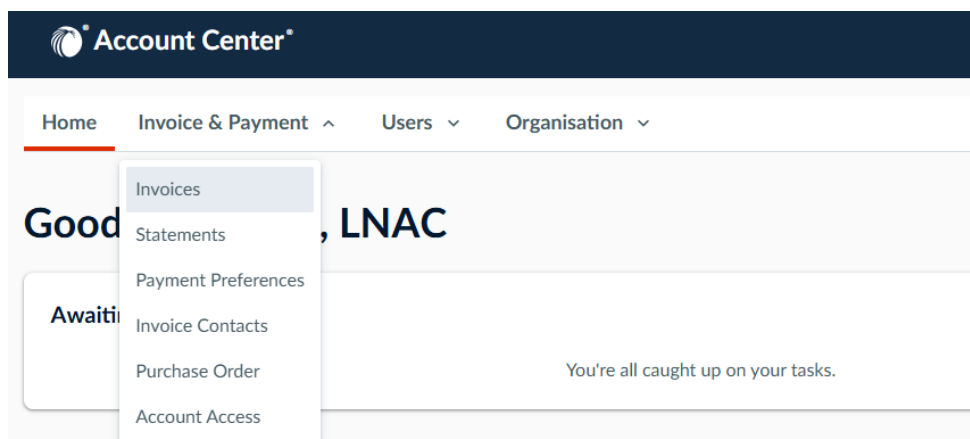
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



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



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



- In the Invoices tab, click the Download Invoice and Payment History icon, which 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

	Account Number	Account Name	Date	Item Status	Type	Item Number	Due Date	Currency	Total Amount Due	Original Item Amount	Payment Amount	Payment Date
1	13/3/2023 6:06:41 AM											
2	42	Malaysia	06 Feb 2023	Closed		4C	08 Mar 2023	MYR	RM	RV		
3	42	Malaysia	31 Jan 2023	Closed		4C	02 Mar 2023	MYR	RM	RV		
4	42	Malaysia	06 Oct 2021	Closed		4C	05 Nov 2021	MYR	RM	RV		
5	42	Malaysia	30 Sep 2021	Closed		4C	30 Oct 2021	MYR	RM	RV		
6	42	Malaysia	25 Aug 2021	Closed		4C	24 Sep 2021	MYR	RM	RV		
7	42	Malaysia	29 Jun 2021	Closed		4C	29 Jul 2021	MYR	RM	RV		

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 customers have 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