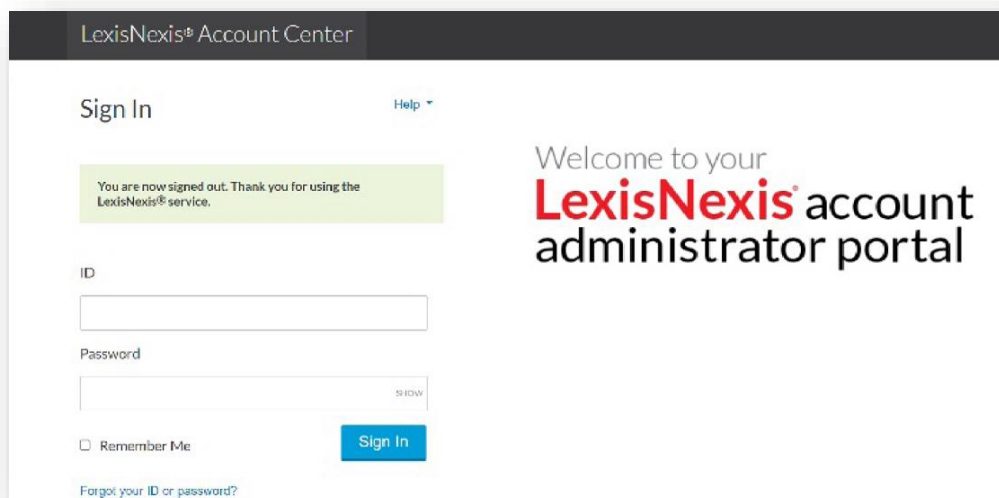


How to add a new user in LNAC

The LexisNexis® Account Center (LNAC) tool allows Administrators to create users within the same application. The information in this article applies to the following LexisNexis® products and services: Lexis®, Lexis Advance® Quicklaw®, and Lexis+™.

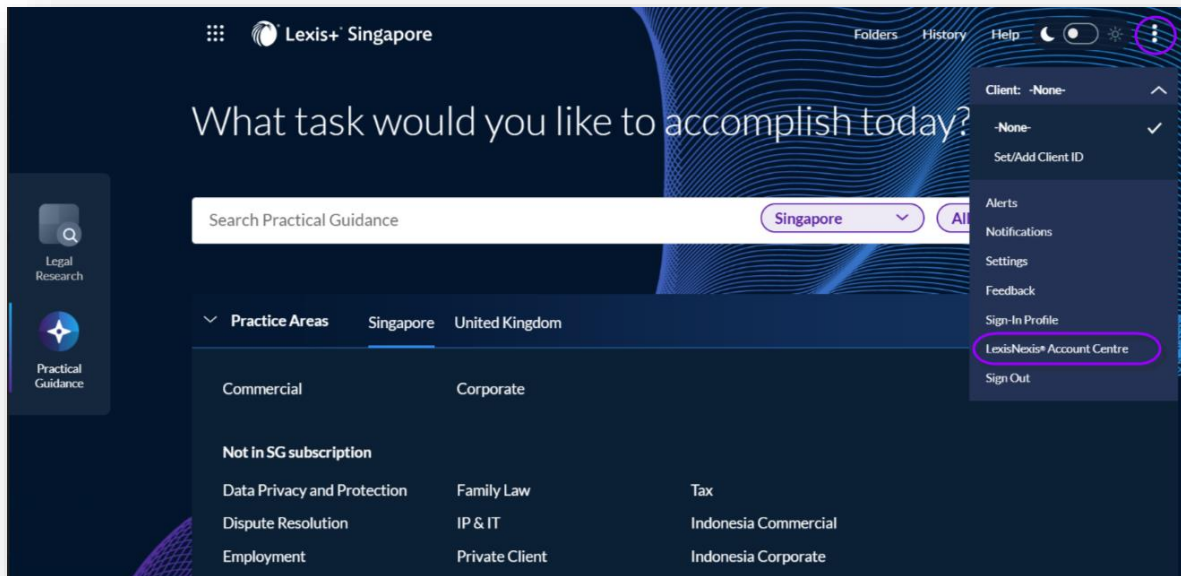
Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

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, a dark header bar contains the text "LexisNexis® Account Center". Below this, the page is divided into two main sections. On the left, there is a "Sign In" section with a "Help" link. A green message box states: "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" button to its right. There is a "Remember Me" checkbox and a blue "Sign In" button. At the bottom of the sign-in section, a link reads "Forgot your ID or password?". On the right side of the page, a large text area says "Welcome to your LexisNexis® account administrator portal".

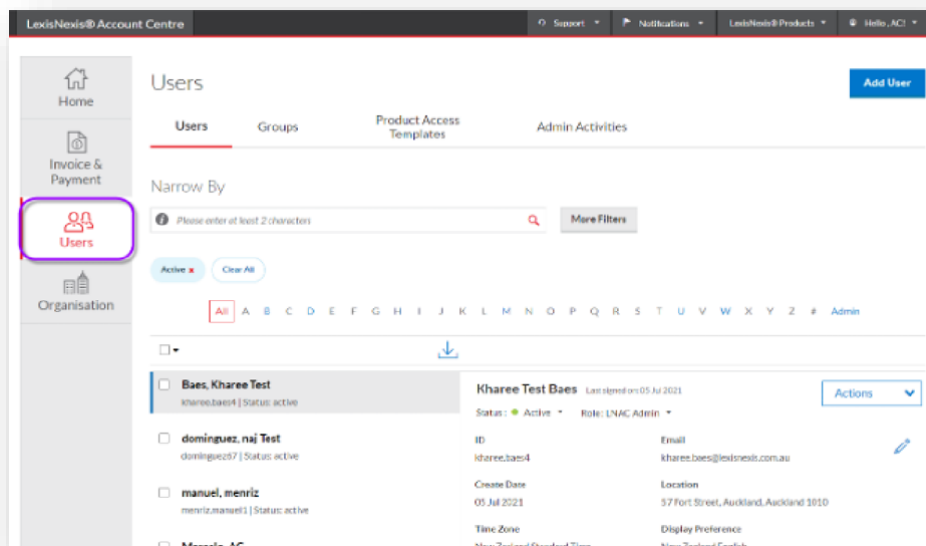
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click 3 dots in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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

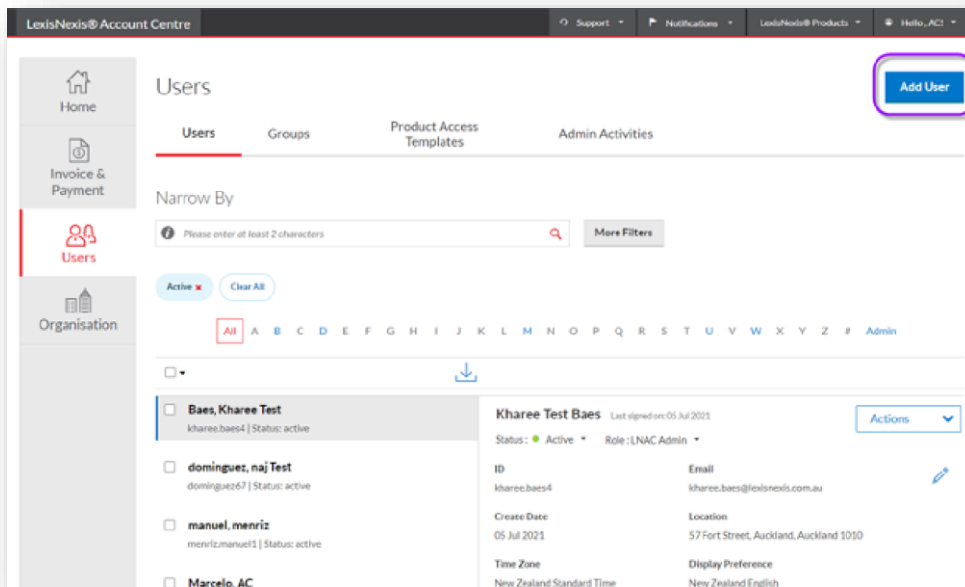


** Once logged in, take the following steps to create a new user:

1. Select **Users** from the left side of the page.

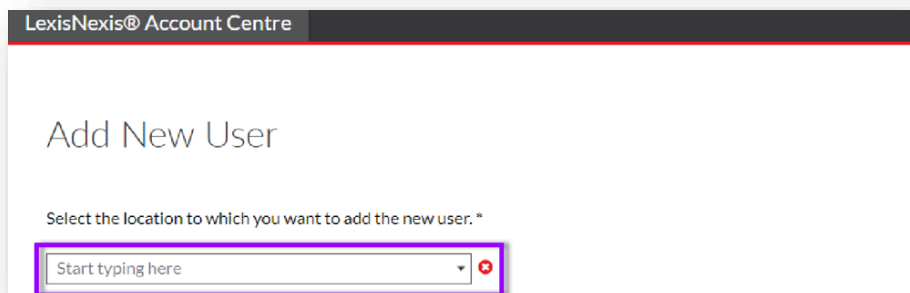


2. Select **Add User**.



3. In the Add User Page, proceed to follow below steps:

I. Click the drop-down for Select the location you want to add the new user to.



II. Enter the following information:

- Mandatory fields with asterisks

First Name

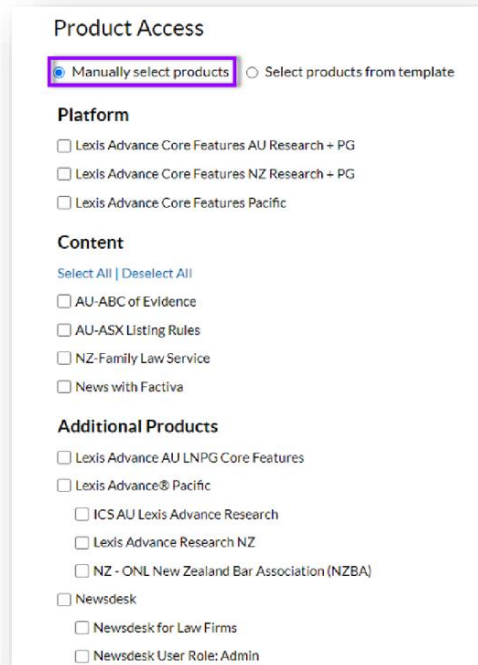
Last Name

Email Address

First Name *	Middle Name	Last Name *	Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

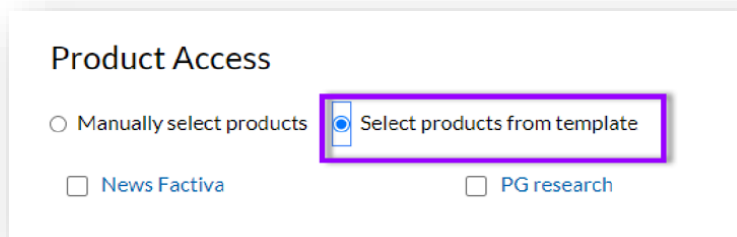
III. Select one of the following options to identify the products the user will be authorized to use.

- Manually selected products - Select the checkbox for each user-authorized product



The screenshot shows the 'Product Access' form. At the top, there are two radio buttons: 'Manually select products' (which is selected and highlighted with a red box) and 'Select products from template'. Below this, the form is divided into three sections: 'Platform', 'Content', and 'Additional Products'. Each section contains a list of products with checkboxes next to them. In the 'Platform' section, there are three items: 'Lexis Advance Core Features AU Research + PG', 'Lexis Advance Core Features NZ Research + PG', and 'Lexis Advance Core Features Pacific'. In the 'Content' section, there are four items: 'AU-ABC of Evidence', 'AU-ASX Listing Rules', 'NZ-Family Law Service', and 'News with Factiva'. In the 'Additional Products' section, there are seven items: 'Lexis Advance AU LNPG Core Features', 'Lexis Advance® Pacific', 'ICS AU Lexis Advance Research', 'Lexis Advance Research NZ', 'NZ - ONL New Zealand Bar Association (NZBA)', 'Newsdesk', and 'Newsdesk for Law Firms'. The 'Newsdesk User Role: Admin' checkbox is also present at the bottom.

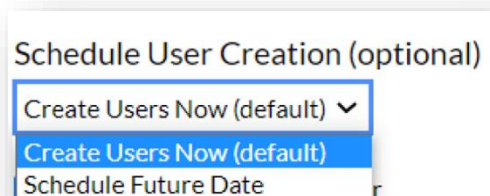
- Select products from template - Select the checkbox for each template that includes the user-authorized products.



The screenshot shows the 'Product Access' form. At the top, there are two radio buttons: 'Manually select products' and 'Select products from template' (which is selected and highlighted with a red box). Below this, there are two checkboxes: 'News Factiva' and 'PG research'.

IV. Complete the **Schedule User Creation**:

- Create Users now (default)



The screenshot shows the 'Schedule User Creation (optional)' dropdown menu. The menu is open, showing three options: 'Create Users Now (default)' (which is highlighted in blue), 'Create Users Now (default)', and 'Schedule Future Date'.

- Schedule Future Date

Schedule User Creation (optional)

Schedule Future Date ▼

Create Users on Future Date

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V. Select one or both ID options:

- Email ID and Password to user - Sends the user's ID and password to the end user.
- Send user ID and Password to me - Sends the user's ID and password to you.

☒ Email ID and Password to user

☐ Send user ID and password to me

VI. **Schedule User Suspension/Deletion** is an optional step should you wish to specify a specific date for a user to be deleted or suspended. Select the default option "Do Not Specify" if there's no need to delete or suspend the user.

- Delete

Schedule User Suspension/Deletion (optional)

Delete ▼

Deletion Date

- Do Not Specify (Default)

Schedule User Suspension/Deletion (optional)

Do not specify ▼

- Suspension

Schedule User Suspension/Deletion (optional)

Suspend

Suspension Date

VII. Select **Submit**.

Submit Cancel

VIII. Select one of the following options on the confirmation page:

- Download User Information
- Send User ID and Password to me
- Back to User List
- Back to Add User page

LexisNexis® Account Centre

Support Notifications LexisNexis® Products Hello, AC1

✓ created 1 of 1 users

Name:	test3, test3A created ✓
Email:	amr@lexisnexis.com
User ID:	test3test312
Temporary Password:	W@nd@r7m

Add as admin

[Back to User List](#) [Back to Add User](#) [Download User Information](#) [Send user ID and password to me](#)

END OF PROCESS