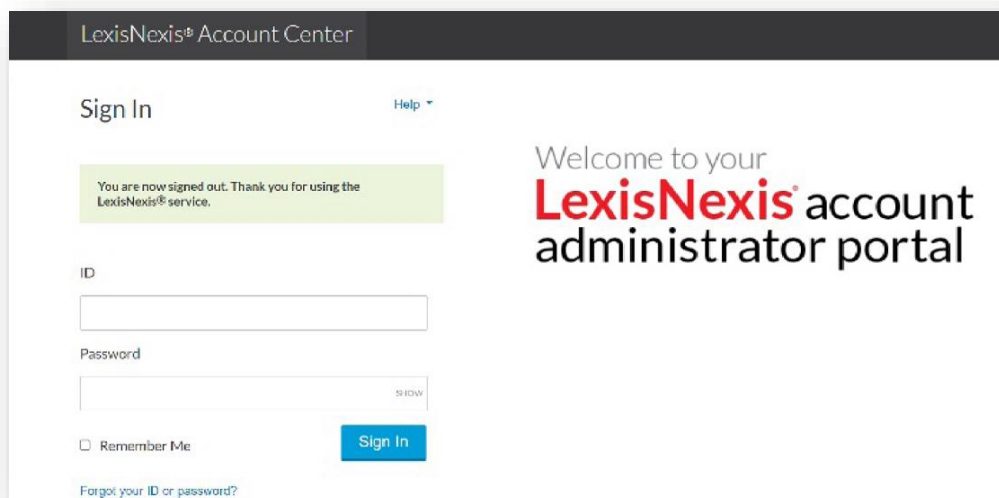# How to add a new user in LNAC

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


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
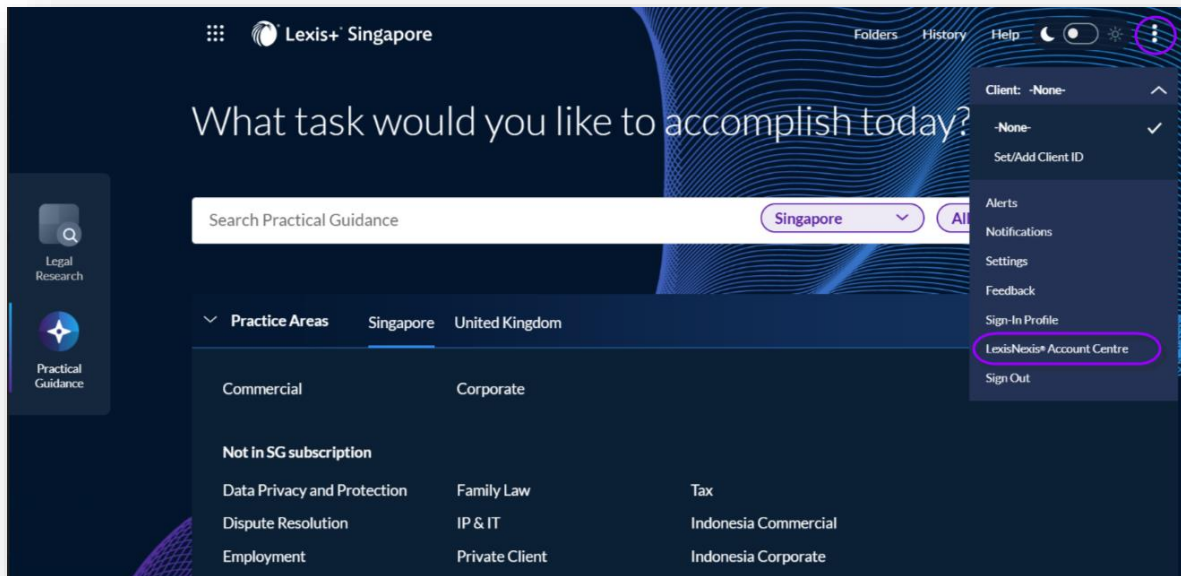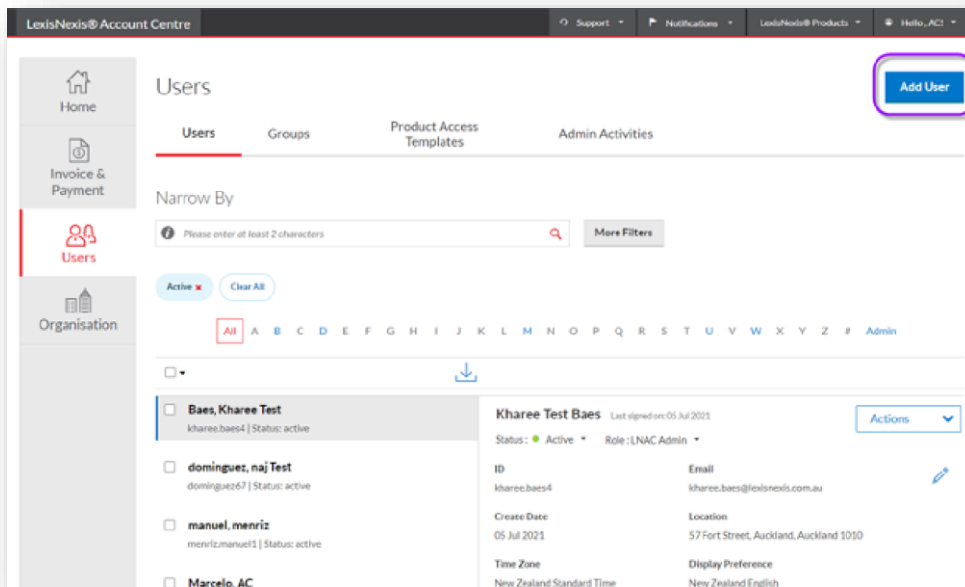

** Once logged in, take the following steps to create a new user:

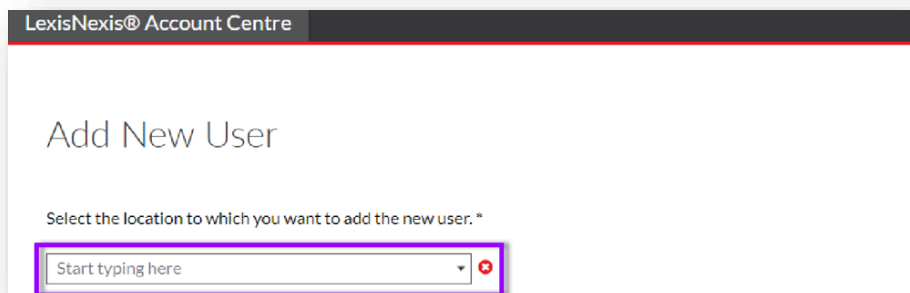1. Select **Users** from the left side of the page.
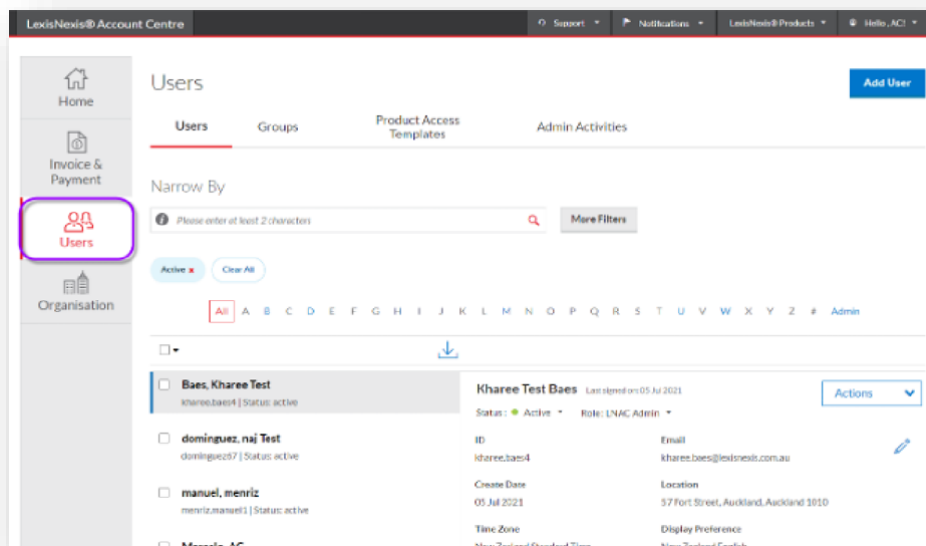
2. Select **Add User**.

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
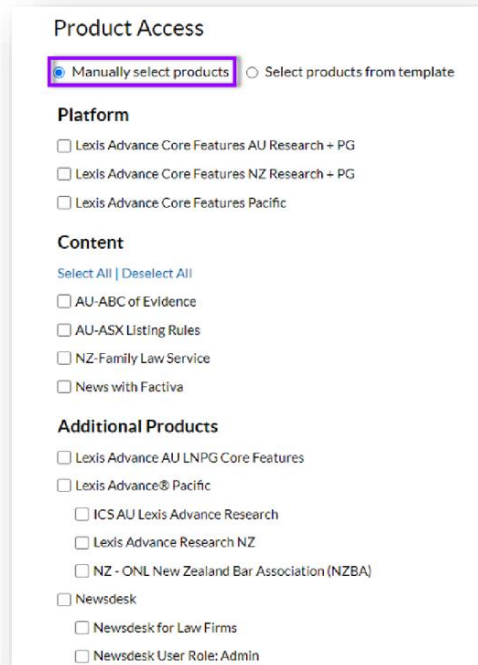   First Name
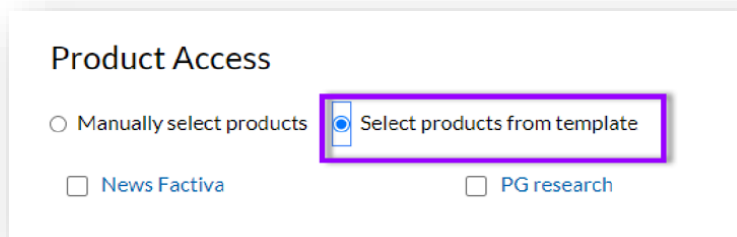   Last Name
      Email Address

III. Select one of the following options to identify the products the user will be authorized to use.
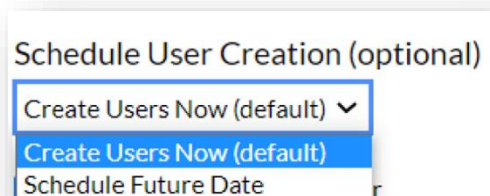 - Manually selected products - Select the checkbox for each user-authorized product

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

IV. Complete the **Schedule User Creation**:
  - Create Users now (default)

- 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

VII. Select **Submit**.

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

END OF PROCESS