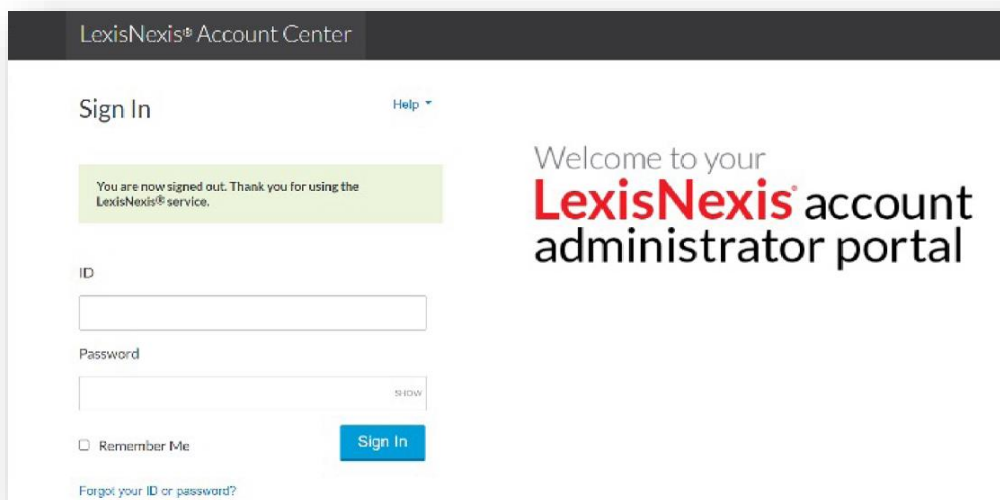


How to add a new user in LNAC

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+™.

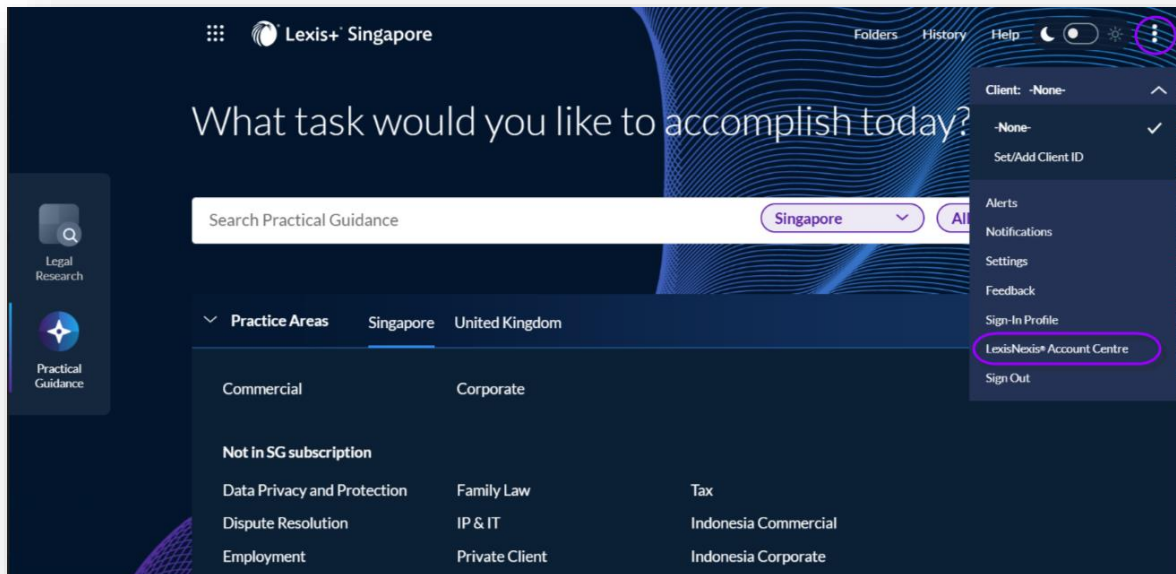
Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

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

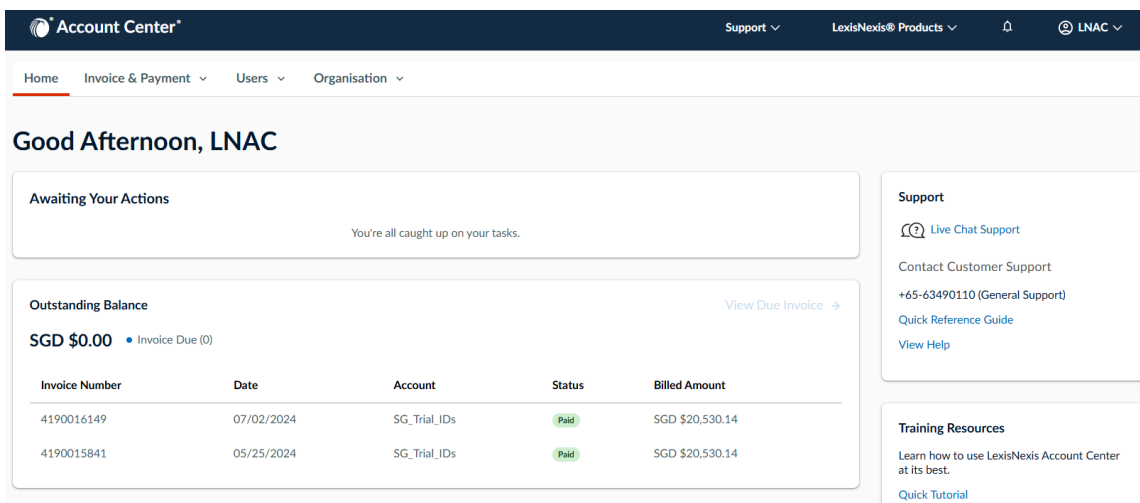
The screenshot shows the LexisNexis Account Center sign-in interface. At the top, a dark header bar contains the text "LexisNexis® Account Center". Below this, the page is divided into two main sections. On the left, there is a "Sign In" section with a "Help" link. A green message box states: "You are 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.

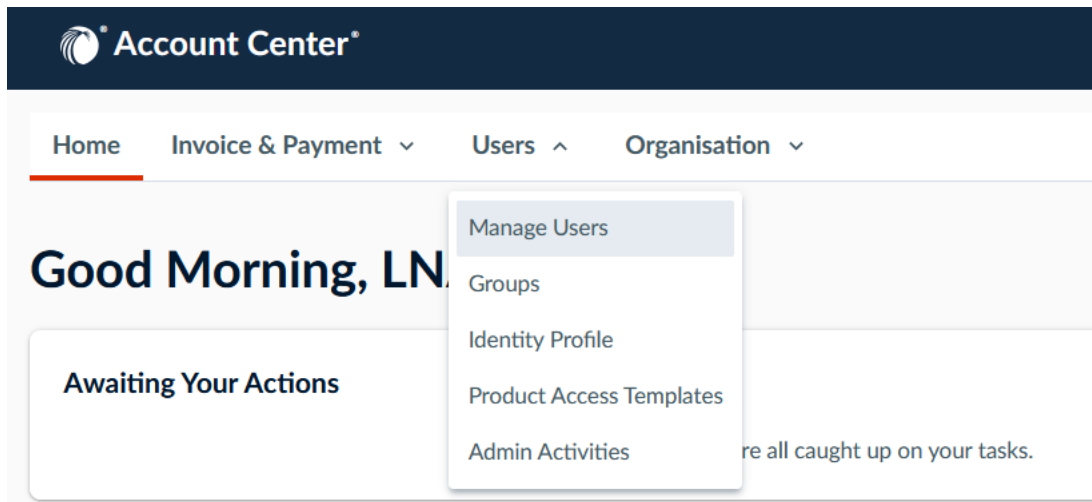
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



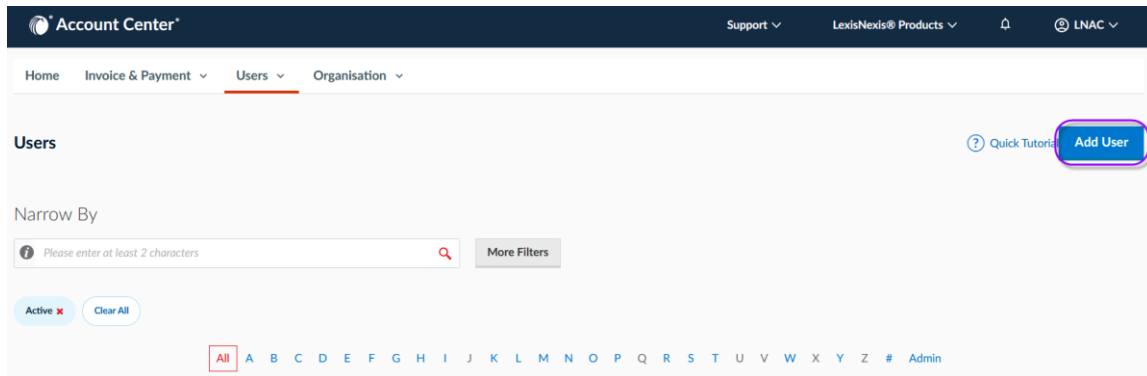
****** Once logged in, take the following steps to create a new user:



1. Click on **Users** and select **Manage Users** from the dropdown menu.

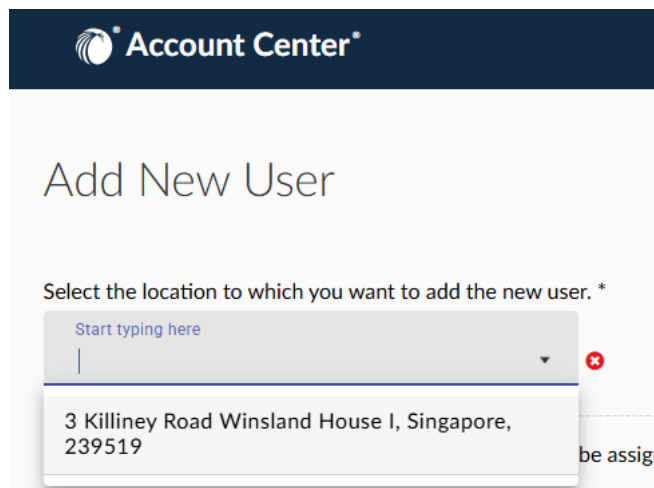


2. Click **Add User** on the right.



3. In the Add User Page, proceed to follow 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 *	Timekeeper ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add More Users				

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

Product Access

☒ Manually select products ☐ Select products from template

Platform

☐ Lexis Advance Core Features AU Research + PG
☐ Lexis Advance Core Features NZ Research + PG
☐ Lexis Advance Core Features Pacific

Content

[Select All](#) | [Deselect All](#)

☐ AU-ABC of Evidence
☐ AU-ASX Listing Rules
☐ NZ-Family Law Service
☐ News with Factiva

Additional Products

☐ 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
☐ Newsdesk for Law Firms
☐ Newsdesk User Role: Admin

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

Product Access

☐ Manually select products ☒ Select products from template

☐ News Factiva ☐ PG research

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

- Create Users now (default)

Schedule User Creation (optional)

Create Users Now (default) ▾

Create Users Now (default)


Schedule Future Date

- Schedule Future Date

Schedule User Creation (optional)

Schedule Future Date ▾

Create Users on Future Date

6/1/2025 

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

6/10/2025 

- Do Not Specify (Default)

Schedule User Suspension/Deletion (optional)

Do not specify ▾

- Suspension

Schedule User Suspension/Deletion (optional)

Suspend

Suspension Date

6/10/2025

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

Account Center

Support LexisNexis® Products LNAC

created 1 of 1 users

Name: Wendy Huang, LNAC Test 0526

Email: [REDACTED]

User ID: wendyhuang7

Temporary Password: [REDACTED]

Add as admin

Back to User List Back to Add User

Download User Information Send user ID and password to me

END OF PROCESS