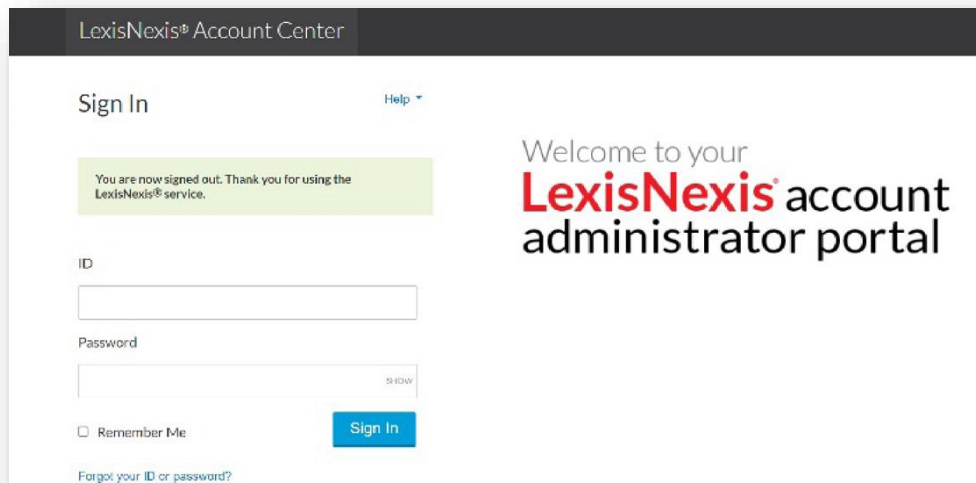


How to download an invoice PDF copy

The LexisNexis® Account Center tool allows Administrators and Invoice Contacts the ability to retrieve a copy of an invoice.

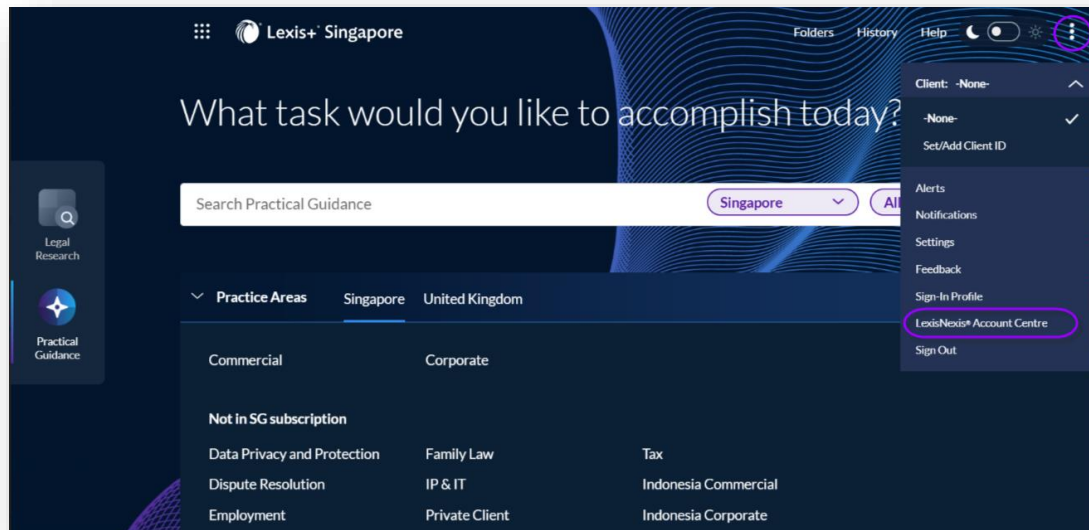
Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

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

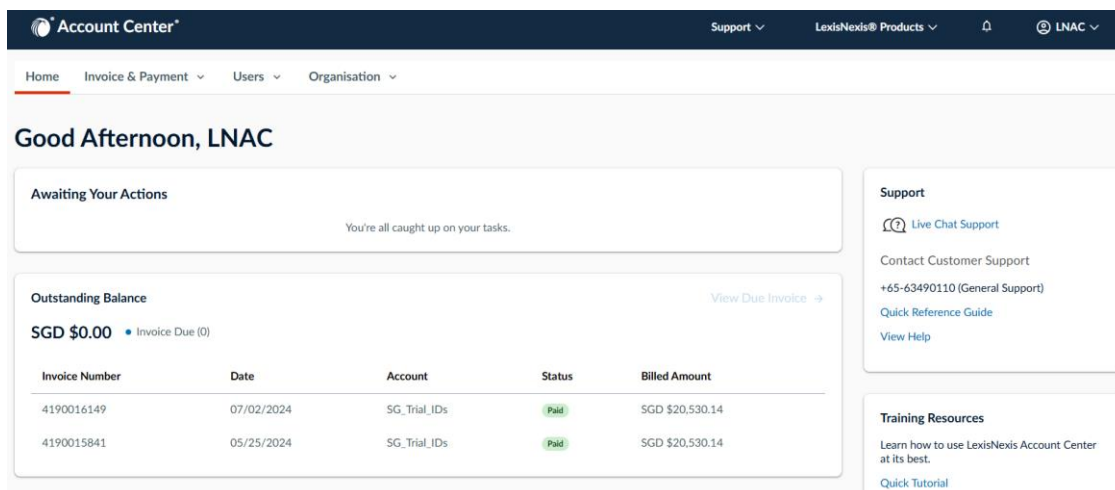
A screenshot of the LexisNexis Account Center sign-in page. The page has a dark header with the text "LexisNexis® Account Center". Below the header, the main content area is white. On the left, there is a "Sign In" section with a "Help" link. A green message box states "You are now signed out. Thank you for using the LexisNexis® service." Below this, there are input fields for "ID" and "Password". A "Remember Me" checkbox is present, along with a "Sign In" button. A link for "Forgot your ID or password?" is at the bottom left. On the right, a welcome message reads "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.

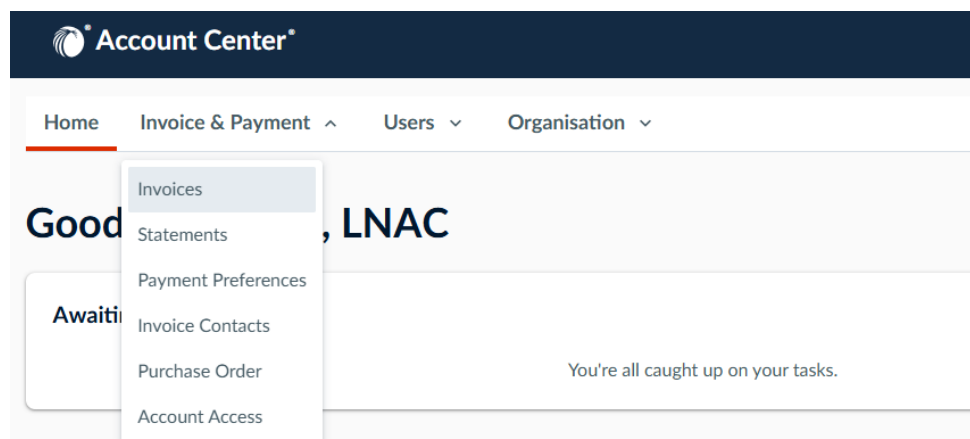
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



** Once logged in, take the following steps to download an invoice



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



Note: If account has multiple Financial Accounts (FA), the user can choose from the Account drop down menu the appropriate FA and download the invoice from there.

2. In the Invoices tab, click on the Invoice you want to download:

The screenshot shows the 'Account Center' interface. The 'Invoices' tab is active. The account is '4190015841 - SG_Trial_IDs'. The total balance due is 'SGD \$0.00'. A search bar is present. The invoice list shows three items: 'Credit - July 2024', 'Credit - June 2024', and 'May 2024'. The 'July 2024' invoice is highlighted with a purple box. The 'Download PDF Items' icon is also highlighted with a purple box.

3. Locate and click the **Download PDF Items** icon for that invoice; it will automatically download into a PDF file.

The screenshot shows the 'Account Center' interface. The 'Invoices' tab is active. The account is '4190015841 - SG_Trial_IDs'. The total balance due is 'SGD \$0.00'. A search bar is present. The invoice list shows three items: 'Credit - July 2024', 'Credit - June 2024', and 'May 2024'. The 'July 2024' invoice is highlighted with a purple box. The 'Download PDF Items' icon is also highlighted with a purple box.

END OF PROCESS