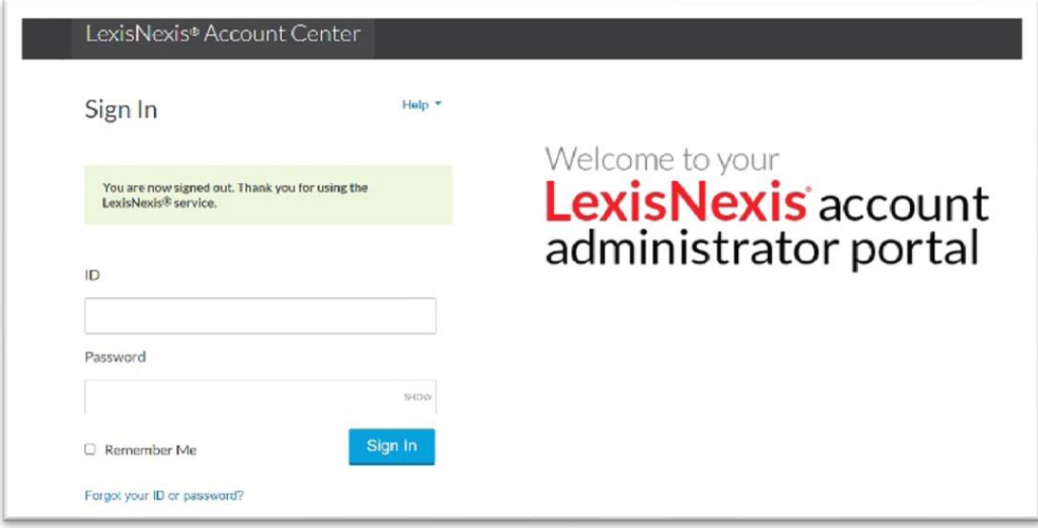# How to pay an invoice in LNAC

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

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.
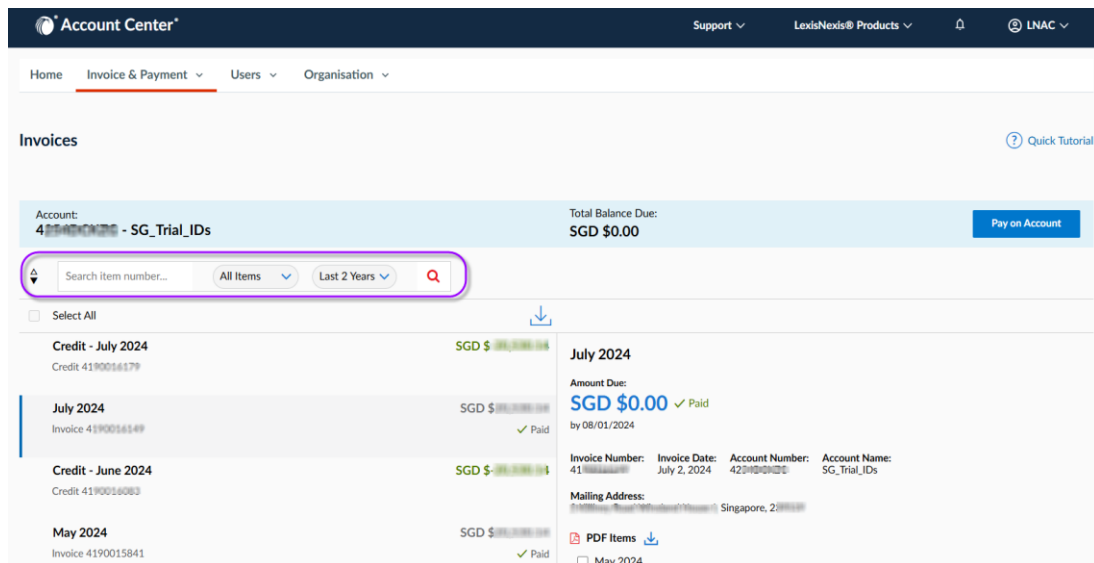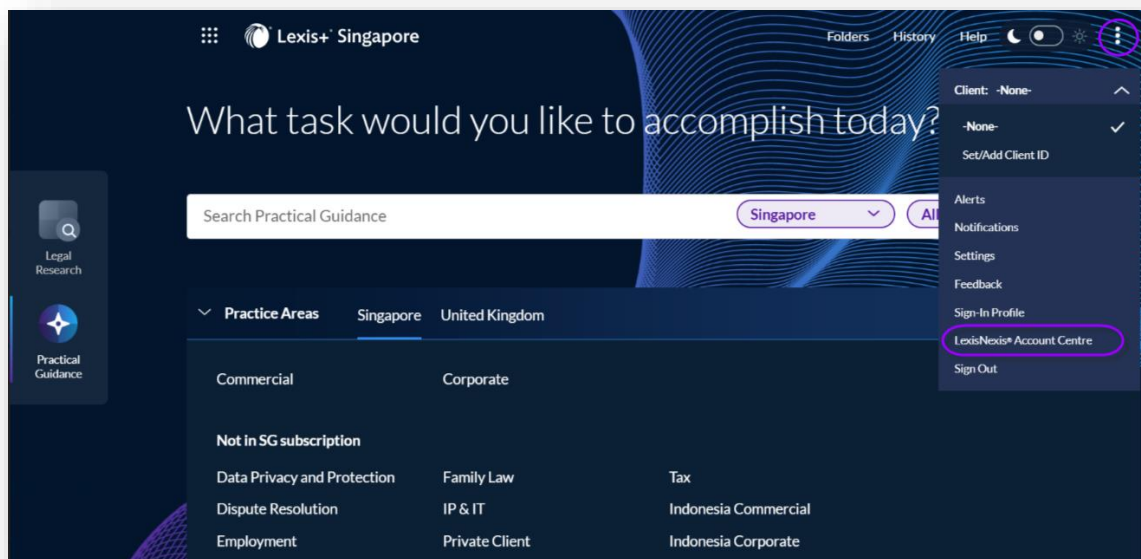
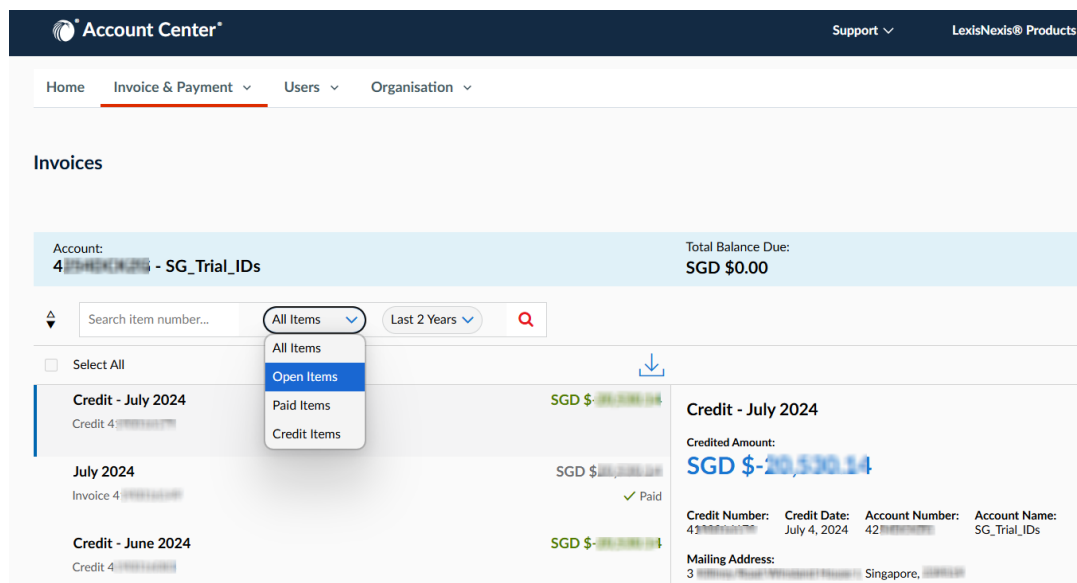** Once logged in, take the following steps to download an invoice
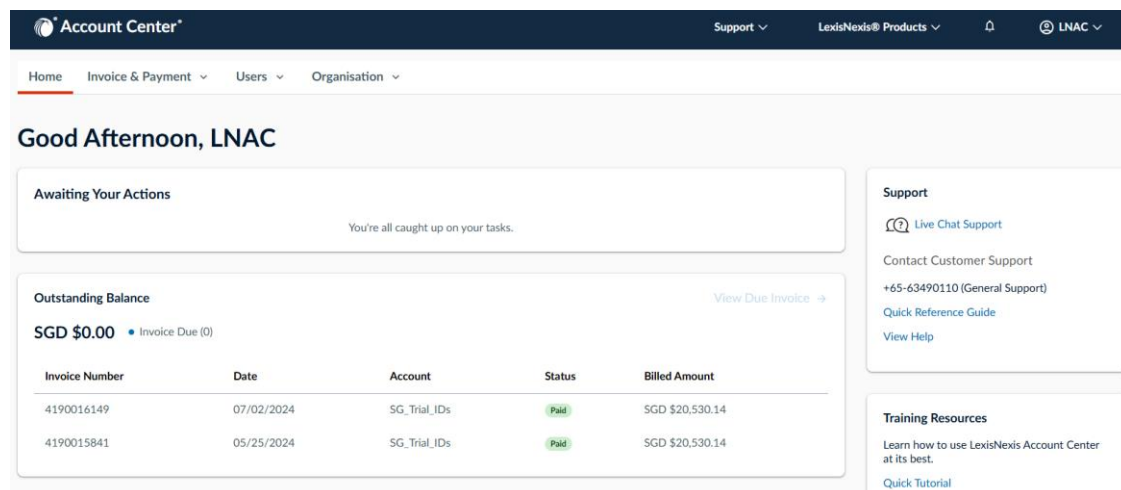
1. Click on **Invoice & Payment** and select **Invoices** from the dropdown menu.
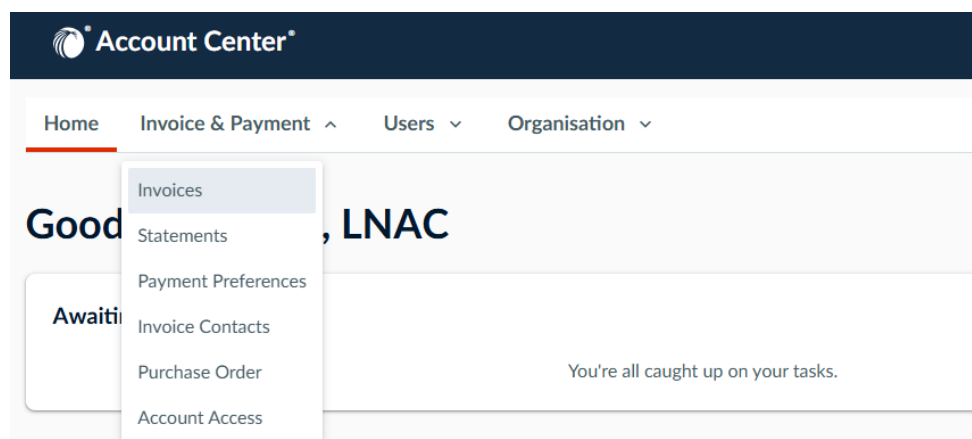
2. Users with multiple Financial Accounts have the option of selecting an **Account Number** or selecting **All Items** by using a drop-down menu option.

3. Select Show **Open Items** Only - Newest First or Show **Open Items** Only - Oldest First to see only open invoices.

4. Do one of the following:
   - Select **Pay Total Balance** to pay the entire amount owed for this account.

- Select the invoice or invoices you want to pay, and then select **Make Payment** to pay specific invoices.

Complete the payment information, keeping the following in mind:

- You can use the credit/debit card or bank account on record, or you can use a different one for this payment. If you choose to do so, you'll need to enter those account details.

- When you pay less than the balance due, LexisNexis Account Center applies the payment to the oldest invoices first and then provides an updated balance

Click **Confirm** and **Pay**

Note: You receive a dialogue box with the message that your payment is being processed. You can click the Download Payment Receipt PDF link any time after processing a payment from the Invoices view to print a receipt for the payment. If more than one payment is made against an invoice, they will show together on 1 payment receipt.

A payment confirmation email will also be received by the Administrator. Please refer to sample emails:

END OF PROCESS