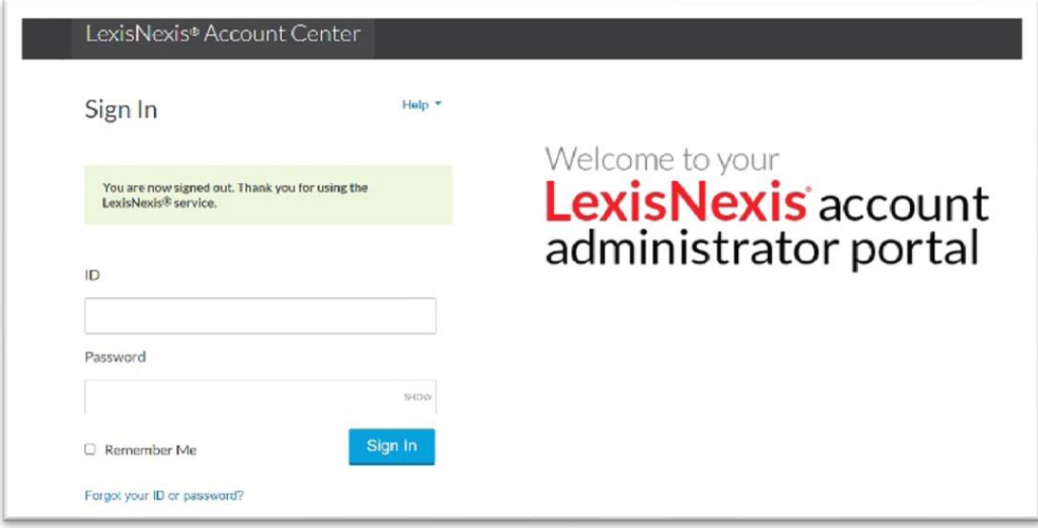


# How to pay an invoice in LNAC

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

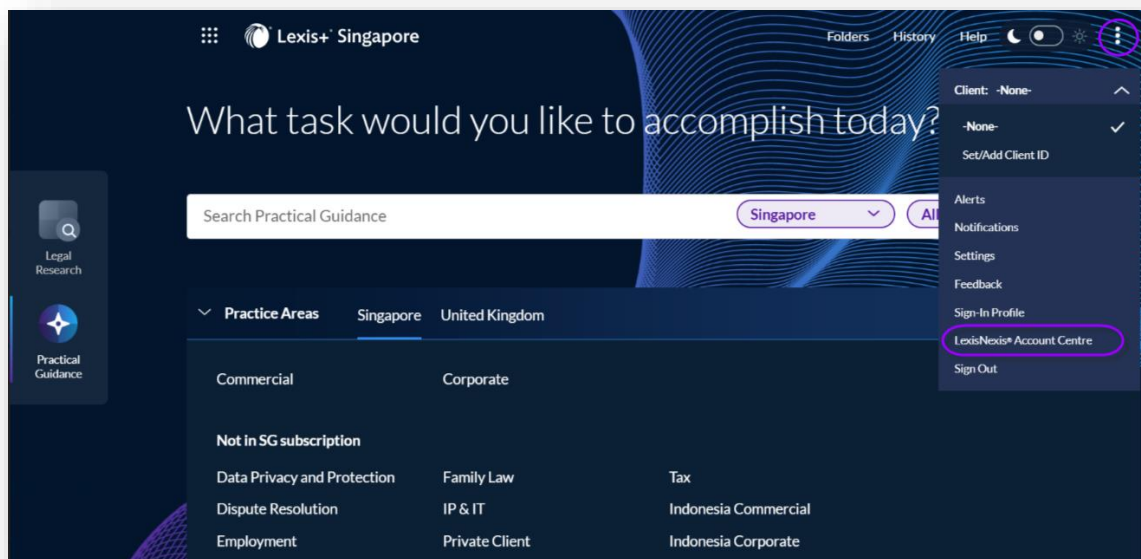
Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

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

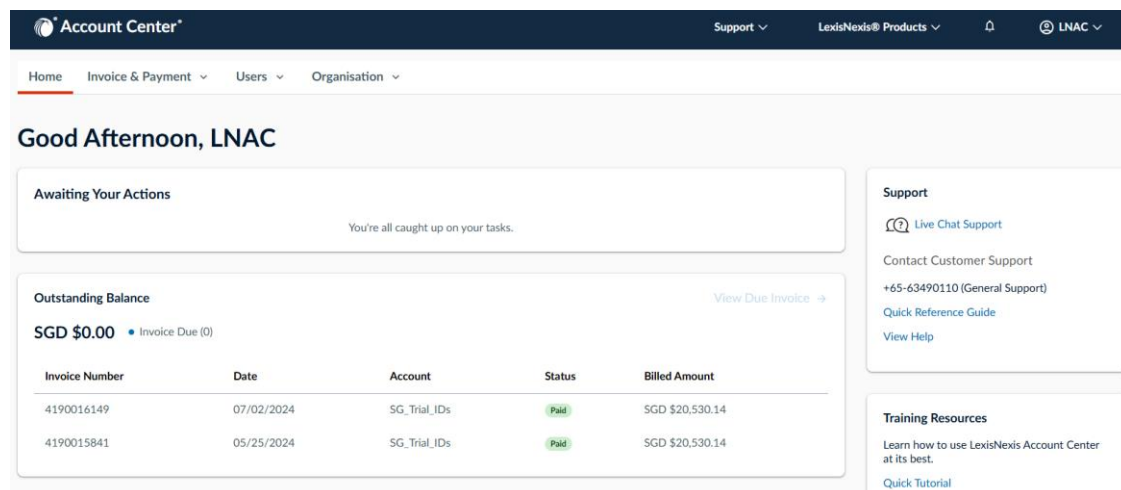
The screenshot shows the LexisNexis Account Center sign-in interface. At the top, there is a dark header with the text "LexisNexis® Account Center". Below the header, the page is divided into two main sections. On the left, there is a "Sign In" section with a "Help" link. It includes a message: "You 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 next to it. There is a "Remember Me" checkbox and a blue "Sign In" button. At the bottom of this section, there is a link: "Forgot your ID or password?". On the right side of the page, there is a large text area that 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 More in the upper right corner on the Lexis service.
  - II. Select LexisNexis® Account Center.
  - III. Enter your Lexis ID and password if prompted.

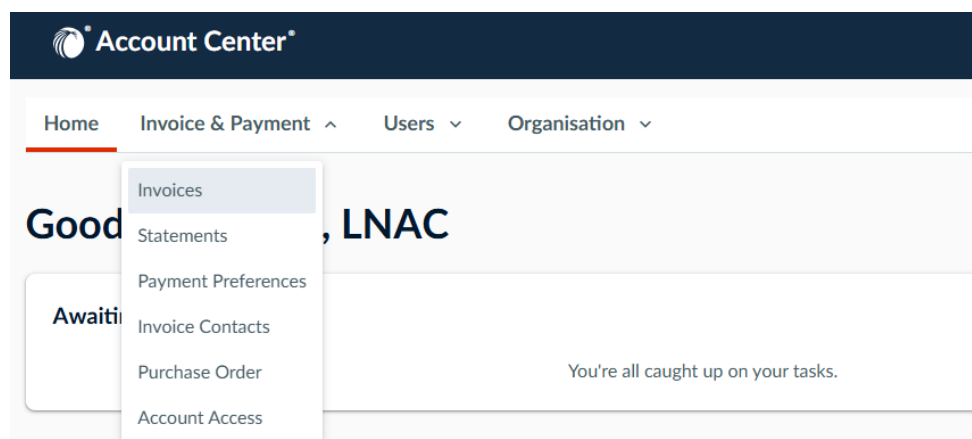
**Note:** If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator.



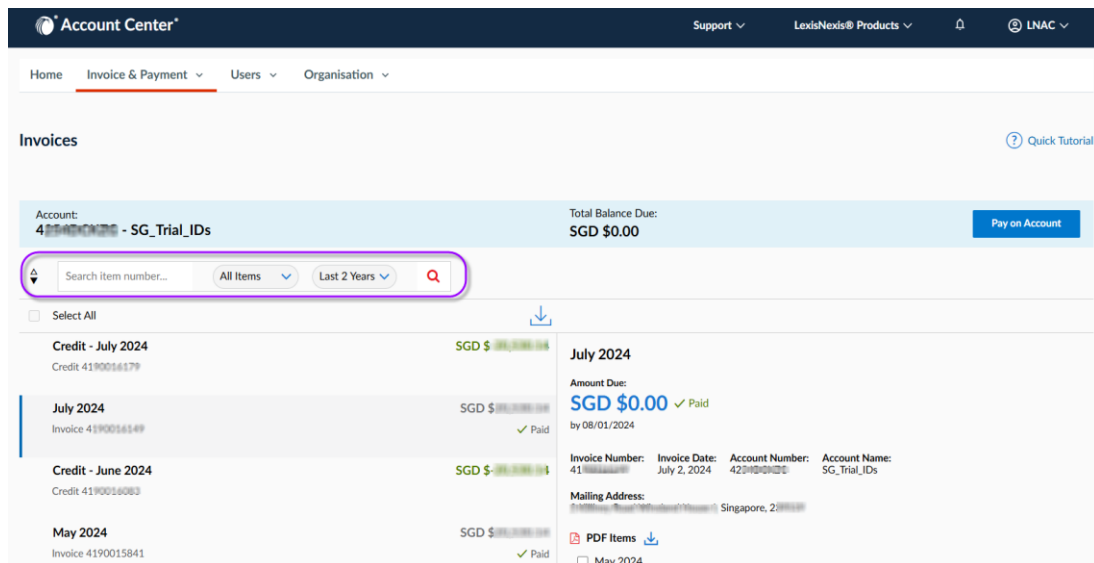
\*\* Once logged in, take the following steps to download an invoice



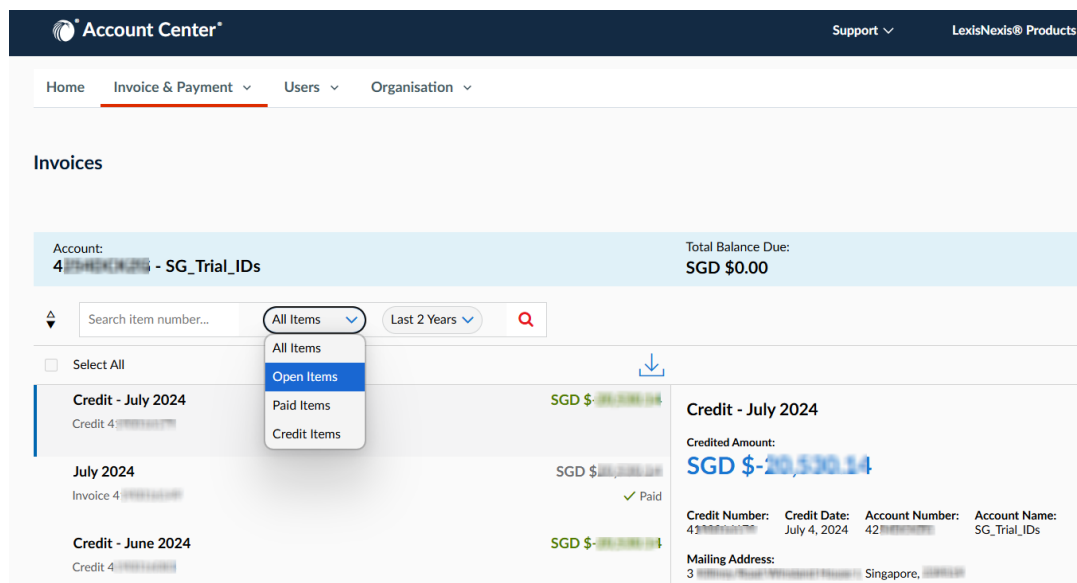
1. Click on **Invoice & Payment** and select **Invoices** from the dropdown menu.



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.

- 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**

Invoice & Payment

Invoices Statements Payment Preferences Invoice Contacts Account Access

**1. Select Amount**

☒ Balance from selected invoices SGD 114,000.00

☐ Other custom amount SGD \$

**2. Pay Using Credit Card**

☐ VISA \*\*\*\*1290 Expires: 01/2022

☒ VISA \*\*\*\*1740 Expires: 03/2024

[Use Another Card](#)

**3. Confirmation**

[Confirm and Pay](#) [Cancel](#)

Note: Payments made through LexisNexis® Account Center will reflect as LexisNexis or RELX with your

Total Amount Being Paid  
SGD 114,000.00

June 2022	SGD 114,000.00
<b>Total Due</b>	<b>SGD 114,000.00</b>

**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.

Invoice & Payment

**Thank you**

Your payment of SGD 114,000.00 is being processed on 13/01/2022 5:19:35 PM for card ending in 1740 and will reflect in your invoice list momentarily.


June 2022	02/01/2022	114,000.00	LexisNexis® Account Monthly	SGD 114,000.00
<b>Total Payment Processed</b>				<b>SGD 114,000.00</b>

[Done](#) [Download Receipt](#)

Note: Payments made through LexisNexis® Account Center will reflect as LexisNexis or RELX with your provider

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

**LexisNexis® Payment Processed**

 [\[redacted\]](#)  
To: [\[redacted\]](#)  
Archive 1/14/2023

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply Reply All Forward

Fri 1/14/2022 10:20 AM

Dear [\[redacted\]](#),

**Thank you**

Your payment of SGD [\[redacted\]](#) is being processed on 13/01/2022 9:19:35 PM for card ending in [\[redacted\]](#) and will reflect in your invoice list momentarily.

June 2022	32 <a href="#">[redacted]</a>	1142 <a href="#">[redacted]</a>	<a href="#">[redacted]</a> Account Monthly	SGD <a href="#">[redacted]</a>
Total Payment Processed				SGD <a href="#">[redacted]</a>

Note: Payments made through LexisNexis® Account Center will reflect as LexisNexis or RELX with your provider.

If you have questions please contact LexisNexis® Customer Support at [\[redacted\]](#) to talk to a representative.

Sincerely,

**END OF PROCESS**