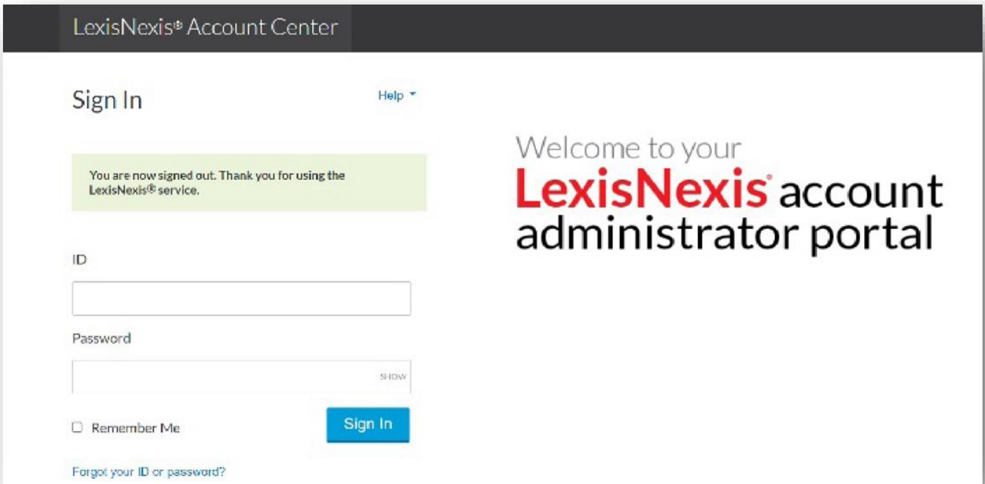
How to view invoice and payment history

The LexisNexis® Account Center tool allows Administrators the ability to view their payment history.

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



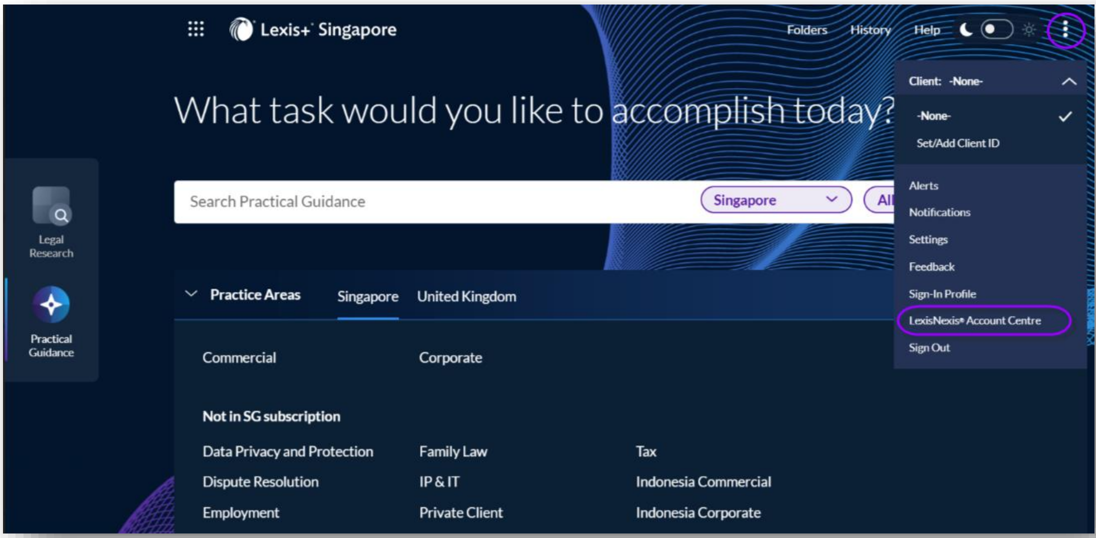
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:

   I. Click More in the upper right corner on the Lexis service.

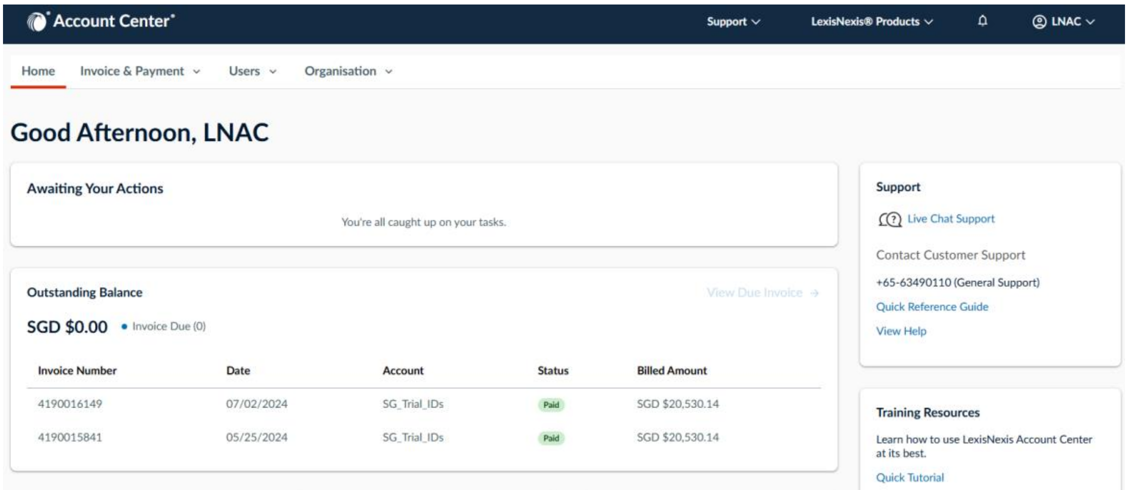
   II. Select LexisNexis® Account Center.

   III. Enter your Lexis ID and password if prompted.

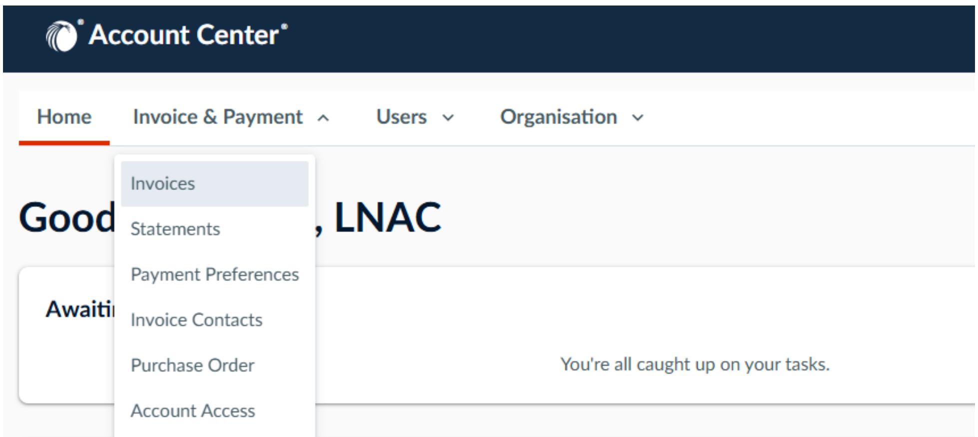
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



** Once logged in, take the following steps to view an invoice and payment history:



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



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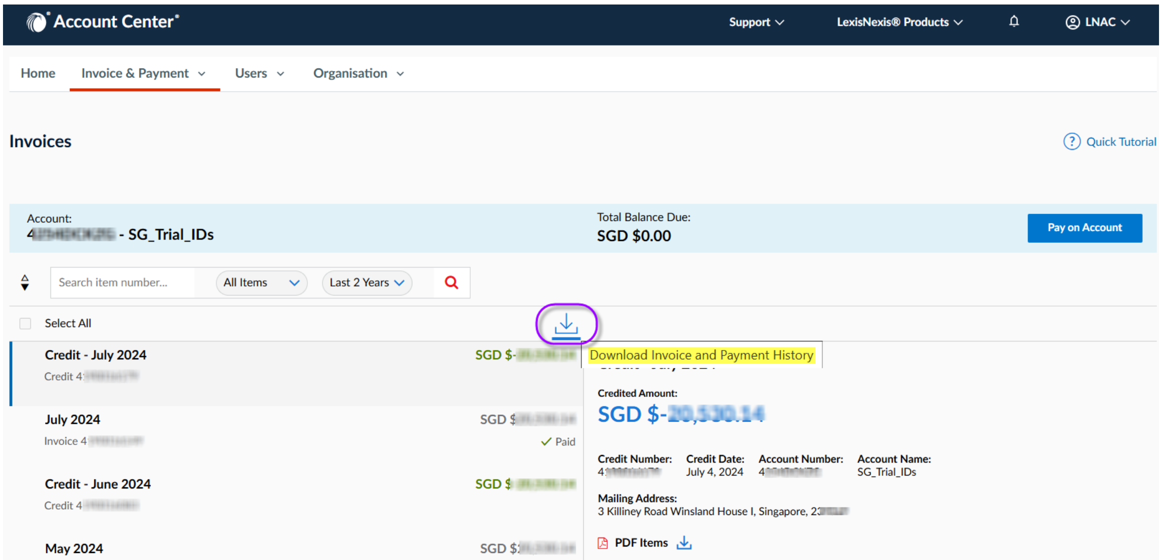
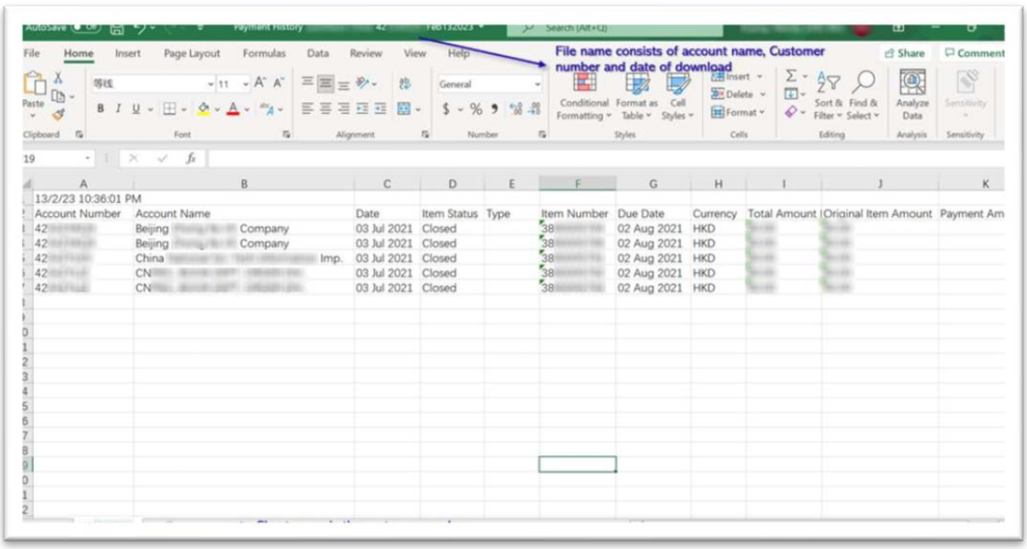
2. In the Invoices tab, click the Download Invoice and Payment History icon, which will download an Excel file.



The downloaded excel file contains the following columns:

- Account Number
- Account Name
- Invoice Date
- Type
- Item Number
- Payment Date
- Due Date
- Currency
- Total Amount Due
- Original Item Amount
- Payment Amount
- Item status



Note: The Administrator should be able to view the list of Billing Accounts and the respective invoices (should there be multiple accounts) by using the filter functionality in Excel.

**If customers have multiple billing accounts, they can choose from the drop-down menu the specific billing account to download the invoice and pay history.

END OF PROCESS