Quick reference

What is the LexisNexis® account center?
The LexisNexis® Account Center tool enables administrators to pay invoices and create/edit users within the same application.

Accessing LexisNexis Account Center
LexisNexis Account Center may be accessed directly at https://accountcenter.lexisnexis.com/.
On the LexisNexis Account Center sign-in screen, type your ID and password (same as your product ID and password) and click Sign In.

Create New User
1. Click the Add New User link under Quick Links OR click the Users tab link from the left navigation bar.
2. Select the Add User button.
3. Insert required information.
4. Select desired delivery option
5. Insert check marks next to desired Product Access.
6. Click Submit.

Delete IDs
1. Click the Users tab from the left navigation bar.
2. Select desired user from user list.
3. Click the Status pull-down menu.
4. Select Delete.
5. Confirm desire to delete user now or specify date.
6. Click Delete.

Suspend IDs
1. Click the Users tab from the left navigation bar.
2. Select desired user from user list.
3. Click the Status pull-down menu.
4. Select Suspend User.
5. Confirm desire to suspend user now or specify date.
6. Click Suspend User.

Groups
1. Click Groups sub-tab along top under Users.
2. Click on the Add Group button.
3. Enter a Group Name and Description.
4. Click Create.

Invoice and Payments
1. Click View all invoices & make payments from the Open Items pod OR click the Invoice & Payment tab from the navigation bar on the left side.
2. Click the Invoices tab to view summary, invoices, AR statements or Credits.
3. Click the Payment Preferences tab to set up bank account or credit card information and set up Auto Pay information.

Usage
View the most-used sources from the Usage pod on the home page. Detailed Usage data is available by clicking on the View Usage Data with PowerInvoice™ link.

View Content Subscription
1. Click the View Subscriptions link under Quick Links OR click the Organization tab from the navigation bar on the left side.
2. Select the Subscriptions tab.

Client/Matter ID Settings
1. Click the View Client/Matter ID Settings link under Quick Links OR click the Organization link from the left navigation bar.
2. Select the Client/Matter ID Settings tab.
3. Click Edit to make changes.
4. Click Save.

View/Add/Delete Locations
Click View Location under Quick Links OR click Organization from the left navigation bar to add or delete locations.

Notifications
Click the Notifications pull-down from the navigation bar OR click View All Notifications from the Notifications pod on the Home page to see changes to payment information (Delete Credit Card, Delete Bank Account, Update Credit Card, Update Bank Account).

Support
Click the Support pull-down from the top navigation bar for Customer Service contact information and Topic Help or to provide Feedback.