

LexisNexis® Account Centre

QUICK REFERENCE GUIDE

WHAT IS LEXISNEXIS ACCOUNT CENTRE

The LexisNexis Account Centre tool enables Lexis Advance® administrators to pay invoices and create/edit users within the same application.

Accessing LexisNexis Account Centre

LexisNexis Account Centre may be accessed directly at <https://accountcenter.lexisnexis.com/>.

On the LexisNexis Account Centre sign-in screen, type your ID (same as your Lexis Advance ID), 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**.

Reset Password

1. Click the **Users** tab from the navigation bar on the left side.
2. Click the **Name** hyperlink of the correct user.
3. Click the **Reset Password** button.
4. If required, insert a check mark next to **"Email this information to me"**.
5. Click **Reset Password**.

Edit Existing User

1. Click the **Users** tab from the left navigation bar.
2. Click the **Name** hyperlink of the correct user.
3. Select desired tab, Detail or Product Access, and click **Edit**.
4. Click **Save**

Delete IDs

1. Click the **Users** tab from the left navigation bar.
2. Click the **Name** hyperlink of the correct user.
3. Click the **Status** pull-down menu.
4. Select **Delete**.
5. Click **Delete User** from the **"Are you Sure"** pop up.

Suspend IDs

1. Click the **Users** tab from the navigation bar on the left side.
2. Click the **Name** hyperlink of the correct user.
3. Click the **Status** pull-down menu.
4. Select **Suspend**.
5. Click **Suspend User** from the **"Are you Sure"** pop up.

Invoices and Payment

1. Click **View all invoices & make payments** from the **Open Invoices pod on the home page** OR click the **Invoice & Payments** link from the navigation bar on the left side.
2. Click the **Invoices** tab to view Summary or Invoices, AR Statements, Dunning Letters or Credits via the tabs.
3. Click the **Payment Preferences** tab to set up credit card information and auto pay. (Auto Pay authorises LexisNexis to automatically debit your registered credit card for the full open invoice total on your account).

View Content Subscription

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

Client/ Matter ID Settings

1. Click the **View Client/Matter ID Settings** link under **Quick Links** OR click the **Organisation** link from the left navigation bar.
2. Select the **Client/Matter ID Settings** tab.
3. Click **Edit** to select or de-select **"Make Client/Matter ID Mandatory"**.
4. Click **Save**.

View/ Add/ Delete Locations

Click **View Location** under **Quick Links** OR Click **Organisation** from the left navigation bar to add or delete locations.

Notifications

Click the **Notifications** pull-down from the navigation bar OR view the **Notifications** pod on the Home page to view changes to payment information eg. deleted or updated credit card.

Support

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

Thank you for using LexisNexis Account Centre.