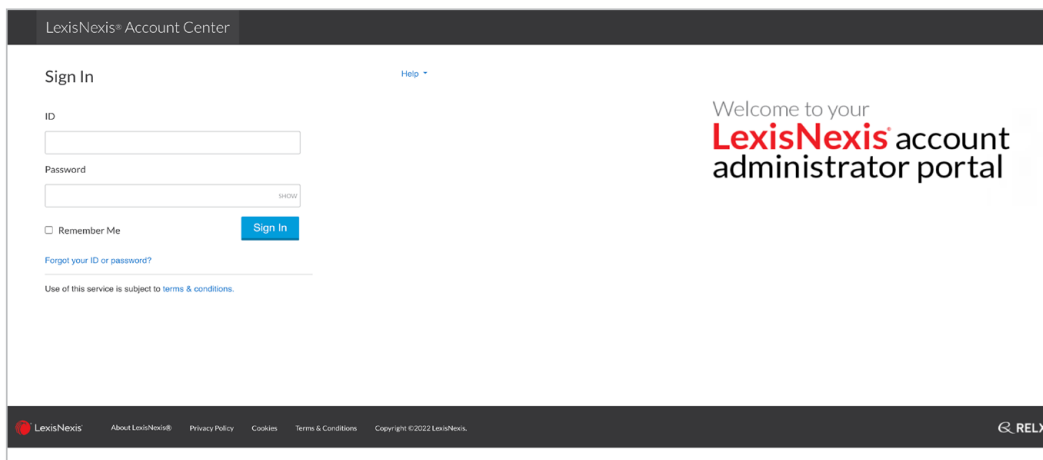


How to pay an invoice in LNAC

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

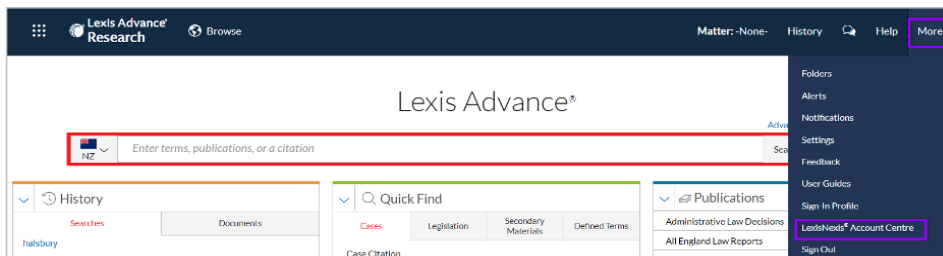
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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



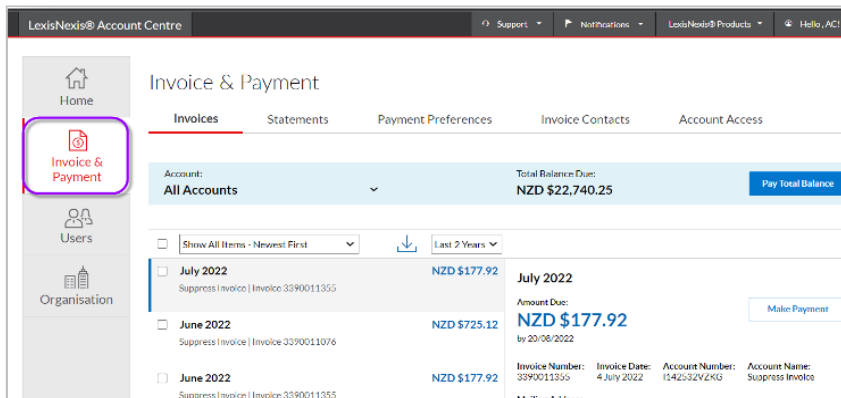
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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

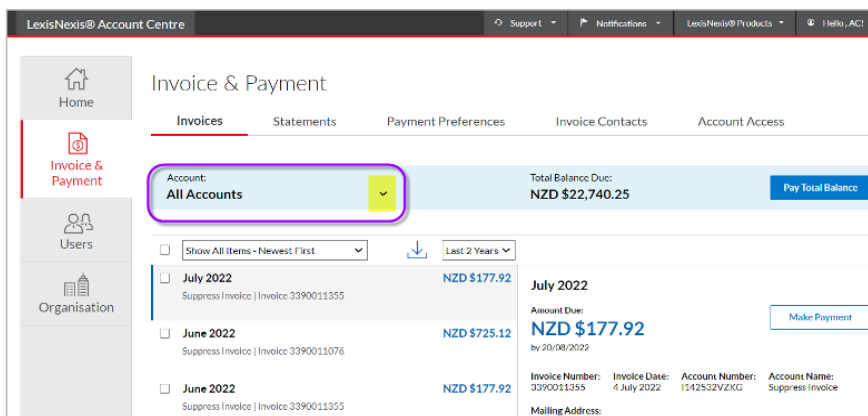


** Once logged in, take the following steps to pay an invoice:

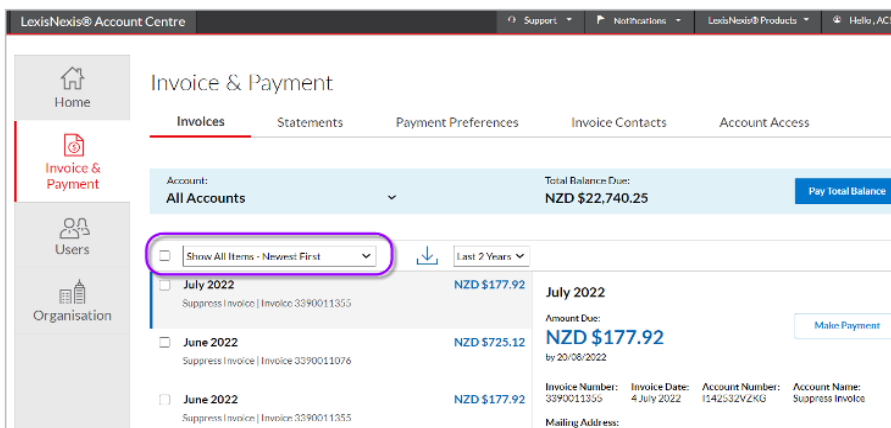
1. Select **Invoice & Payment** from the left side of the page.



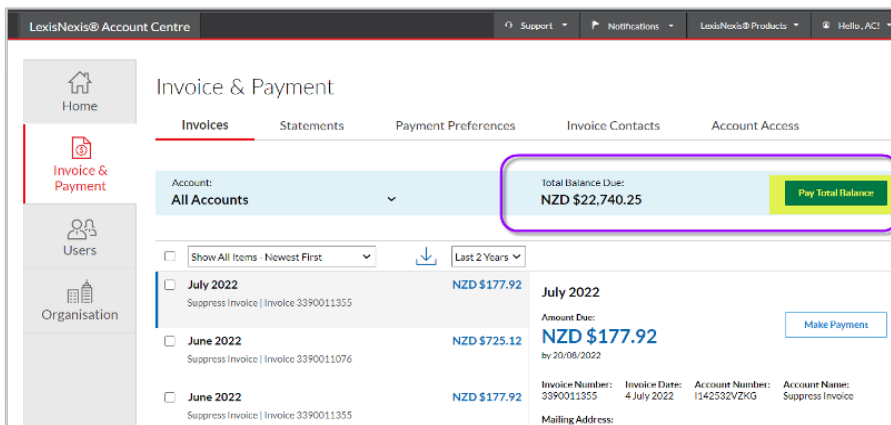
2. Users with multiple Financial Accounts have the option of selecting an **Account Number** or selecting **All Accounts** by using a drop-down menu option.



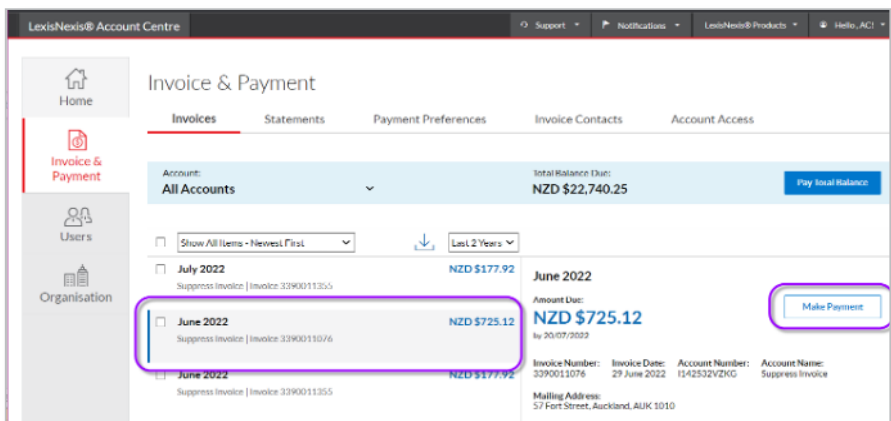
3. Select Show Open Items Only - Newest First or Show Open Items Only - Oldest First to see only open invoices.



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



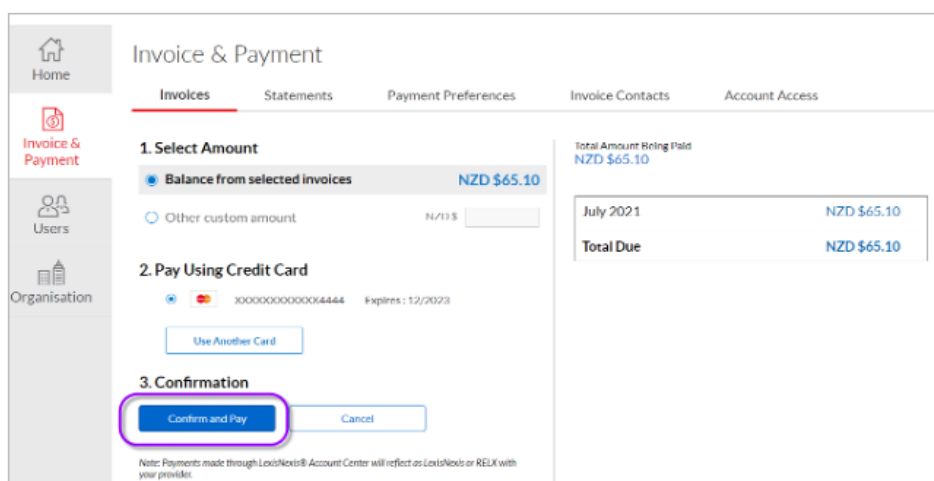
- Select the invoice or invoices you want to pay, and then select **Make Payment** to pay specific invoices.



5. 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.
- A Credit Card payment cannot exceed \$25,000.00. Invoices exceeding \$25,000 are paid by performing two partial payments.
- 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 dialog 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.

Home

Invoice & Payment

Thank you
Your payment of **NZD \$65.10** is being processed on 13/01/2022 9:08:00 a.m. for card ending in 4444 and will reflect in your invoice list momentarily.

July 2021	3390011057	I142522K7PB	R11.1 NZ TEST	NZD \$65.10
Total Payment Processed				NZD \$65.10

Done **Download Receipt**

Invoice & Payment

Users

Organisation

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

LexisNexis® Payment Processed

customersupport@lexisnexus.com
To ○ Marcelo, Anna Carmela A. (REPH-MNL)
Archive 1/13/2023

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

Right-click or tap and hold here to download pictures. To help prote...

Dear **AC Marcelo**,

Thank you

Your payment of **NZD \$65.10** is being processed on 13/01/2022 9:08:30 a.m. for card ending in 4444 and will reflect in your invoice list momentarily.

July 2021	3390011057	I142522K7PB	R11.1 NZ TEST	NZD \$65.10
Total Payment Processed				NZD \$65.10

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 **0800-800-986** to talk to a representative.

Sincerely,
LexisNexis® Customer Support

END OF PROCESS