

LexisNexis® Account Centre

Admin User Quick Reference Guide

The LexisNexis Account Centre home page enables Admin Users of Lexis Advance® and Lexis® Practical Guidance to complete various administrative tasks.

In addition, the LexisNexis Account Centre also provides at-a-glance information about important areas of your organisation's account.

This quick reference guide is designed to provide Admin users with the minimum steps necessary to:

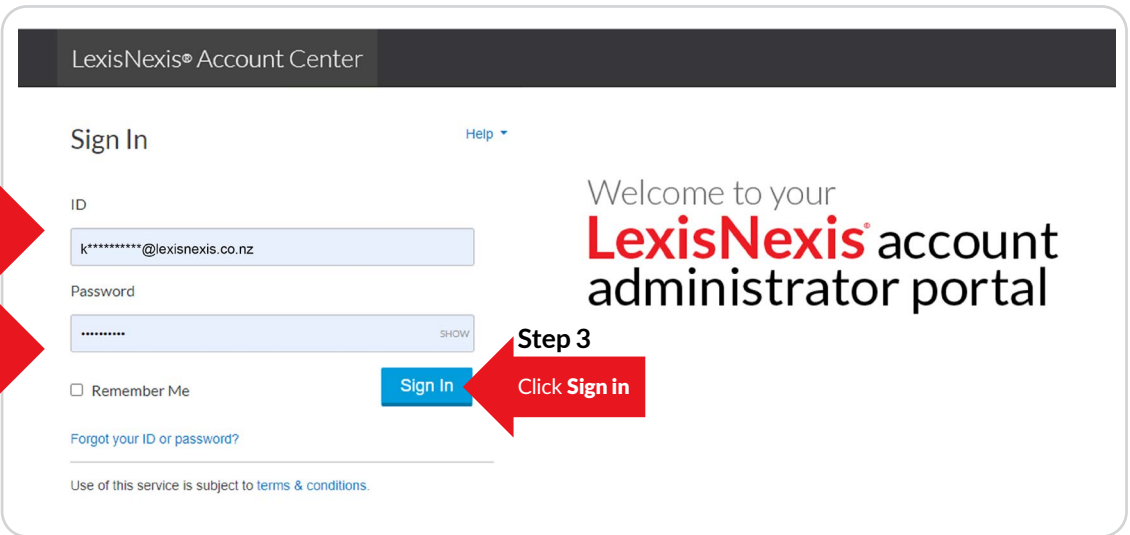
- See invoices and billing information
- Pay invoices
- Reset passwords
- Add new users and product access and notify users of this access

If you do not know who your firm's administrator is and you wish to undertake one of the above activities, then please call LexisNexis on **0800 800 986** and we'll be happy to assist you.

Login and Access

There are two ways to access LexisNexis Account Centre

A. Go to <https://accountcenter.lexisnexis.com>



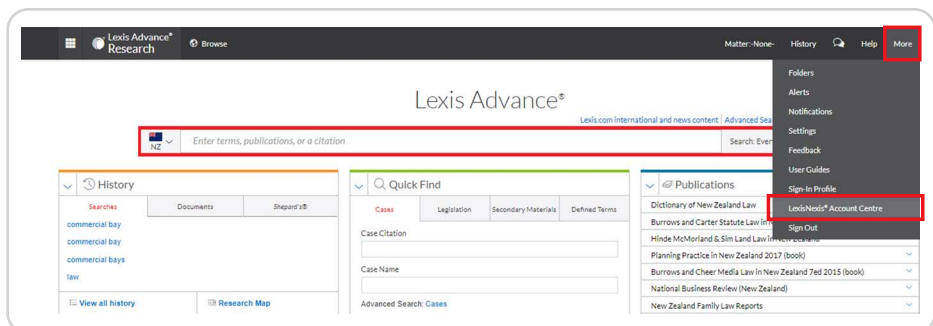
Step 1
Enter your ID

Step 2
Enter your password

Step 3
Click Sign in

Welcome to your **LexisNexis®** account administrator portal

B. Access via Lexis Advance®



Step 1
Click More

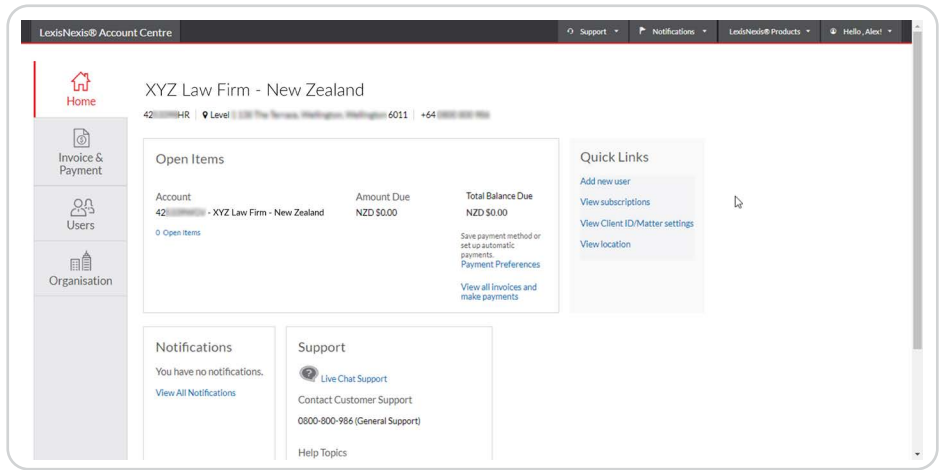
Step 2
Select LexisNexis Account Centre.

Step 3 Enter your ID and password if prompted.

Account Center Home

The LexisNexis Account Center home page gives you access to all your actionable tasks, plus at-a-glance information about important areas of your account. More specifically you can:

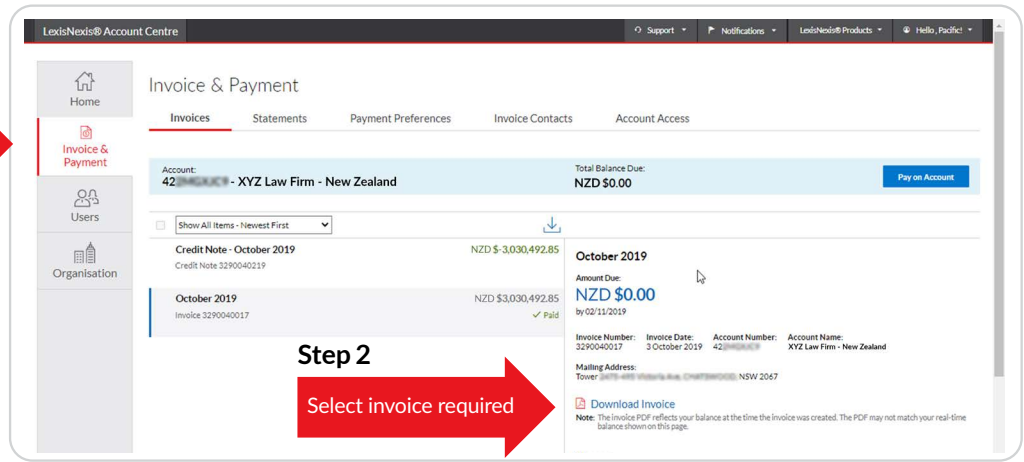
- See a copy of your invoice
- Pay your bill
- Set up a new user
- Reset a password



See a copy of your invoice

Step 1

Go to **Invoice & Payment** tab



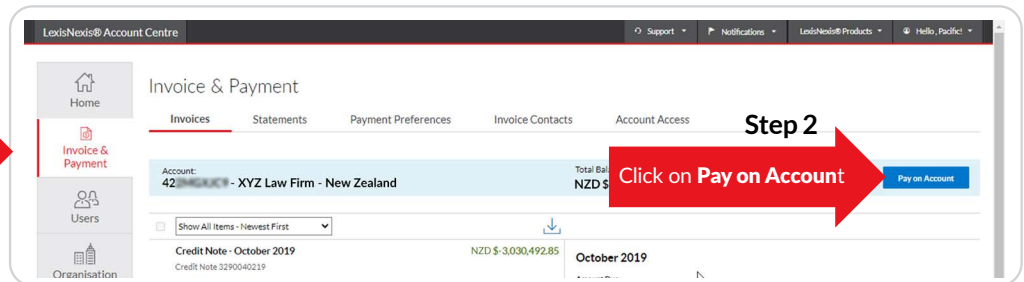
Step 2

Select invoice required

Pay your bill

Step 1

Go to **Invoice & Payment** tab



Step 2

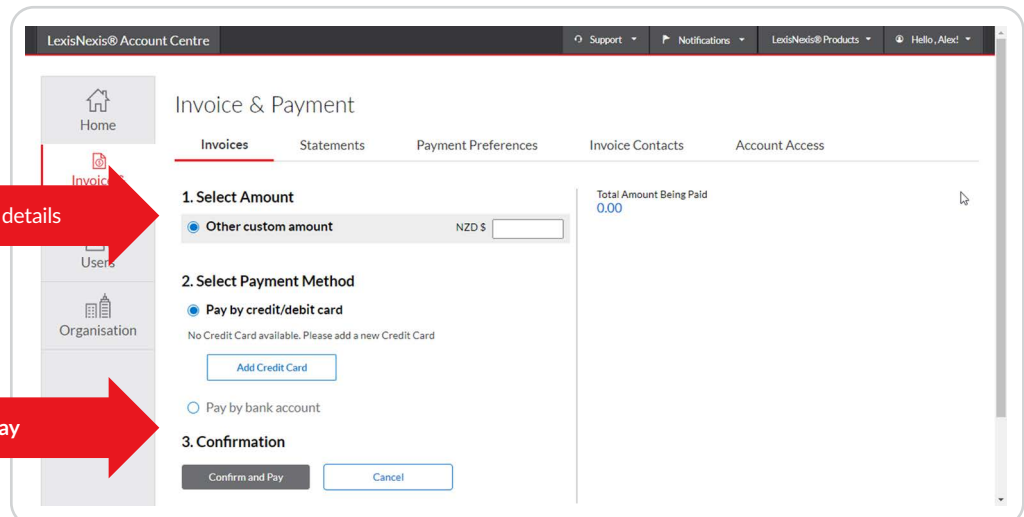
Click on **Pay on Account**

Step 3

Enter your payment details

Step 4

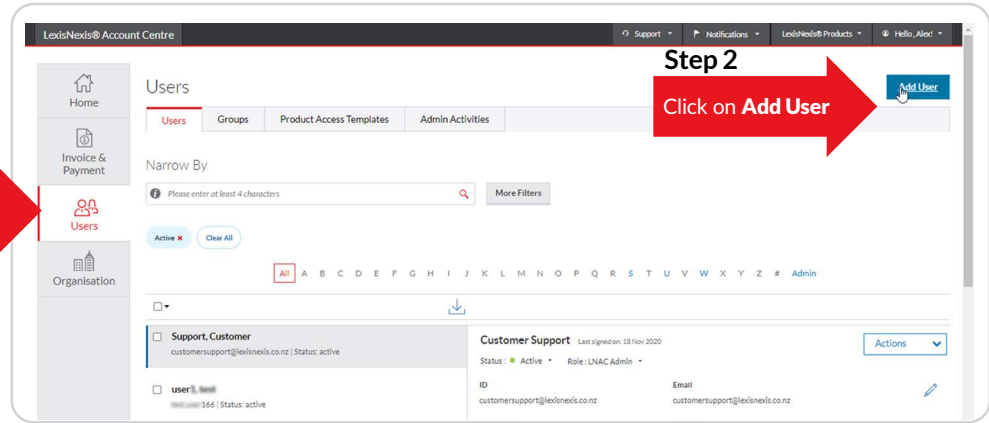
Click **Confirm and Pay**



Set up a new user

Step 1

Go to **Users** tab

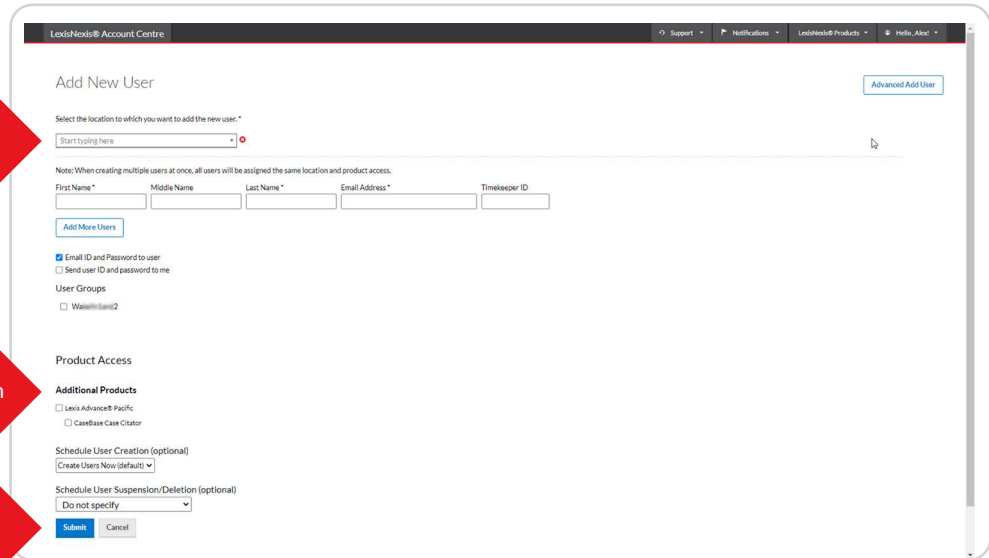


Step 2

Click on **Add User**

Step 3

Insert the required information



Step 4

Select the desired delivery option

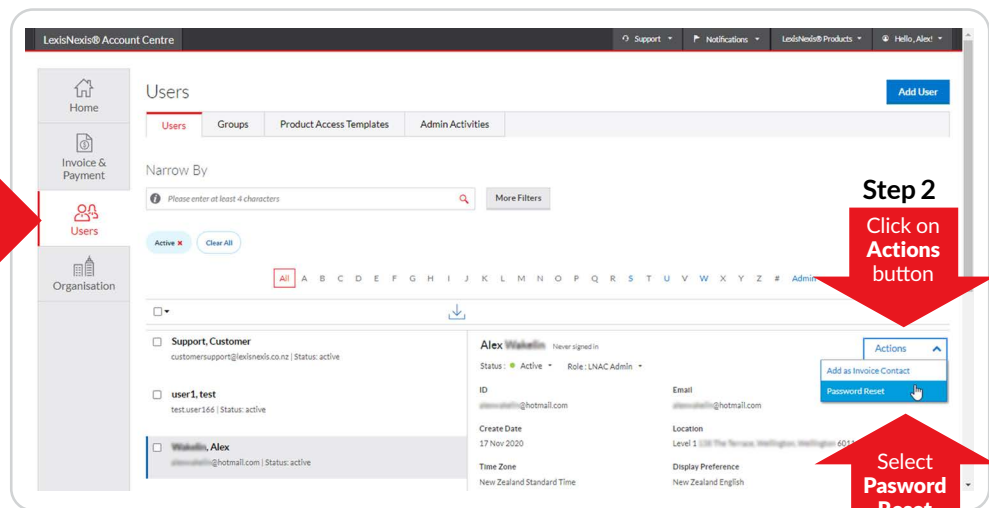
Step 5

Click **Submit**

Password

Step 1

Go to **Users** tab



Step 2

Click on **Actions** button

Step 3

Select **Password Reset**

For additional information about the LexisNexis Account Center go to: [LexisNexis Knowledge Network](#)

Please note, Lexis Nexis Account Center is only accessible by your organisation's admin user.

If you are not your organisation's admin user or you do not know who the admin user for your organisation is, please contact us on **0800 800 986** for support.