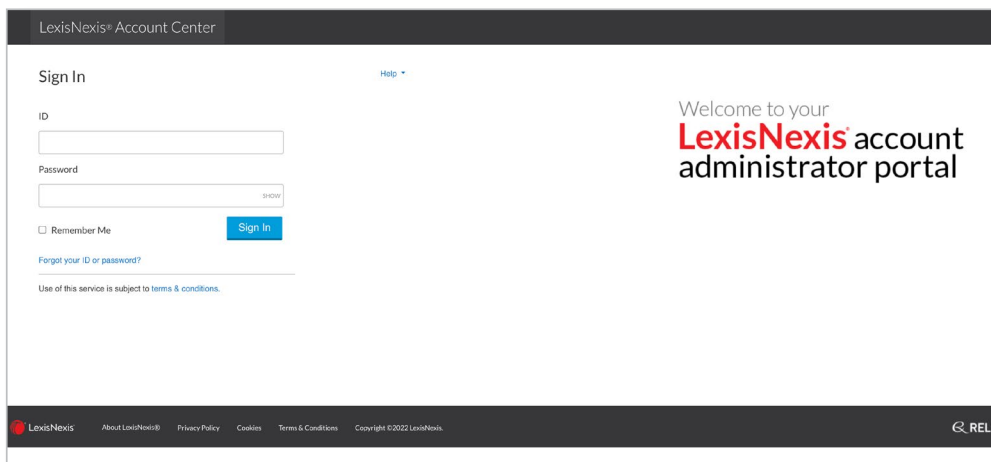


# How to download an invoice PDF copy

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:

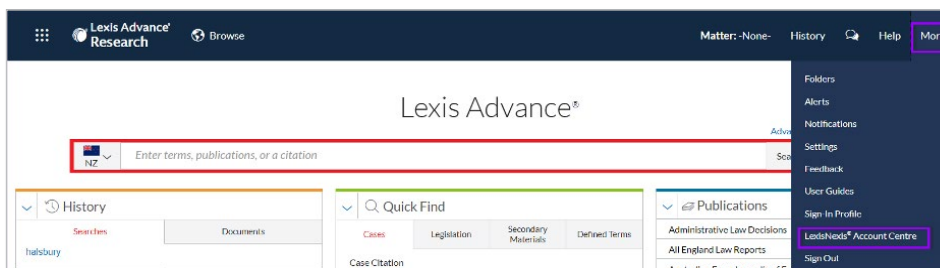
1. You can access this [Lexis Nexis Account Center](#) link directly and log in using your user ID and password



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

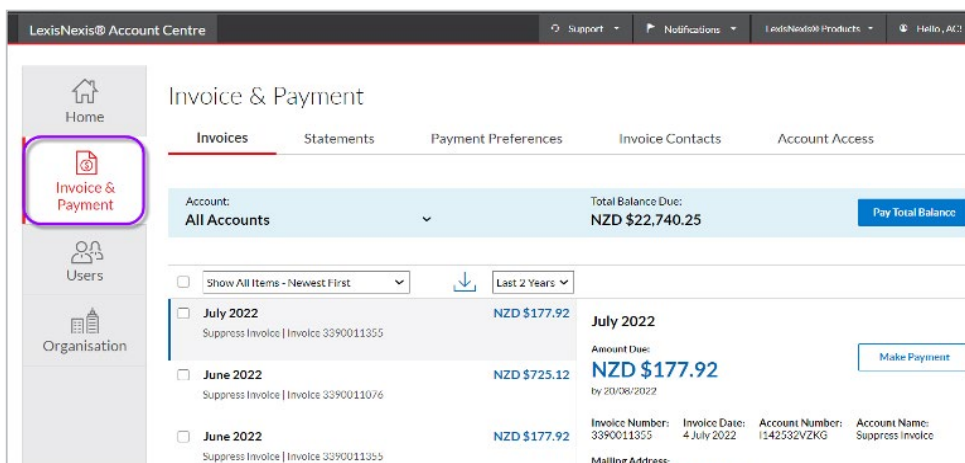
- I. Click More in the upper right corner on the Lexis service.
- II. Select LexisNexis Account Center.
- III. Enter your Lexis ID and password if prompted.

**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



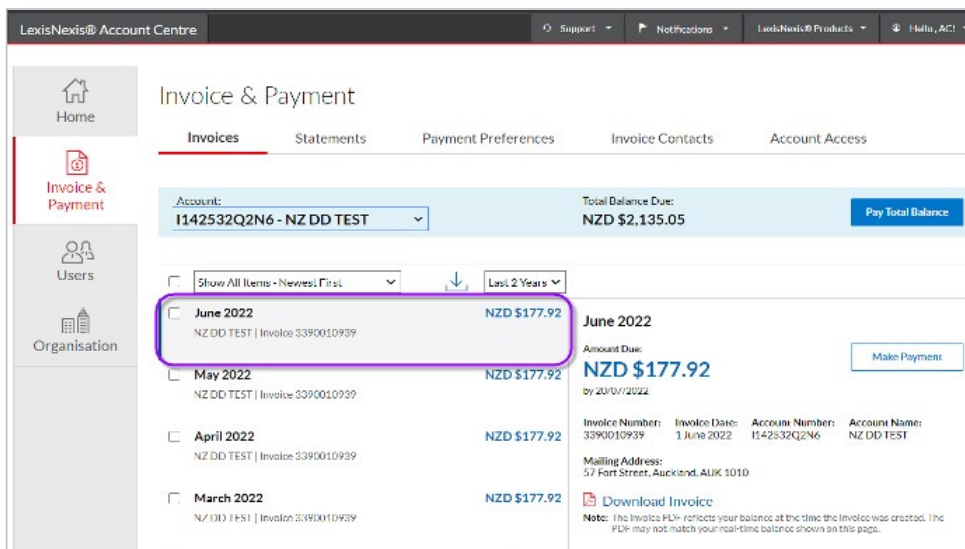
\*\* Once logged in, take the following steps to download an invoice.:

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



**Note:** If account has multiple Financial Accounts (FA), the user can choose from the Account drop down menu the appropriate FA and download the invoice from there.

2. In the **Invoices tab**, click on the Invoice you want to download:



3. Locate the **Download Invoice** link for that invoice.

LexisNexis® Account Centre

Support Notifications LexisNexis® Products Hello, ACI

### Invoice & Payment

Account: **I142532Q2N6 - NZ DD TEST** Total Balance Due: **NZD \$2,135.05** [Pay Total Balance](#)

Show All Items - Newest First Last 2 Years

Month	Amount
June 2022	NZD \$177.92
May 2022	NZD \$177.92
April 2022	NZD \$177.92
March 2022	NZD \$177.92

**June 2022**  
Amount Due: **NZD \$177.92**  
by 20/07/2022

[Download Invoice](#)

Note: The Invoice PDF reflects your balance at the time the invoice was created. The PDF may not match your real-time balance shown on this page.

4. Click **Download Invoice**, it automatically downloads into a PDF file.

LexisNexis® Account Centre

Support Notifications LexisNexis® Products Hello, ACI

### Invoice & Payment

Account: **I142532Q2N6 - NZ DD TEST** Total Balance Due: **NZD \$2,135.05** [Pay Total Balance](#)

Show All Items - Newest First Last 2 Years

Month	Amount
June 2022	NZD \$177.92
May 2022	NZD \$177.92
April 2022	NZD \$177.92
March 2022	NZD \$177.92

**May 2022**  
Amount Due: **NZD \$177.92**  
by 20/06/2022

[Download Invoice](#)

Note: The Invoice PDF reflects your balance at the time the invoice was created. The PDF may not match your real-time balance shown on this page.

**END OF PROCESS**