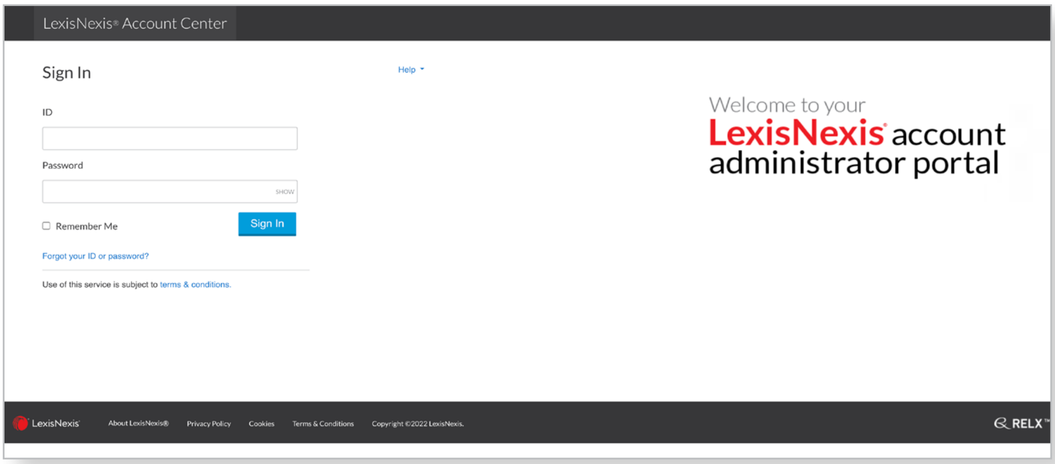
How to view invoice and payment history

The LexisNexis® Account Center tool allows Administrators the ability to view their payment history.

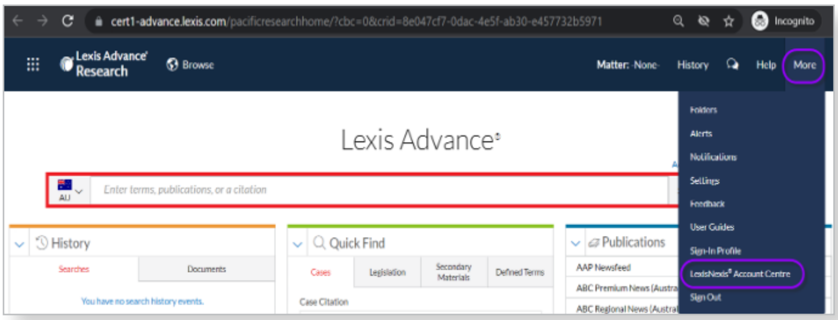
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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



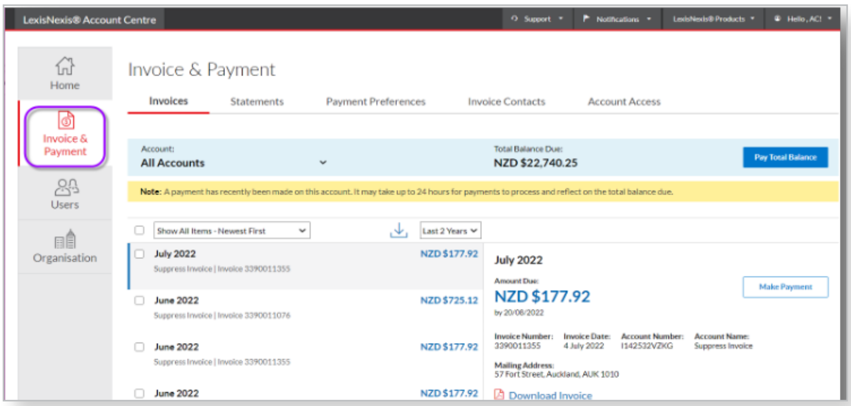
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
   I. Click More in the upper right corner on the Lexis service.
   II. Select LexisNexis Account Center.
   III. Enter your Lexis ID and password if prompted.

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

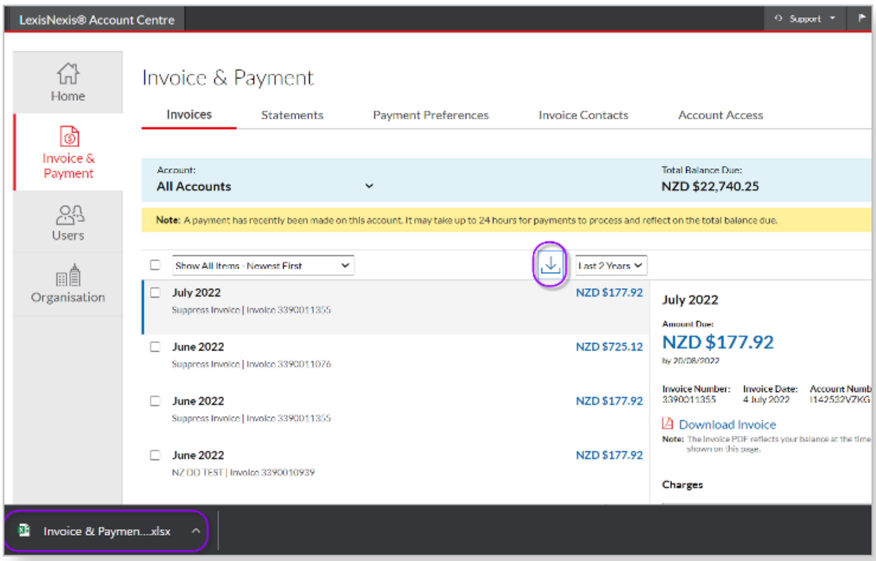


** Once logged in, take the following steps to view an invoice and payment history.:

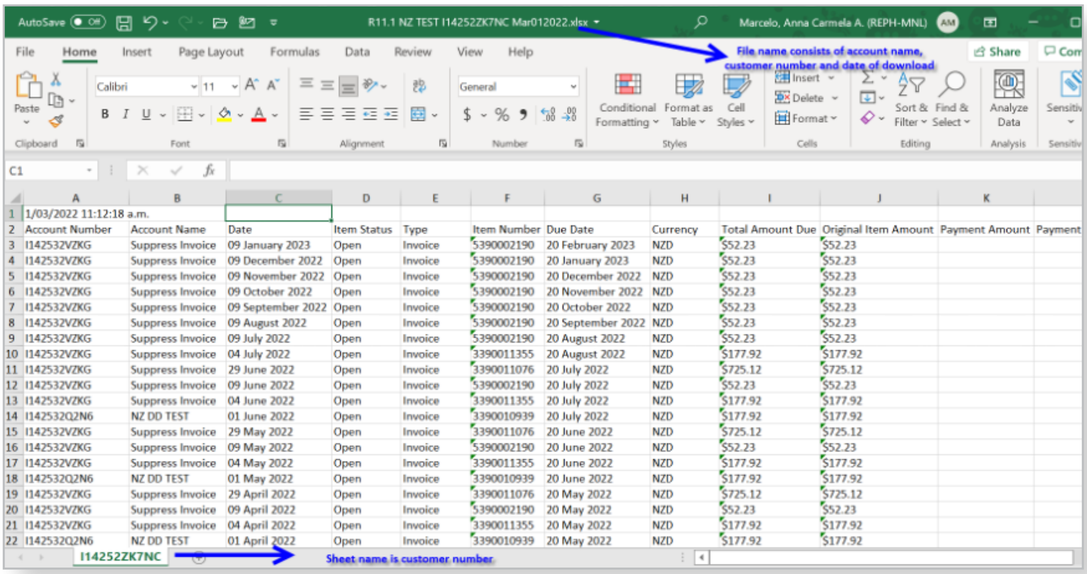
1. **Select Invoice & Payment** from the left side of the page.



2. In the Invoices tab, click the Download Invoice and Payment History icon to the right of the invoice filter drop-down. This will download an Excel file.



3. The downloaded excel file contains the following columns:



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Account Number	Account Name	Date	Item Status	Type	Item Number	Due Date	Currency	Total Amount Due	Original Item Amount	Payment Amount	Payment
I142532VZKG	Suppress Invoice	09 January 2023	Open	Invoice	5390002190	20 February 2023	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	09 December 2022	Open	Invoice	5390002190	20 January 2023	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	09 November 2022	Open	Invoice	5390002190	20 December 2022	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	09 October 2022	Open	Invoice	5390002190	20 November 2022	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	09 September 2022	Open	Invoice	5390002190	20 October 2022	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	09 August 2022	Open	Invoice	5390002190	20 September 2022	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	09 July 2022	Open	Invoice	5390002190	20 August 2022	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	04 July 2022	Open	Invoice	3390011355	20 August 2022	NZD	$177.92	$177.92		
I142532VZKG	Suppress Invoice	29 June 2022	Open	Invoice	3390011076	20 July 2022	NZD	$725.12	$725.12		
I142532VZKG	Suppress Invoice	09 June 2022	Open	Invoice	5390002190	20 July 2022	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	04 June 2022	Open	Invoice	3390011355	20 July 2022	NZD	$177.92	$177.92		
I142532Q2N6	NZ DD TEST	01 June 2022	Open	Invoice	3390010939	20 July 2022	NZD	$177.92	$177.92		
I142532VZKG	Suppress Invoice	29 May 2022	Open	Invoice	3390011076	20 June 2022	NZD	$725.12	$725.12		
I142532VZKG	Suppress Invoice	09 May 2022	Open	Invoice	5390002190	20 June 2022	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	04 May 2022	Open	Invoice	3390011355	20 June 2022	NZD	$177.92	$177.92		
I142532Q2N6	NZ DD TEST	01 May 2022	Open	Invoice	3390010939	20 June 2022	NZD	$177.92	$177.92		
I142532VZKG	Suppress Invoice	29 April 2022	Open	Invoice	3390011076	20 May 2022	NZD	$725.12	$725.12		
I142532VZKG	Suppress Invoice	09 April 2022	Open	Invoice	5390002190	20 May 2022	NZD	$52.23	$52.23		
I142532VZKG	Suppress Invoice	04 April 2022	Open	Invoice	3390011355	20 May 2022	NZD	$177.92	$177.92		
I142532Q2N6	NZ DD TEST	01 April 2022	Open	Invoice	3390010939	20 May 2022	NZD	$177.92	$177.92		

- Account Number
- Account Name
- Invoice Date
- Type
- Item Number
- Payment Date
- Due Date
- Currency
- Total Amount Due
- Original Item Amount
- Payment Amount
- Item status

Note: The Administrator should be able to view the list of Billing Accounts and the respective invoices (should there be multiple accounts) by using the filter functionality in Excel.

**If customer has multiple billing accounts, they can choose from the drop down menu the specific billing account to download the invoice and pay history.

END OF PROCESS