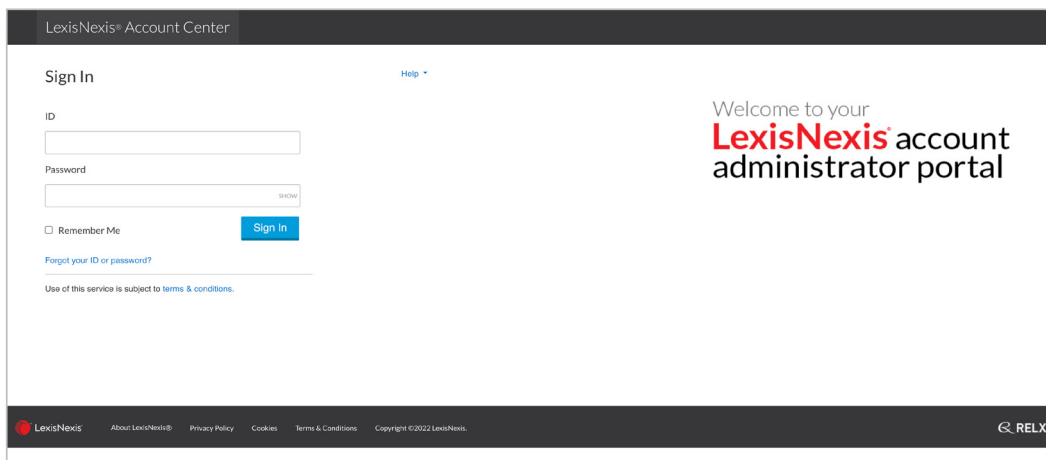


How to view invoice and payment history

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:

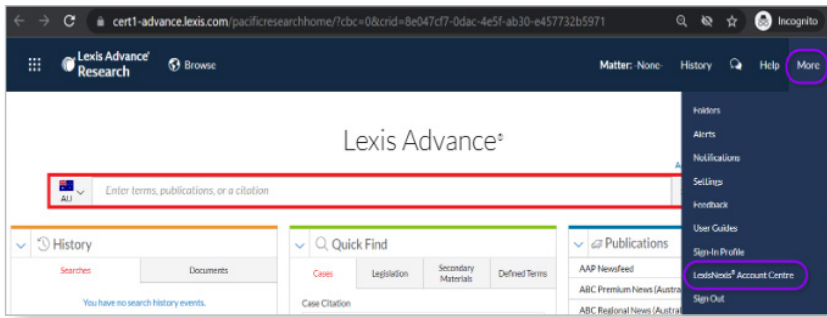
1. You can access this [Lexis Nexis Account Center](#) link directly and log in using your user ID and password



The screenshot shows the LexisNexis Account Center Sign In page. The page has a dark header with the text "LexisNexis Account Center". Below the header, the main content area is white. On the left side, there is a "Sign In" section with a "Help" link. It contains two input fields for "ID" and "Password", a "Remember Me" checkbox, and a blue "Sign In" button. Below the password field is a "SHOW" link. There are also links for "Forgot your ID or password?" and "Use of this service is subject to terms & conditions." On the right side, there is a welcome message: "Welcome to your LexisNexis account administrator portal". At the bottom, there is a dark footer with the LexisNexis logo, navigation links for "About LexisNexis", "Privacy Policy", "Cookies", "Terms & Conditions", and "Copyright ©2022 LexisNexis", and the RELX logo.

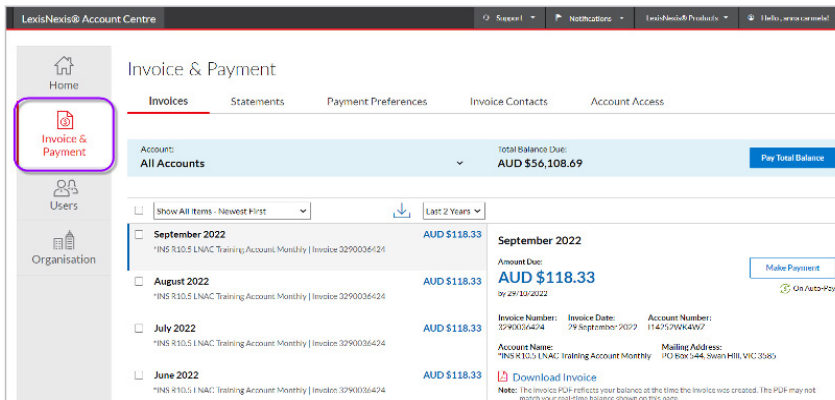
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis Account Center.
 - III. Enter your Lexis ID and password if prompted.

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

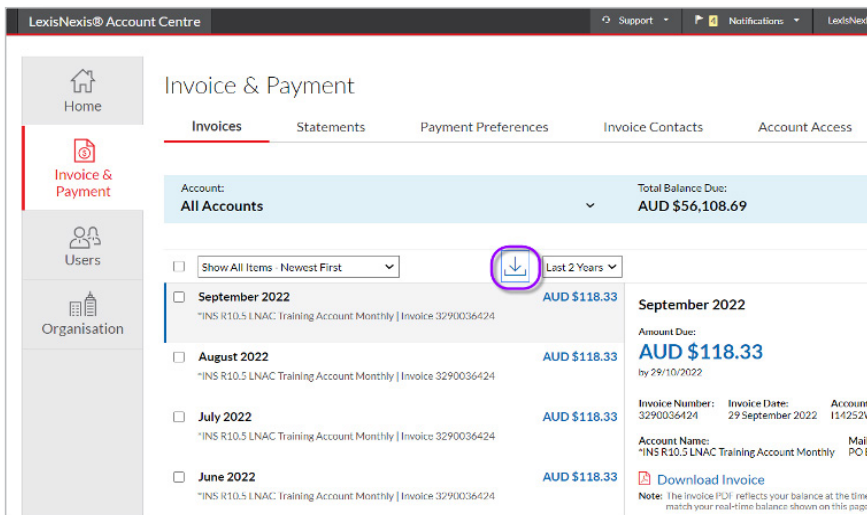


** Once logged in, take the following steps to view an invoice and payment history:

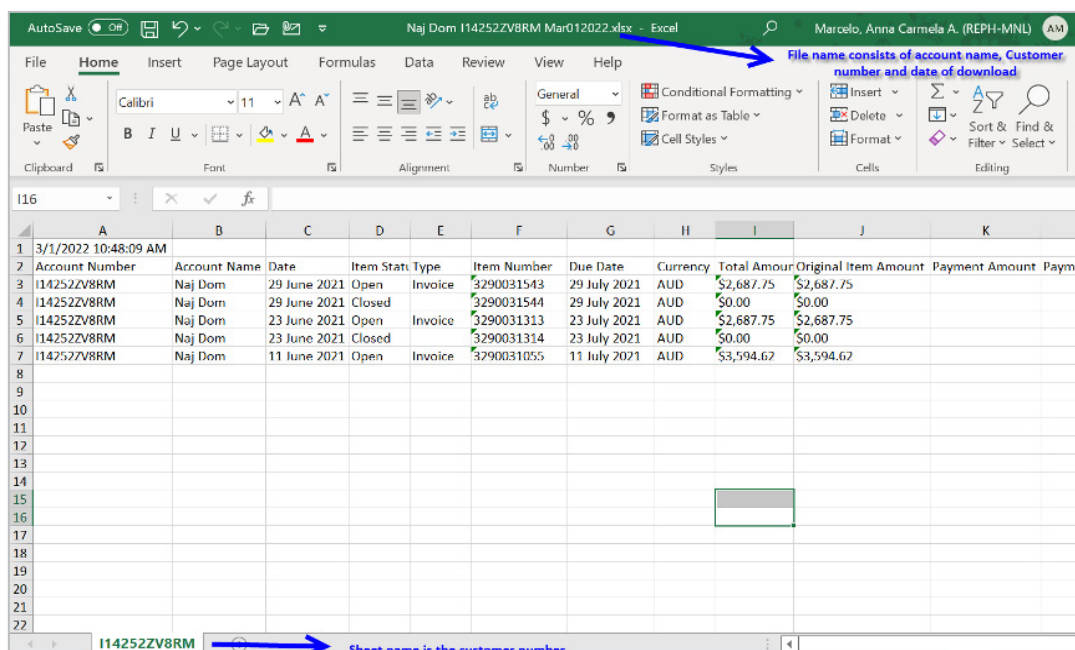
1. **Select Invoice & Payment** from the left side of the page.



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:



- 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