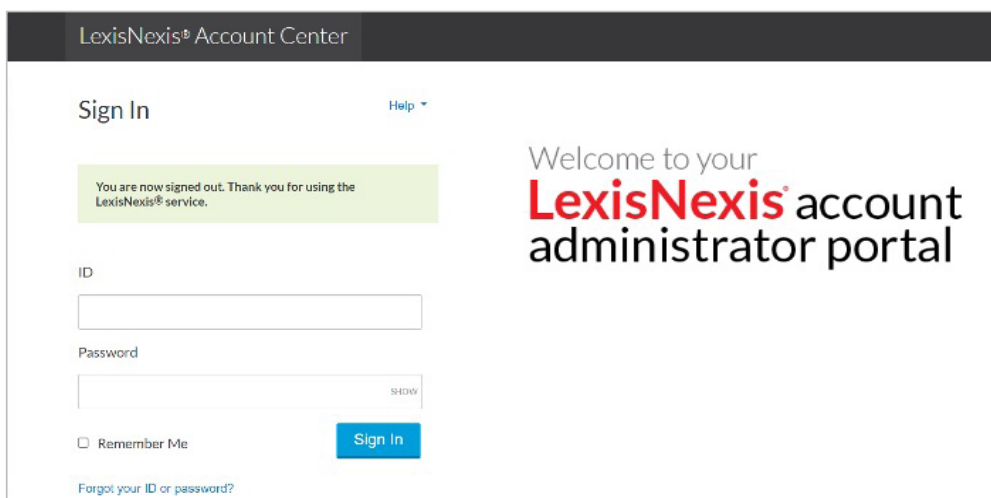


How to add a new user in LNAC

The LexisNexis® Account Center (LNAC) tool allows Administrators to create users within the same application. The information in this article applies to the following LexisNexis® products and services: Lexis®, Lexis Advance® Quicklaw®, and Lexis+™.

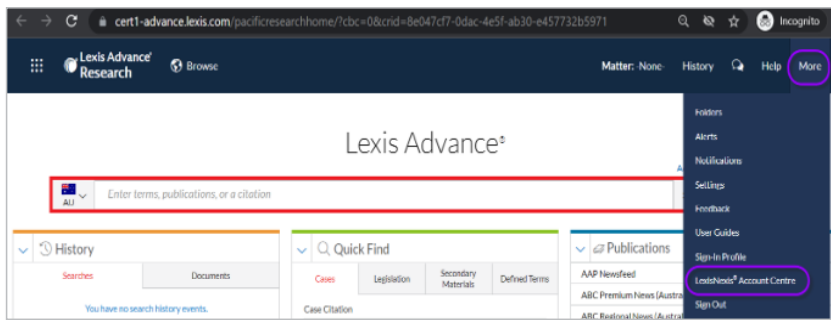
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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 interface. At the top, there's a dark header with the text "LexisNexis® Account Center". Below this, the main content area has a "Sign In" heading on the left and a "Help" link on the right. A green message box states, "You are now signed out. Thank you for using the LexisNexis® service." To the right of the sign-in fields, a large graphic says "Welcome to your LexisNexis® account administrator portal". The sign-in fields include an "ID" input box, a "Password" input box with a "SHOW" toggle, and a "Remember Me" checkbox. A blue "Sign In" button is positioned to the right of the password field. At the bottom left, there is a link that says "Forgot your ID or password?".

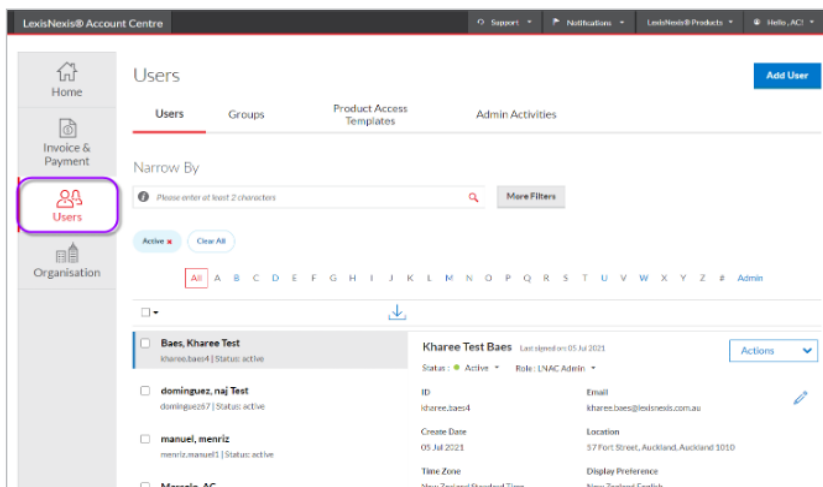
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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

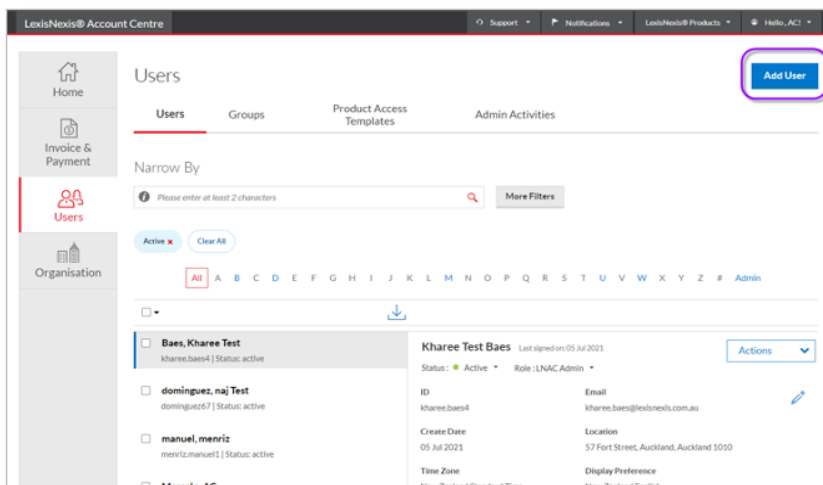


** Once logged in, take the following steps to create a new user:

1. Select **Users** from the left side of the page.

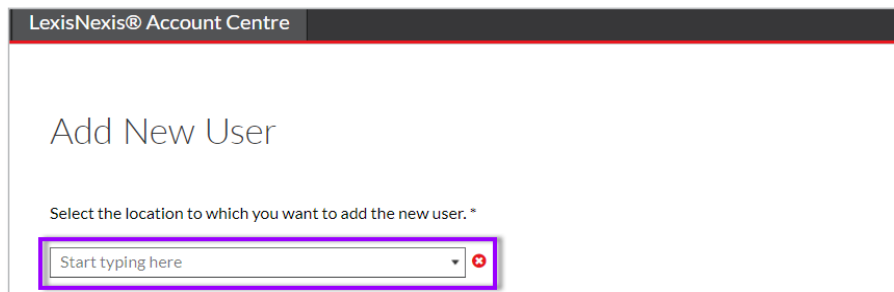


2. Select **Add User**.



3. In the Add User Page, proceed to follow below steps:

I. Click the drop-down for Select the location you want to add the new user to.



II. Enter the following information:

- Mandatory fields with asterisks

First Name

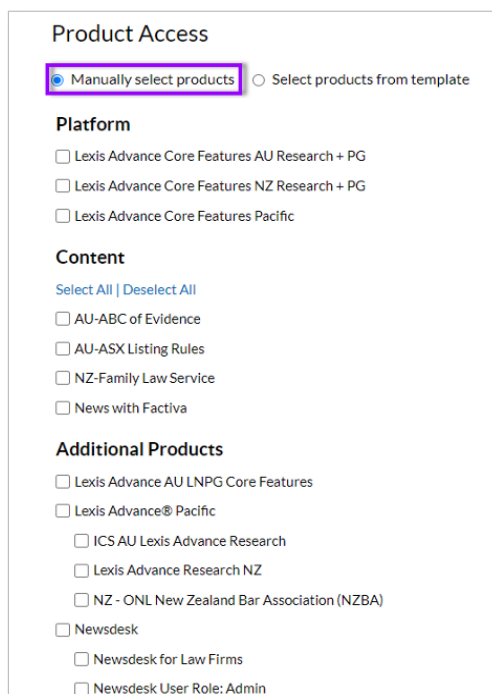
Last Name

Email Address



III. Select one of the following options to identify the products the user will be authorized to use.

- Manually selected products - Select the checkbox for each user-authorized product



- Select products from template - Select the checkbox for each template that includes the user-authorized products.

Product Access

☐ Manually select products ☒ Select products from template

☐ News Factiva ☐ PG research

IV. Complete the **Schedule User Creation**:

- Create Users now (default)

Schedule User Creation (optional)

Create Users Now (default) ▼

Create Users Now (default)


Schedule Future Date

- Schedule Future Date

Schedule User Creation (optional)

Schedule Future Date ▼

Create Users on Future Date

12/2/2022 

V. Select one or both ID options:

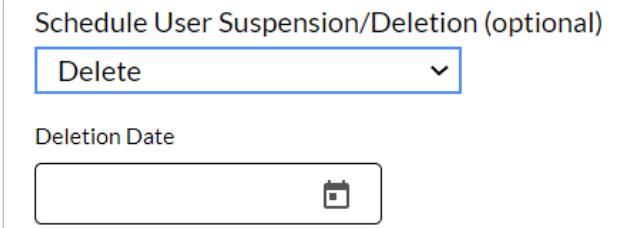
- Email ID and Password to user - Sends the user's ID and password to the end user.
- Send user ID and Password to me - Sends the user's ID and password to you.

☒ Email ID and Password to user

☐ Send user ID and password to me

VI. **Schedule User Suspension/Deletion** is an optional step should you wish to specify a specific date for a user to be deleted or suspended. Select the default option “ Do Not Specify “ if there’s no need to delete or suspend the user.


- Delete



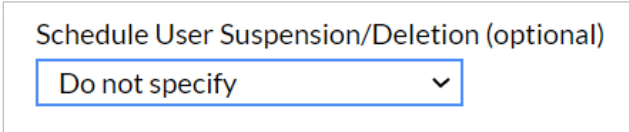
Schedule User Suspension/Deletion (optional)

Delete ▼

Deletion Date



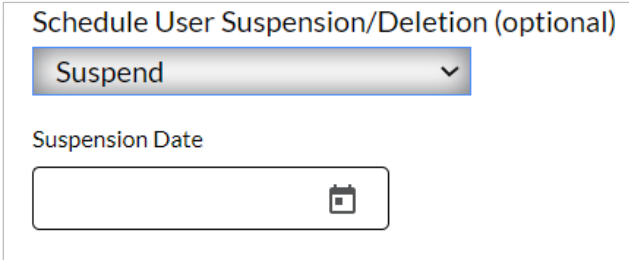
- Do Not Specify (Default)



Schedule User Suspension/Deletion (optional)

Do not specify ▼


- Suspension



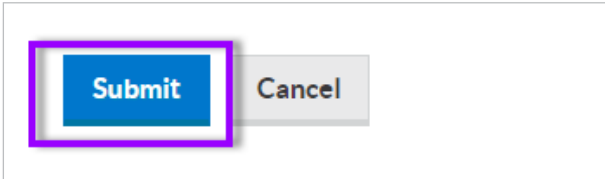
Schedule User Suspension/Deletion (optional)

Suspend ▼

Suspension Date



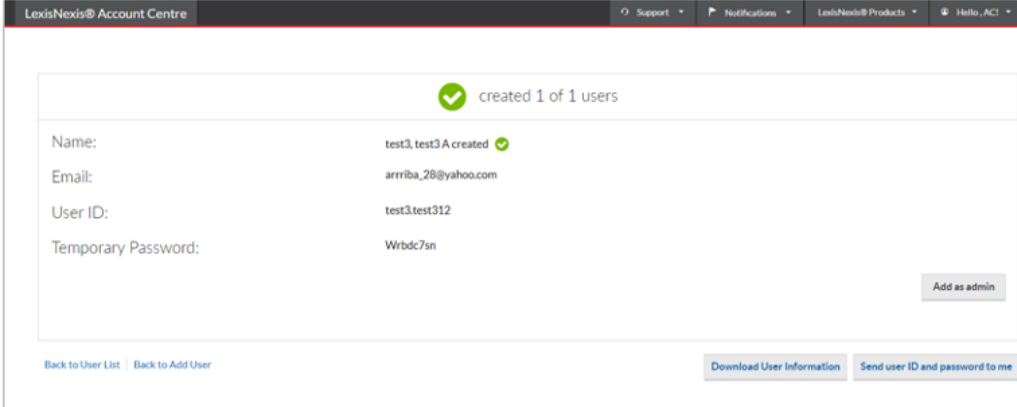
VII. Select **Submit**.



Submit Cancel

VIII. Select one of the following options on the confirmation page:

- Download User Information
- Send User ID and Password to me
- Back to User List
- Back to Add User page



The screenshot shows the LexisNexis Account Centre interface. At the top, there is a navigation bar with links for Support, Notifications, LexisNexis Products, and a user greeting 'Hello, AC!'. The main content area displays a confirmation message: 'created 1 of 1 users' with a green checkmark icon. Below this, the details of the created user are listed:

Name:	test3.test3 A created ✓
Email:	arrriba_28@yahoo.com
User ID:	test3.test312
Temporary Password:	WrbdC7sn

At the bottom right of the details section is a button labeled 'Add as admin'. At the bottom of the page, there are two links: 'Back to User List' and 'Back to Add User'. On the right side of the bottom bar, there are two buttons: 'Download User Information' and 'Send user ID and password to me'.

END OF PROCESS