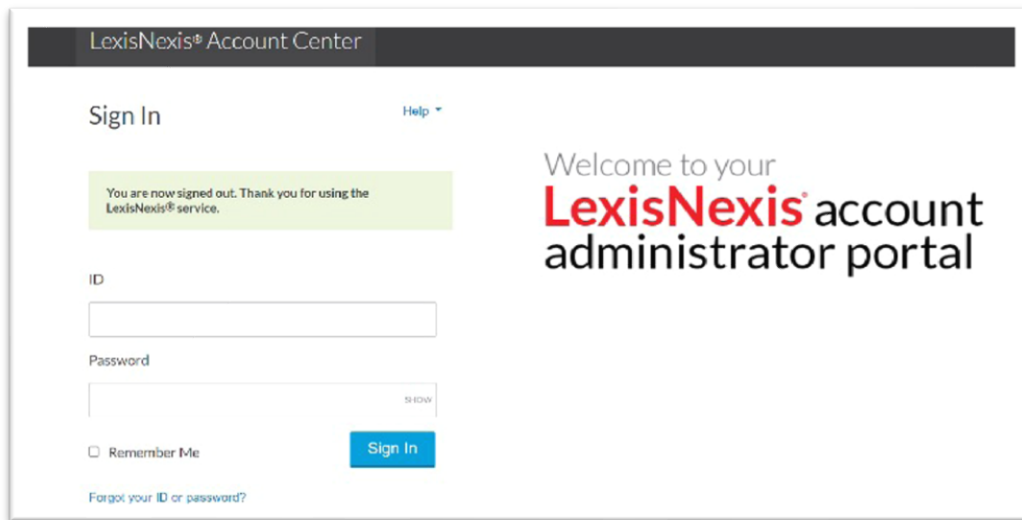


# How to add a New Admin User in LNAC

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+™.

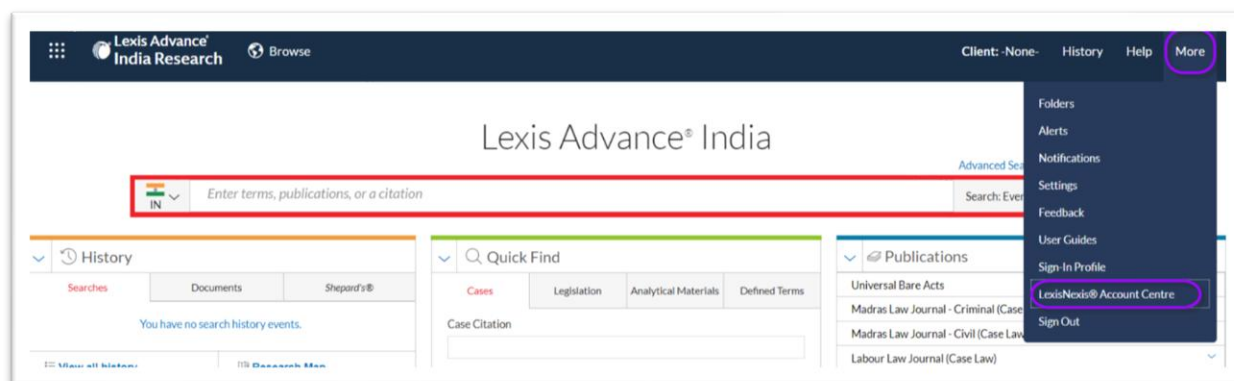
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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

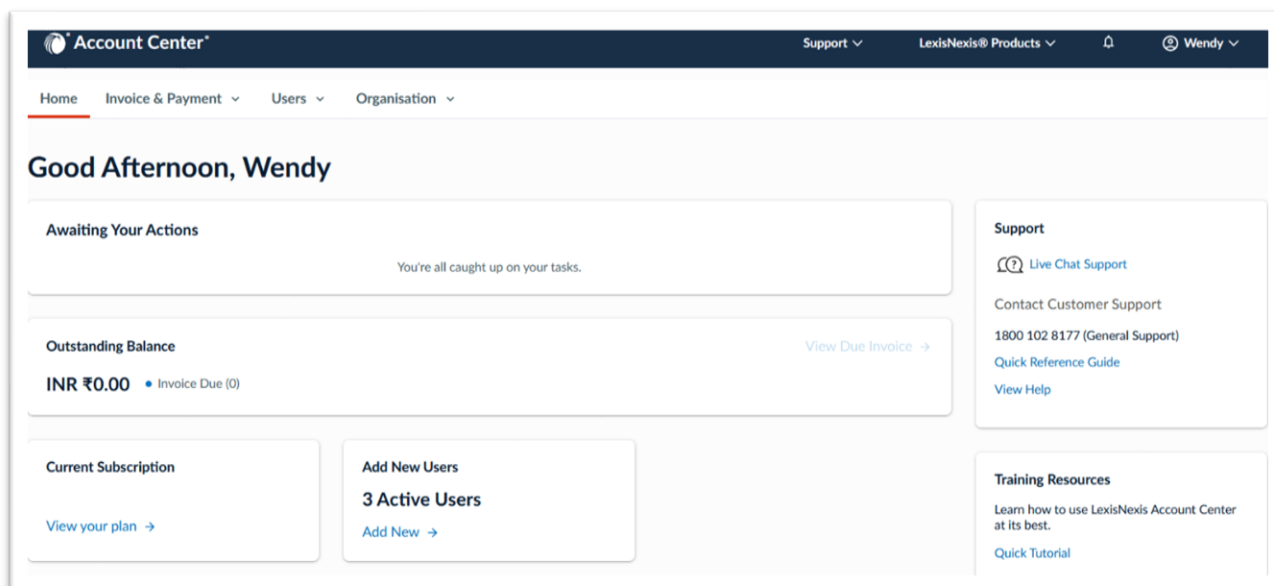
The screenshot shows the LexisNexis Account Center sign-in interface. At the top, there is a dark header with the text "LexisNexis® Account Center". Below the header, the page is divided into two main sections. On the left, there is a "Sign In" section with a "Help" link. It includes a green message box stating "You are now signed out. Thank you for using the LexisNexis® service." Below this, there are input fields for "ID" and "Password". The "Password" field has a "SHOW" link next to it. There is a "Remember Me" checkbox and a blue "Sign In" button. At the bottom of the sign-in section, there is a link that says "Forgot your ID or password?". On the right side of the page, there is a large text area that says "Welcome to your LexisNexis® account administrator portal".

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.

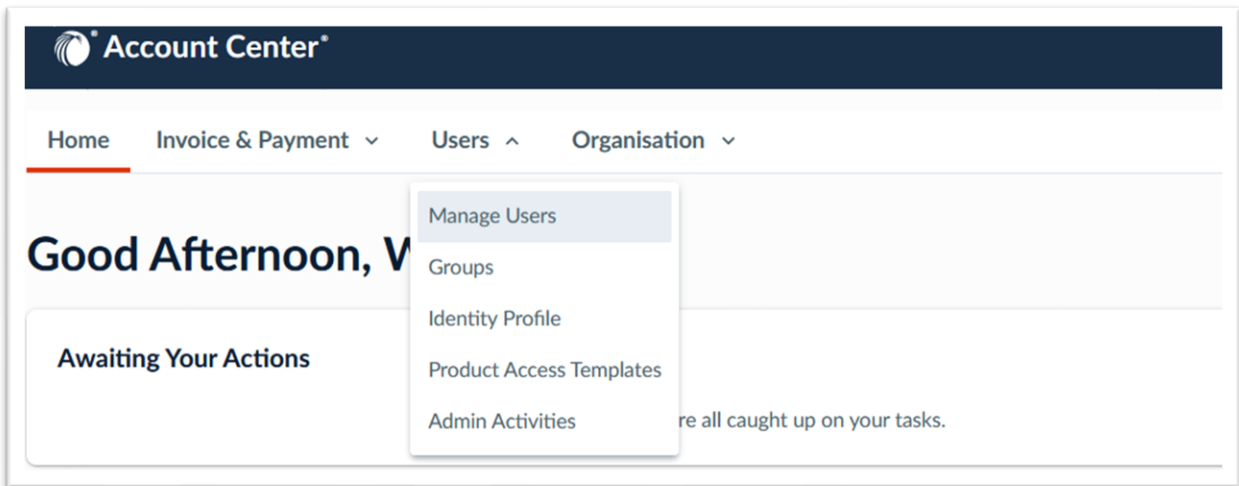
**Note:** If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



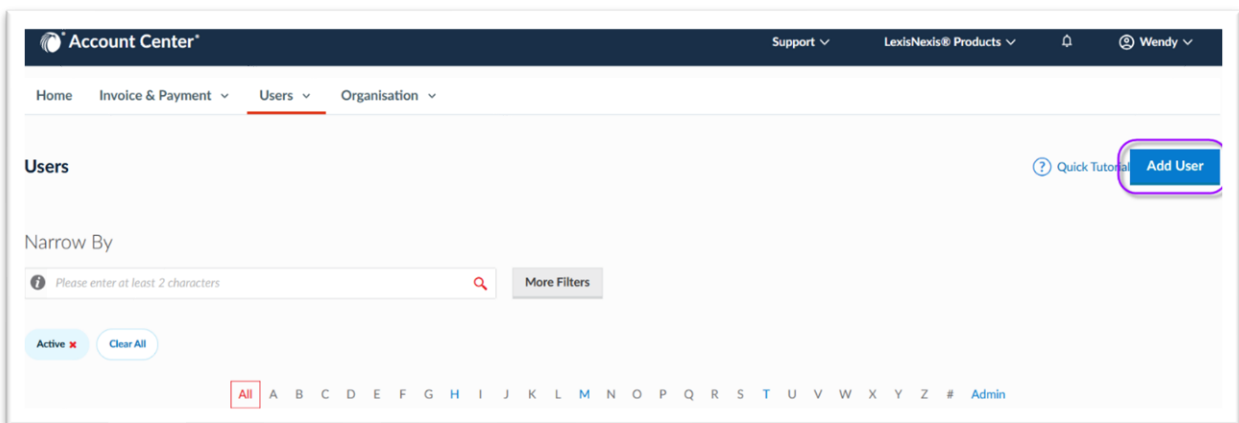
**\*\*** Once logged in, take the following steps to create a new user:



1. Click **Users** and select **Manage Users** from the drop-down menu.



2. Click **Manage Users** and select **Add User** at the top right corner.



3. In the Add User Page, proceed to follow the following 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

First Name *	Middle Name	Last Name *	Email Address *	Timekeeper ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Add More Users</a>				

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

**Product Access**

☒ Manually select products ☐ Select products from template

**Platform**

☐ Lexis Advance Core Features AU Research + PG

☐ Lexis Advance Core Features NZ Research + PG

☐ Lexis Advance Core Features Pacific

**Content**

[Select All](#) | [Deselect All](#)

☐ AU-ABC of Evidence

☐ AU-ASX Listing Rules

☐ NZ-Family Law Service

☐ News with Factiva

**Additional Products**

☐ Lexis Advance AU LNPG Core Features

☐ Lexis Advance® Pacific

☐ ICS AU Lexis Advance Research

☐ Lexis Advance Research NZ

☐ NZ - ONL New Zealand Bar Association (NZBA)

☐ Newsdesk

☐ Newsdesk for Law Firms

☐ Newsdesk User Role: Admin

- 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**.



VIII. Click **Add as admin** in the lower right corner after the User created:

Account Center

SupportLexisNexis® Products

Test

✓ created 1 of 1 users

Name:

Wendy Huang, (NAME) (MR) (Ms) (PROF)

Email:

User ID:

wendyhuang6

Temporary Password:

••••••••

Add as admin

[Back to User List](#) | [Back to Add User](#)

[Download User Information](#) | [Send user ID and password to me](#)

There are 3 options:

### Manage User – For Admin User to Add/Delete/Edit Users and View Users Details

### Manage Organization – For Admin User to Check and View Organization Details

### Manage Invoice & Payment – For Financial Admin User to Check and View and Pay Invoices

Add as Admin

Assign admin privileges to **Wendy Huang LNAC HK Test 0924**

☐ Manage User

☐ Manage Organization

☐ Manage Invoice & Payment

☐ Email notification to user

[Please Note: Notifications will only be sent for new authorisations.]

Save

Cancel

Click the related option and then click **Email notification to user** to notify the relevant user.

Add as Admin

Assign admin privileges to **Wendy Huang LNAC HK Test 0924**

☒ Manage User

☒ Administer Publications POD
☒ LexisNexis Account Center - Manage User Details
☒ LexisNexis Account Center - Manage User Product Access
☒ LexisNexis Account Center - View Identity Profiles
☒ LexisNexis Account Center - Manage Invoice Contact

☒ Manage Organization

☒ LexisNexis Account Center - Manage Client/Matter ID
☒ LexisNexis Account Center - View Contracts
☒ LexisNexis Account Center - View Subscription

☒ Manage Invoice & Payment

☒ LexisNexis Account Center - Manage Invoice & Payment

☒ LexisNexis Account Center - Manage Administrator
☒ LexisNexis Account Center - Manage User Groups
☒ LexisNexis Account Center - Manage User Public Records
☒ LexisNexis Account Center - View User List and Details
☒ LexisNexis Account Center - Manage Product Access Templates

☒ LexisNexis Account Center - Manage Locations
☒ LexisNexis Account Center - View Print Tracking
☒ LexisNexis Account Center - Manage Customer Product Access

☒ PowerInvoice

☒ PowerInvoice
☒ PowerInvoice™ - Billing Search
☒ PowerInvoice™ - Custom
☒ PowerInvoice™ - Manage Allocation Profiles
☒ PowerInvoice™ - Manage Financial Account Visibility
☒ PowerInvoice™ - Reallocation
☒ PowerInvoice™ - Summary by Account
☒ PowerInvoice™ - Unallocated Data
☒ PowerInvoice™ - User Defined

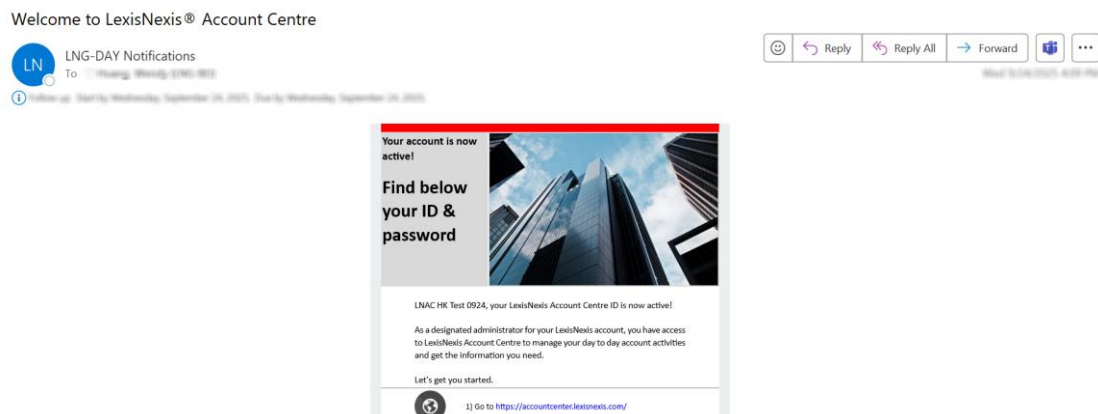
☒ Email notification to user

[Please Note: Notifications will only be sent for new authorisations.]

Save

Cancel

The New Admin User will receive a **Welcome Email** to explore in **LNAC**



The New Admin Role can still be Edited after setting up, click **Edit Admin Role**



Account Center

SupportLexisNexis® ProductsTest

✓ created 1 of 1 users

Name:

Wendy Huang - LNAC HK Test 0924 ✓

Email:

huang.wendy@lexisnexis.com

User ID:

wendyhuang6

Temporary Password:

••••••••

Edit Admin Role

[Back to User List](#) | [Back to Add User](#)

[Download User Information](#) | [Send user ID and password to me](#)

You can Edit the Admin Role or click **Remove as Role** in the lower left corner

Add as Admin

Assign admin privileges to Wendy Huang LNAC HK Test 0924

Manage User

☒ Administer Publications POD

☒ LexisNexis Account Center - Manage User Details

☒ LexisNexis Account Center - Manage User Product Access

☒ LexisNexis Account Center - View Identity Profiles

☒ LexisNexis Account Center - Manage Invoice Contact

Manage Organization

☒ LexisNexis Account Center - Manage Client/Matter ID

☒ LexisNexis Account Center - View Contracts

☒ LexisNexis Account Center - View Subscription

Manage Invoice & Payment

☒ LexisNexis Account Center - Manage Invoice & Payment

☒ LexisNexis Account Center - Manage Administrator

☒ LexisNexis Account Center - Manage User Groups

☒ LexisNexis Account Center - Manage User Public Records

☒ LexisNexis Account Center - View User List and Details

☒ LexisNexis Account Center - Manage Product Access Templates

☒ LexisNexis Account Center - Manage Locations

☒ LexisNexis Account Center - View Print Tracking

☒ LexisNexis Account Center - Manage Customer Product Access

☒ PowerInvoice

☒ PowerInvoice

☒ PowerInvoice™ - Billing Search

☒ PowerInvoice™ - Custom

☒ PowerInvoice™ - Manage Allocation Profiles

☒ PowerInvoice™ - Manage Financial Account Visibility

☒ PowerInvoice™ - Reallocation

☒ PowerInvoice™ - Summary by Account

☒ PowerInvoice™ - Unallocated Data

☒ PowerInvoice™ - 1 Year Rollback

Remove as Admin

SaveCancel

END OF PROCESS