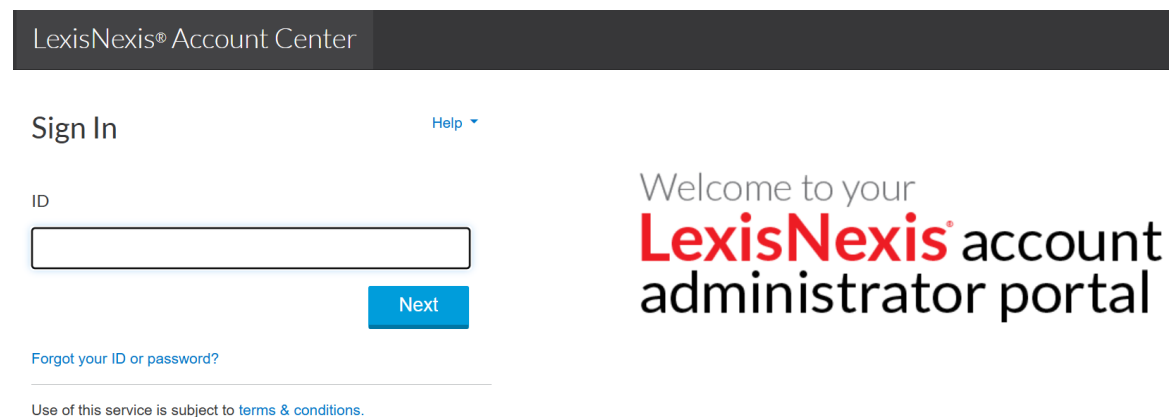


| How to download an invoice PDF copy

The LexisNexis® Account Center tool allows Administrators and Invoice Contacts the ability to retrieve a copy of an invoice.

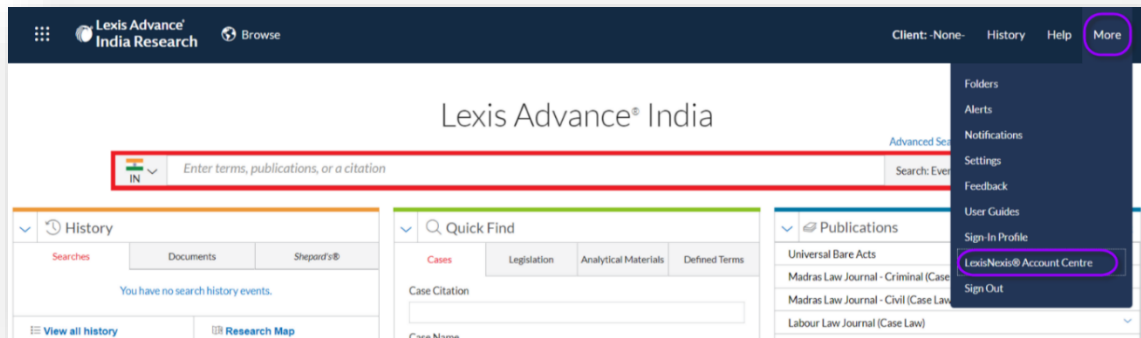
Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

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

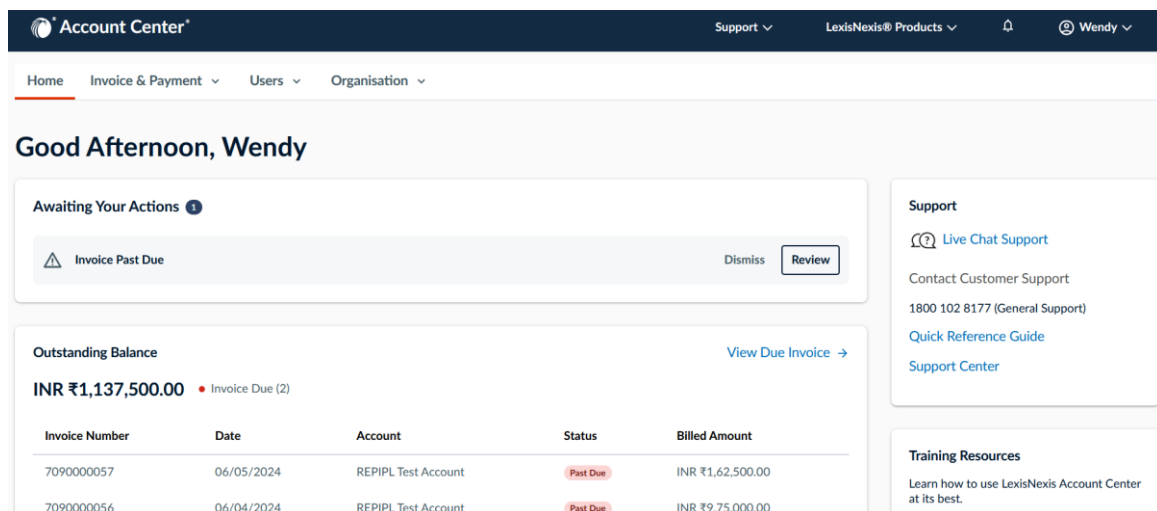
The screenshot shows the LexisNexis Account Center login interface. At the top, there is a dark header bar with the text "LexisNexis® Account Center". Below this, on the left, is a "Sign In" section. It includes a "Help" link with a dropdown arrow, an "ID" label above a text input field, and a blue "Next" button. Below the input field is a link that says "Forgot your ID or password?". At the bottom of the sign-in section, a small line of text states "Use of this service is subject to [terms & conditions](#)." On the right side of the page, there is a welcome message: "Welcome to your LexisNexis® account administrator portal", with "LexisNexis®" in red and the rest in black.

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.

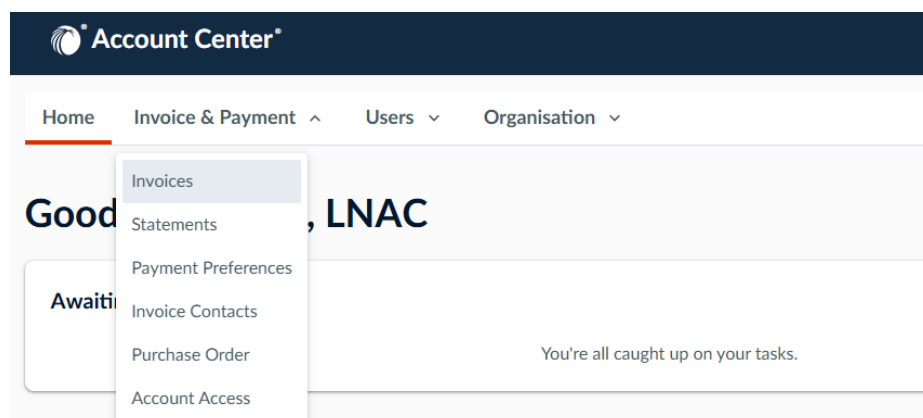
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



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



1. Click on **Invoice & Payment** and select **Invoices** from the dropdown menu.



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:

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Home Invoice & Payment Users Organisation

Invoices [Quick Tutorial](#)

Account: **INR ₹1,42,500.00 Account** Total Balance Due: **INR ₹1,42,500.00** [Pay Total Balance](#)

Note: This is a reminder there are past due items on this account.

Search item number... All Items Last 2 Years

Select All

June 2024	INR ₹1,42,500.00	Past Due
Invoice		
June 2024	INR ₹1,42,500.00	Past Due
Invoice		

June 2024

Amount Due: **INR ₹1,42,500.00** Past Due by 07/05/2024 [Make Payment](#)

Invoice Number: Invoice Date: Account Number: Account Name:

Mailing Address: Delhi, India

[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.

3. Locate and click the **Download Invoice** under that invoice; it will automatically download into a PDF file.

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Invoices [Quick Tutorial](#)

Account: **INR ₹1,42,500.00 Account** Total Balance Due: **INR ₹1,42,500.00** [Pay Total Balance](#)

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June 2024

Amount Due: **INR ₹1,42,500.00** Past Due by 07/05/2024 [Make Payment](#)

Invoice Number: Invoice Date: Account Number: Account Name:

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END OF PROCESS