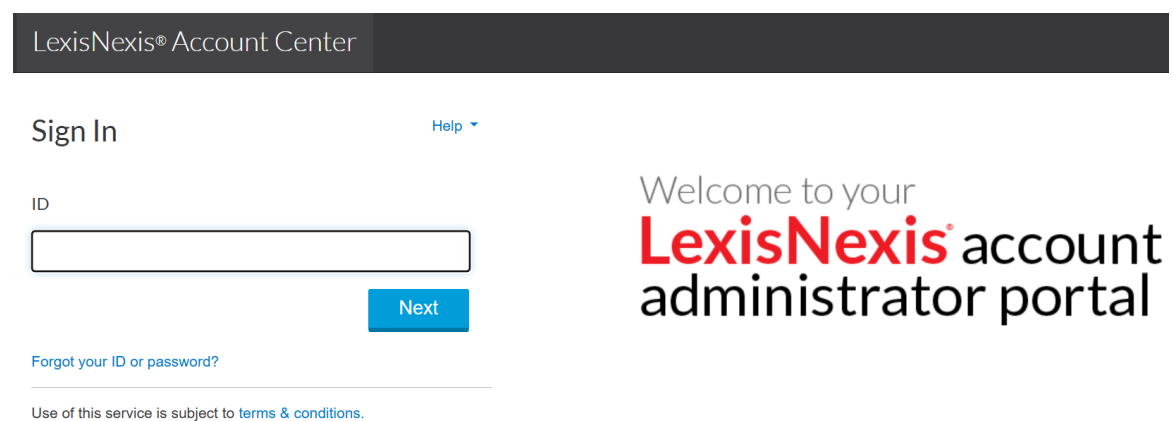


How to add a new user in LNAC

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+™.

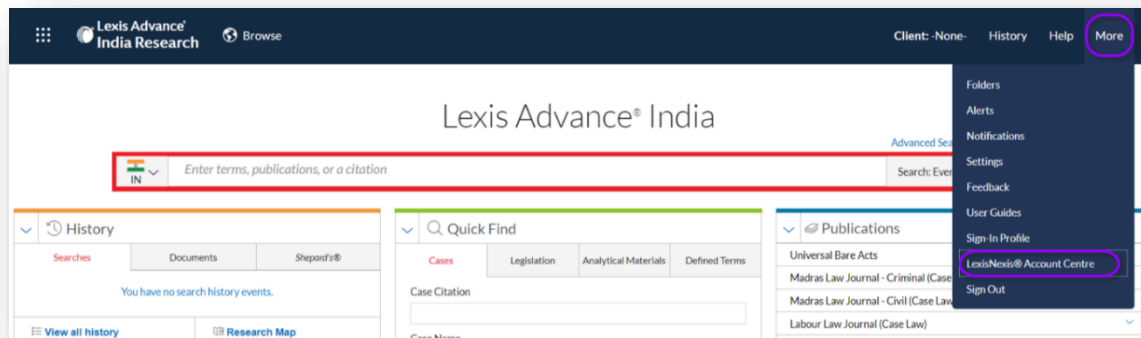
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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

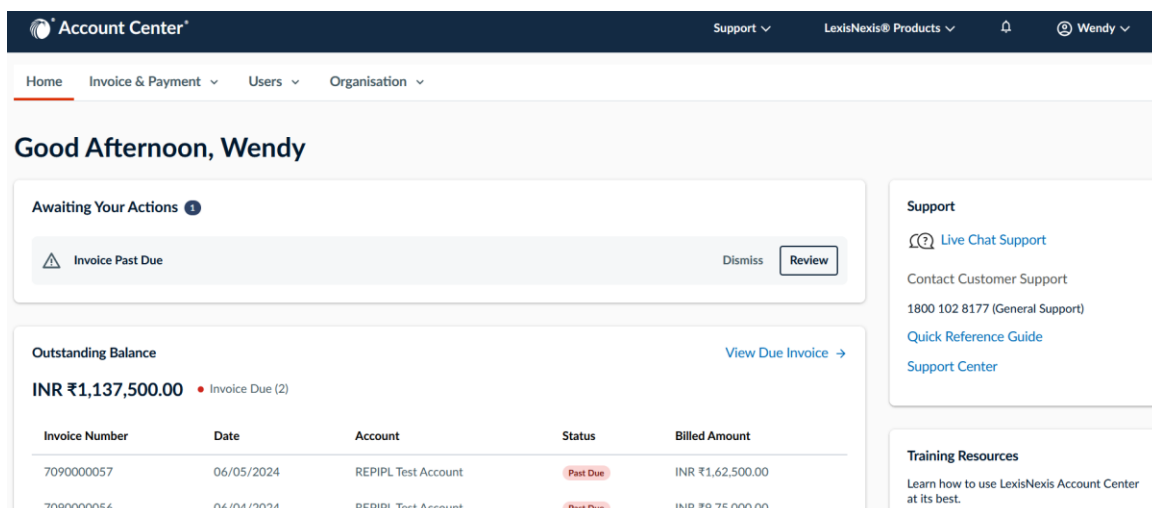
The screenshot shows the LexisNexis Account Center login interface. At the top, there is a dark header bar with the text "LexisNexis® Account Center". Below the header, on the left, is a "Sign In" section. It includes a "Help" link with a dropdown arrow, an "ID" label above a text input field, and a 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 large, stylized welcome message: "Welcome to your LexisNexis® account administrator portal", where "LexisNexis" is in red and the rest is 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.

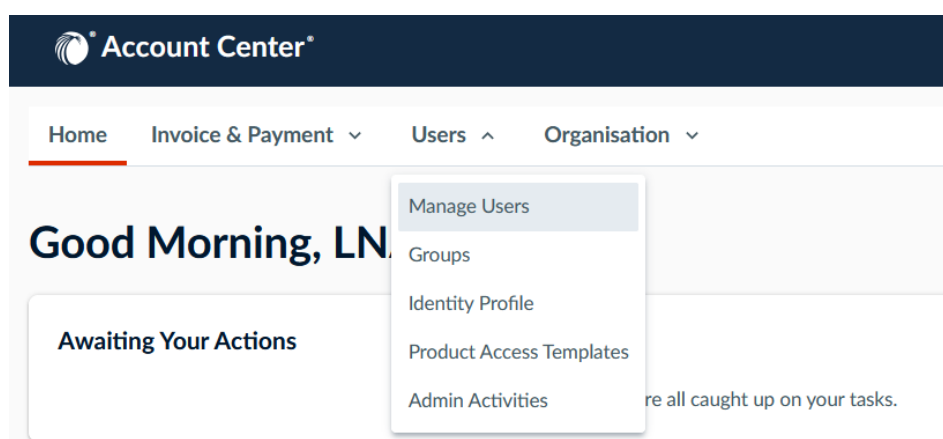
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



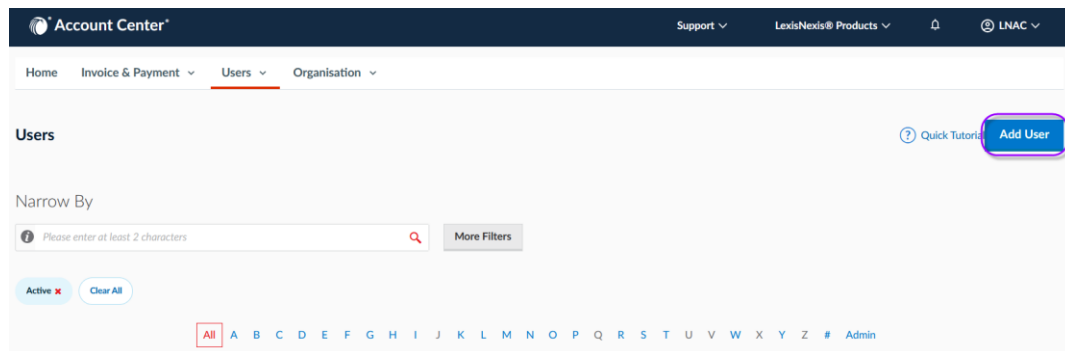
****** Once logged in, take the following steps to create a new user:



1. Click on **Users** and select **Manage Users** from the dropdown menu.

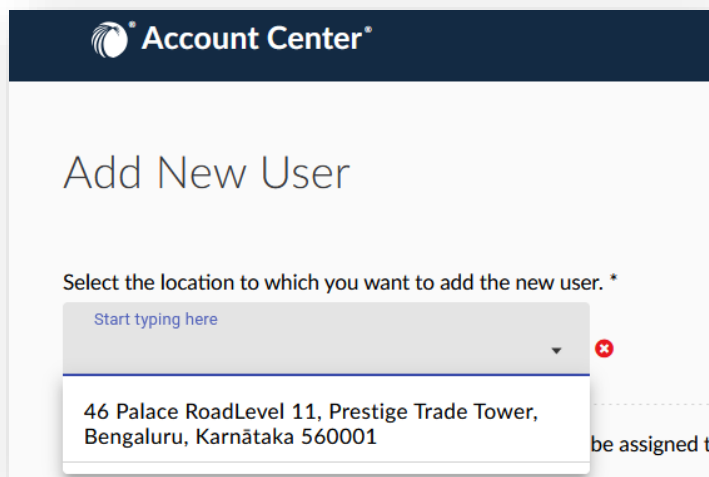


2. Click **Add User** on the right.



3. In the Add User Page, proceed to follow 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"/>
<input type="button" value="Add More Users"/>				

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

The screenshot shows the 'Product Access' form. At the top, there are two radio buttons: 'Manually select products' (which is selected and highlighted with a red box) and 'Select products from template'. Below this, the form is divided into three sections: 'Platform', 'Content', and 'Additional Products'. Each section contains a list of products with checkboxes next to them. In the 'Platform' section, there are three items: 'Lexis Advance Core Features AU Research + PG', 'Lexis Advance Core Features NZ Research + PG', and 'Lexis Advance Core Features Pacific'. In the 'Content' section, there are four items: 'AU-ABC of Evidence', 'AU-ASX Listing Rules', 'NZ-Family Law Service', and 'News with Factiva'. In the 'Additional Products' section, there are seven items: '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', and 'Newsdesk for Law Firms'. The 'Newsdesk User Role: Admin' checkbox is also visible at the bottom.

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

The screenshot shows the 'Product Access' form. At the top, there are two radio buttons: 'Manually select products' and 'Select products from template' (which is selected and highlighted with a red box). Below this, there are two checkboxes: 'News Factiva' and 'PG research'.

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

- Create Users now (default)


The screenshot shows the 'Schedule User Creation (optional)' dropdown menu. The dropdown is open, showing three options: 'Create Users Now (default)' (which is selected and highlighted with a red box), 'Create Users Now (default)', and 'Schedule Future Date'.

- Schedule Future Date

Schedule User Creation (optional)

Schedule Future Date ▼

Create Users on Future Date

6/1/2025 

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

6/10/2025 

- Do Not Specify (Default)

Schedule User Suspension/Deletion (optional)

Do not specify ▼

- Suspension

Schedule User Suspension/Deletion (optional)

Suspend

Suspension Date

6/10/2025

VII. Select **Submit**.

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

Account Center Support LexisNexis® Products LNAC

✓ created 1 of 1 users

Name:	Wendy Huang, LNAC Test 0526 ✓
Email:	
User ID:	wendyhuang7
Temporary Password:	***** <input type="button" value="Copy"/>

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

END OF PROCESS