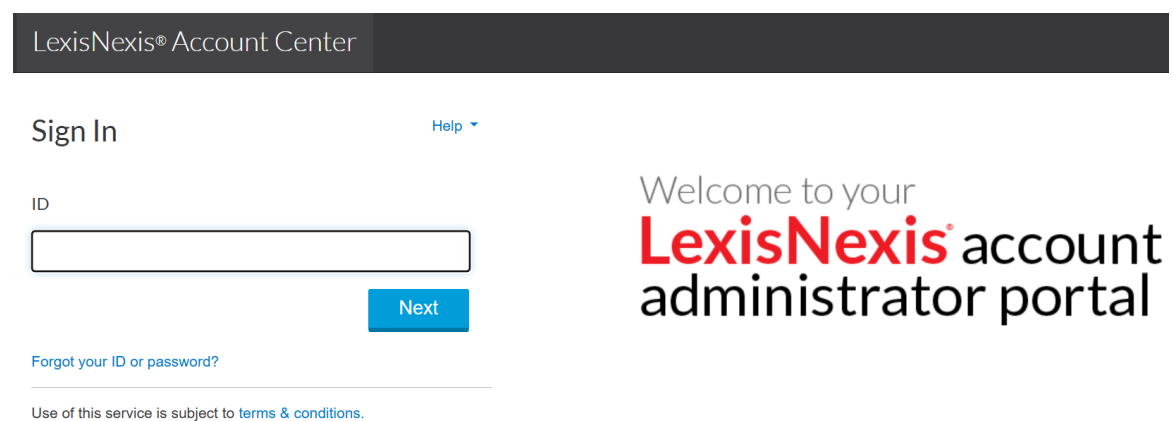# How to add a new user in LNAC

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

**LexisNexis® Account Center**

Sign In   Help ▾

ID

[   ]

                                    Next

Forgot your ID or password?

Use of this service is subject to terms & conditions.

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
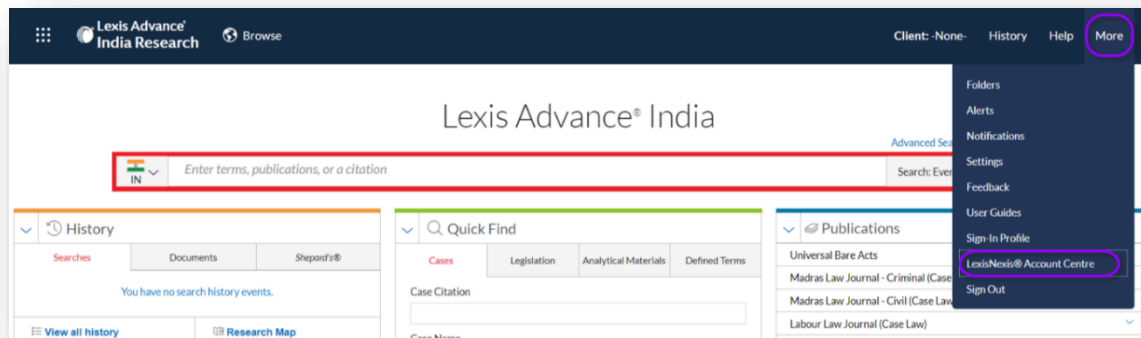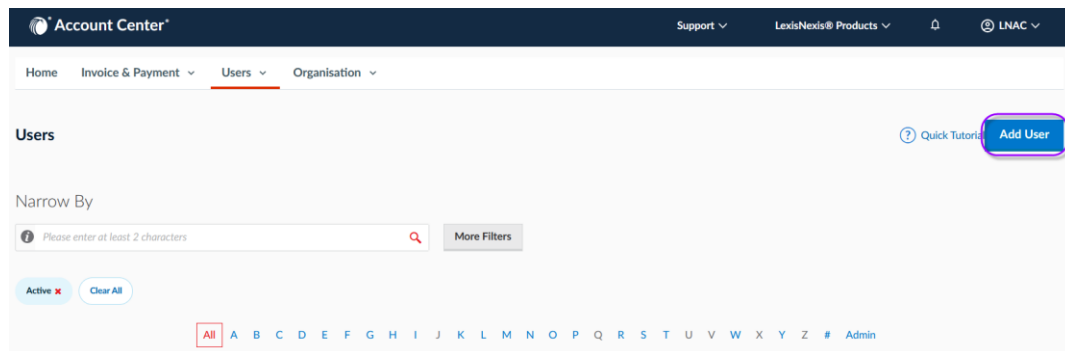

** Once logged in, take the following steps to create a new user:
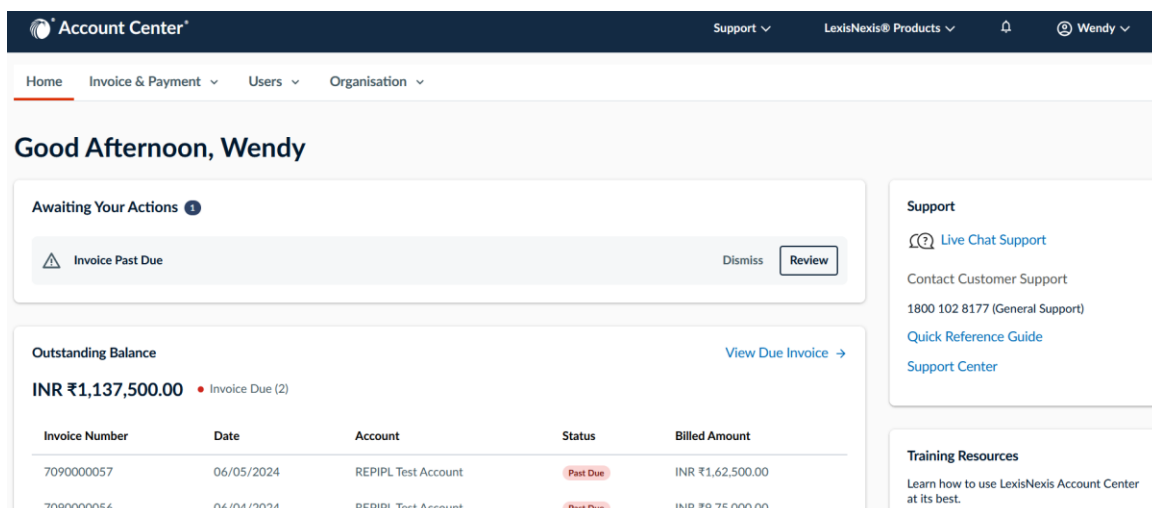
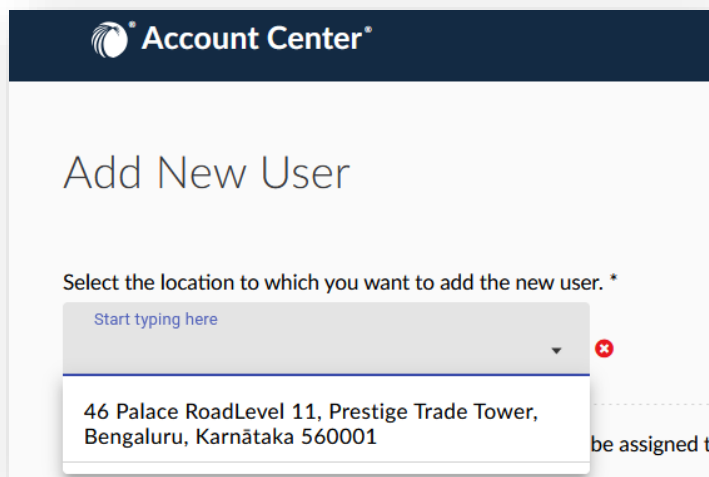1. Click on **Users** and select **Manage Users** from the dropdown menu.
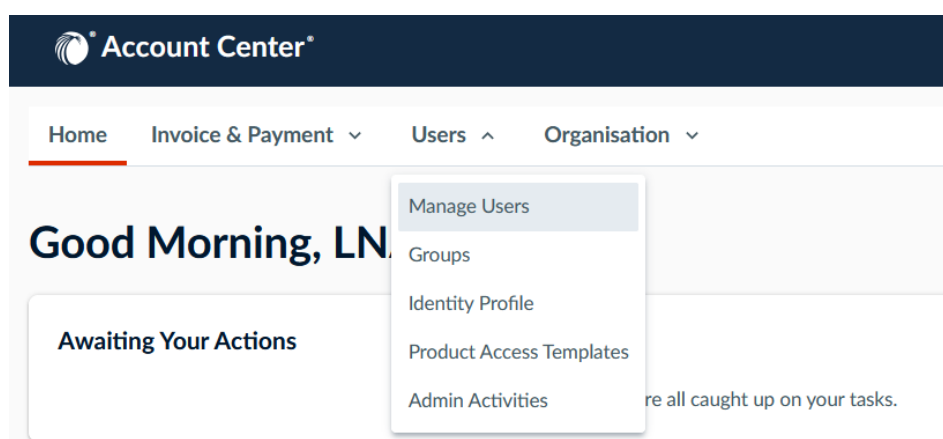
2. Click **Add User** on the right.

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

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.

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

- Create Users now (default)

- Schedule Future Date

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.

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

- Do Not Specify (Default)

- Suspension

Schedule User Suspension/Deletion (optional)

Suspend

Suspension Date

6/10/2025

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

Account Center   Support ∨   LexisNexis® Products ∨   🔔   ⊙ LNAC ∨

✓ created 1 of 1 users

Name: Wendy Huang, LNAC Test 0526 ✓
Email:
User ID: wendyhuang7
Temporary Password: ●●●●●●●●   👁

Add as admin

Back to User List | Back to Add User   Download User Information Send user ID and password to me

END OF PROCESS

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