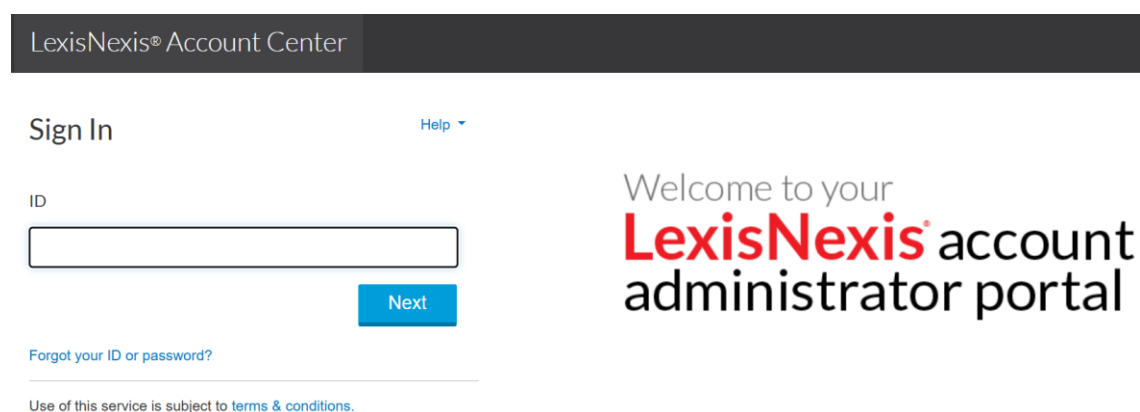


# How to view invoice and payment history

The LexisNexis® Account Center tool allows Administrators the ability to view their payment history.

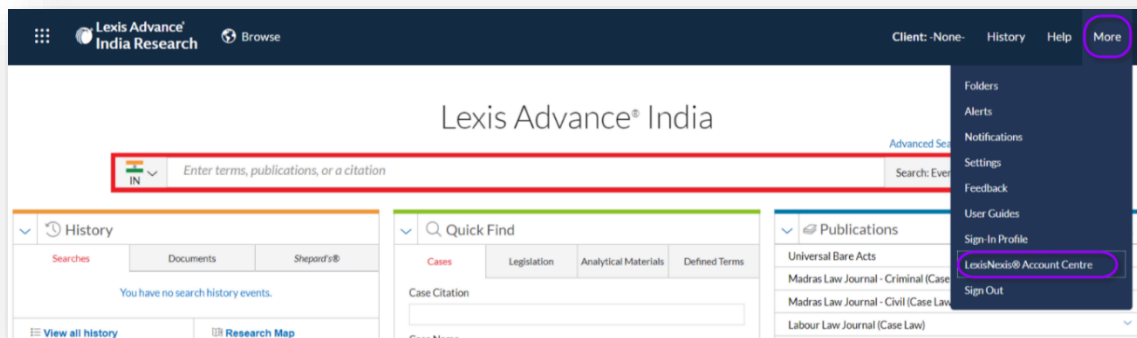
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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

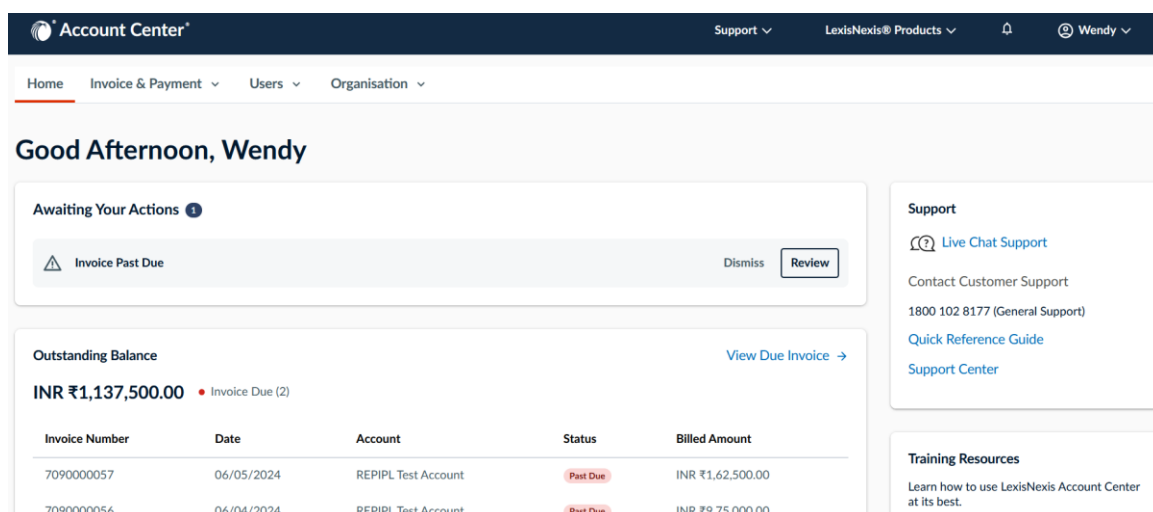
The screenshot shows the LexisNexis Account Center login interface. At the top, there is a dark grey header with the text "LexisNexis® Account Center". Below the header, on the left, is a "Sign In" section. It includes a "Help" link with a dropdown arrow, an "ID" label above a text input field, and a 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 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.

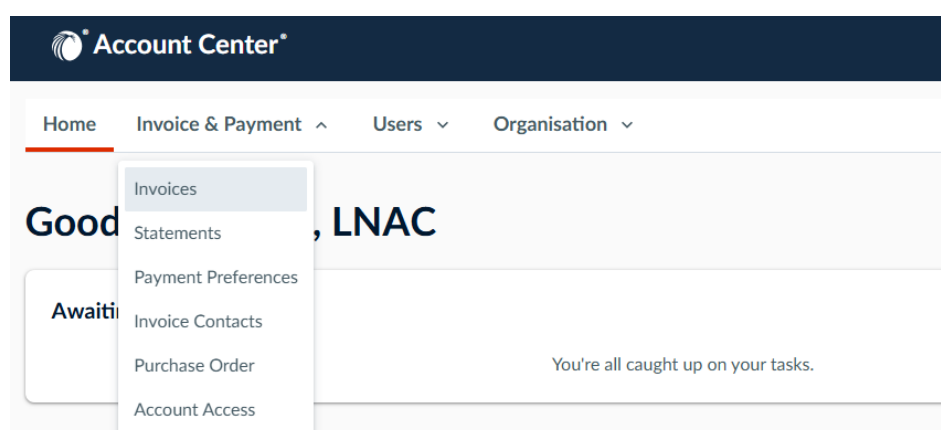
**Note:** If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



**\*\* Once logged in, take the following steps to view an invoice and payment history:**



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



2. In the Invoices tab, click the Download Invoice and Payment History icon, which will download an Excel file.

The screenshot shows the 'Invoices' tab in the LexisNexis Account Center. At the top, there's a navigation bar with 'Home', 'Invoice & Payment', 'Users', and 'Organisation'. Below this, the 'Invoices' section displays a list of invoices for June 2024. A red circle highlights a download icon (a square with a downward arrow) next to the first invoice. The right sidebar shows details for the selected invoice, including the amount due (INR ₹ 1,42,500.00) and a 'Download Invoice' link.

The downloaded excel file contains the following columns:

- Account Number
- Account Name
- Invoice Date
- Type
- Item Number
- Payment Date
- Due Date
- Currency
- Total Amount Due
- Original Item Amount
- Payment Amount
- Item status

The screenshot shows an Excel spreadsheet with the following columns: Account Number, Account Name, Invoice Date, Item Status, Type, Item Number, Due Date, Currency, Total Amount, Original Item Amount, Payment Amount, and Credit Date. The data shows an invoice for June 2024 with a due date of July 2025.

Account Number	Account Name	Invoice Date	Item Status	Type	Item Number	Due Date	Currency	Total Amount	Original Item Amount	Payment Amount	Credit Date
30-06-2025 07:11:40	Account N	05 Jun 202	Open	Invoice	7	05 Jul 202	INR	₹ 1,42,500.00	₹ 1,42,500.00		
30-06-2025 07:11:40	Account N	04 Jun 202	Open	Invoice	7	04 Jul 202	INR	₹ 1,42,500.00	₹ 1,42,500.00		

**Note:** The Administrator should be able to view the list of Billing Accounts and the respective invoices (should there be multiple accounts) by using the filter functionality in Excel.

**\*\*If customers have multiple billing accounts, they can choose from the drop-down menu the specific billing account to download the invoice and pay history.**

**END OF PROCESS**