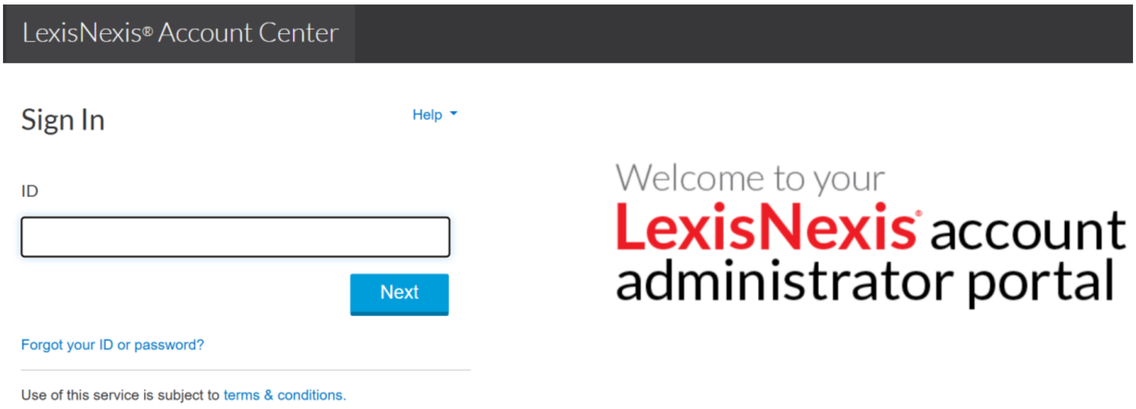
How to view invoice and payment history

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

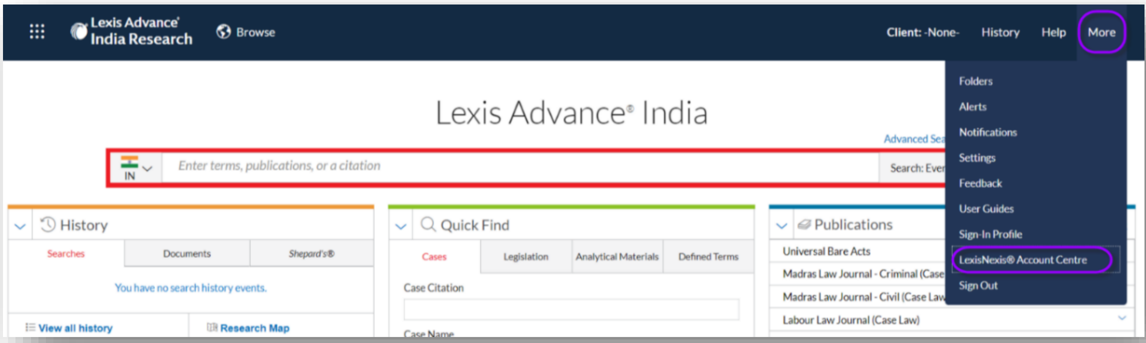
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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

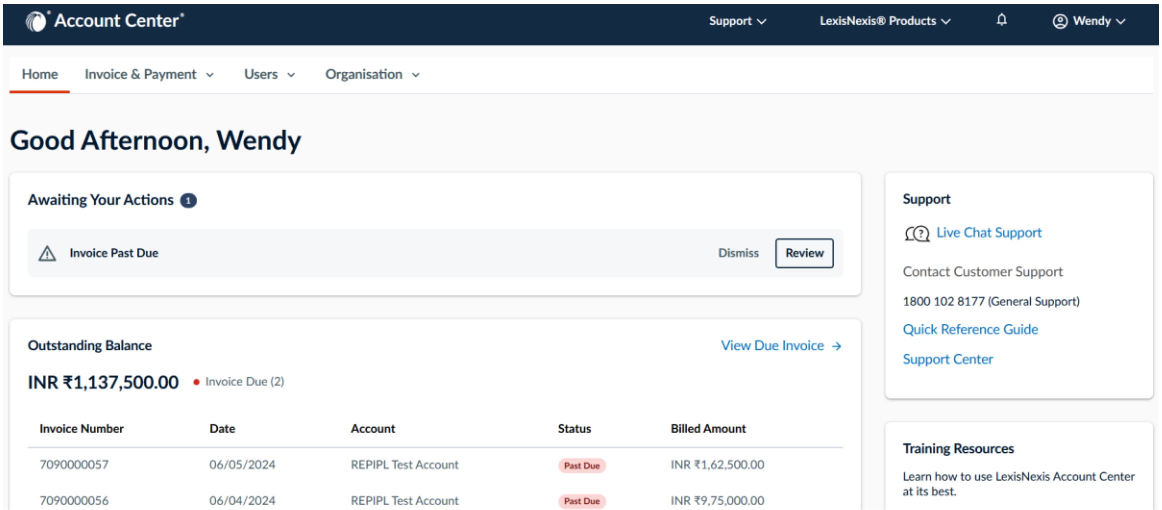


2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
   I. Click More in the upper right corner on the Lexis service.
   II. Select LexisNexis® Account Center.
   III. Enter your Lexis ID and password if prompted.

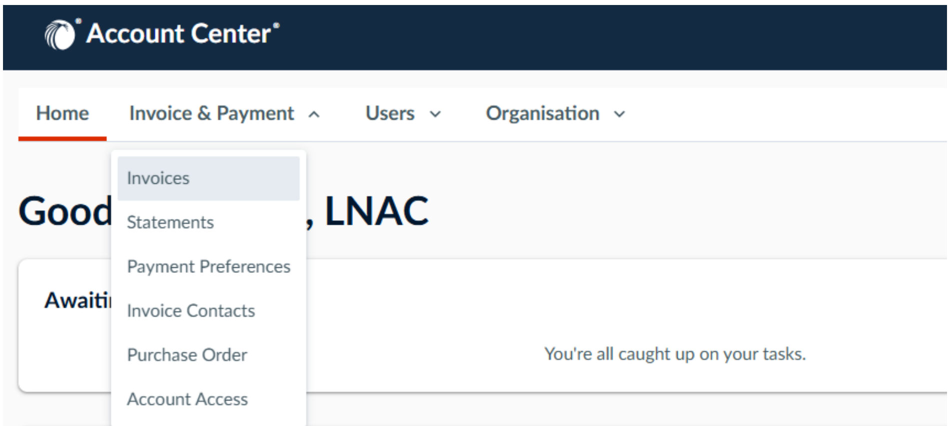
Note: If you do not have the LexisNexis Account Center option under the More drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



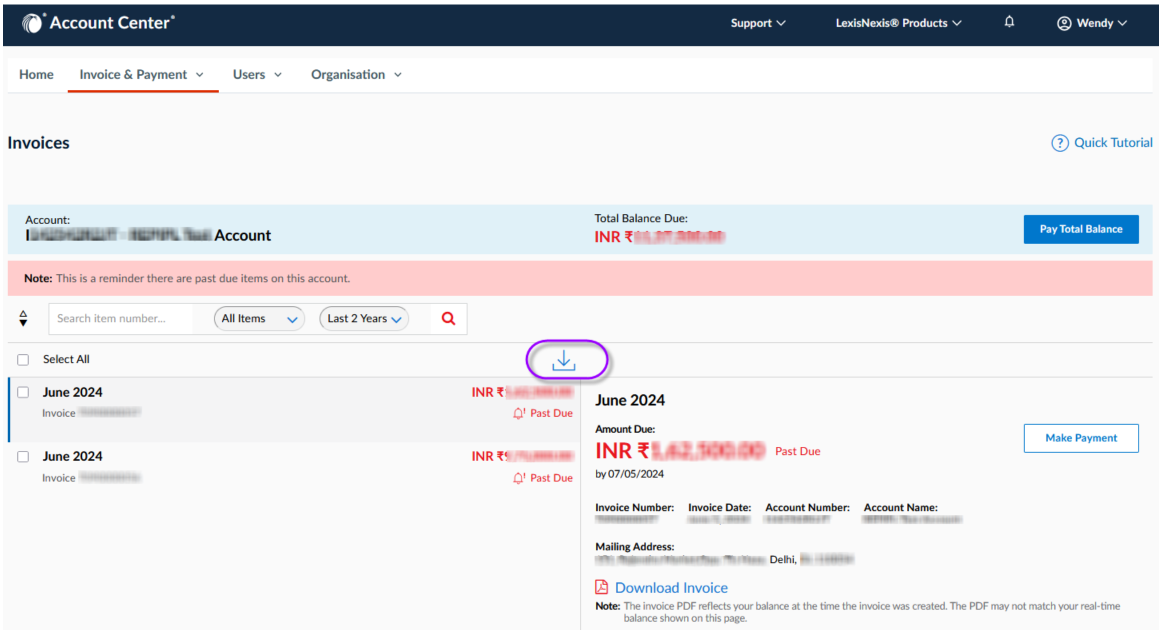
** Once logged in, take the following steps to view an invoice and payment history:



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

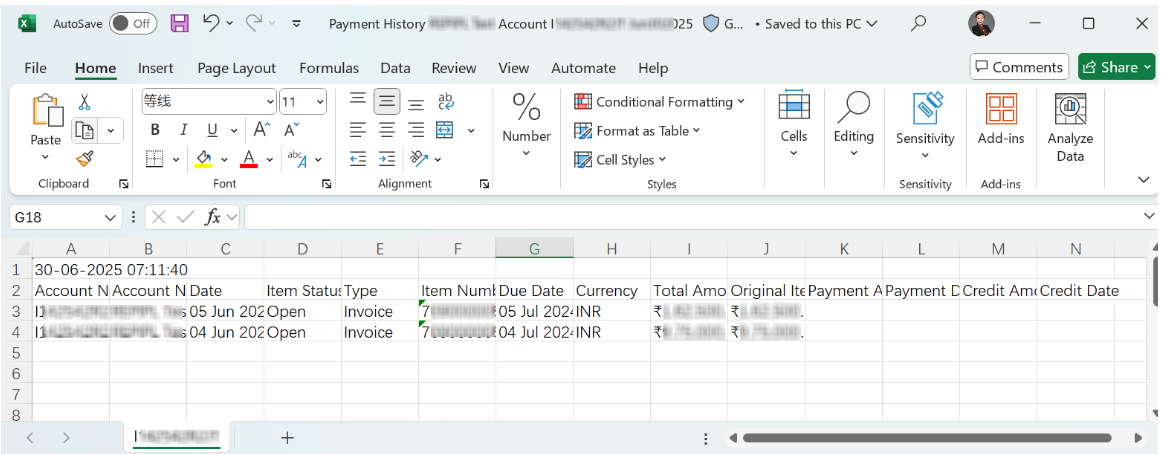


2. In the Invoices tab, click the Download Invoice and Payment History icon, which will download an Excel file.



The 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



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