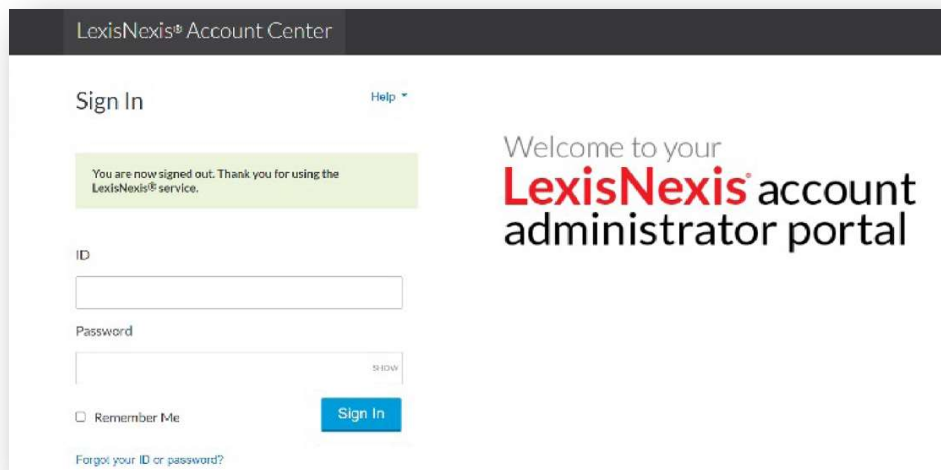


How to add a new user in LNAC

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 Sign In page. At the top, there is a dark header with the text "LexisNexis® Account Center". Below the header, the page is divided into two main sections. On the left, there is a "Sign In" section with a "Help" link. A green message box states: "You are now signed out. Thank you for using the LexisNexis® service." Below this, there are input fields for "ID" and "Password". The "Password" field has a "SHOW" link next to it. There is a "Remember Me" checkbox and a blue "Sign In" button. At the bottom of the sign-in section, there is a link: "Forgot your ID or password?". On the right side of the page, there is a welcome message: "Welcome to your LexisNexis® account administrator portal".

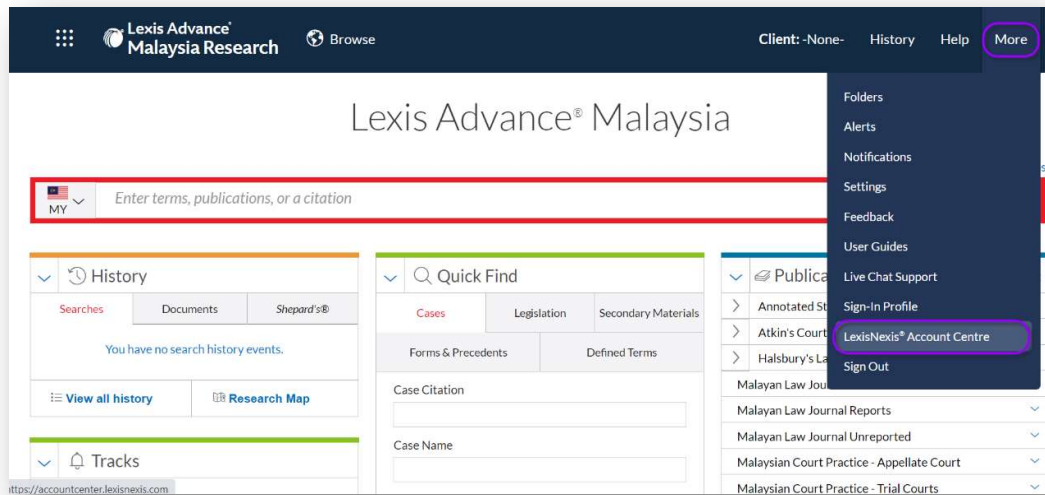
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:

1. Click More in the upper right corner on the Lexis service.

II. Select LexisNexis® Account Center.

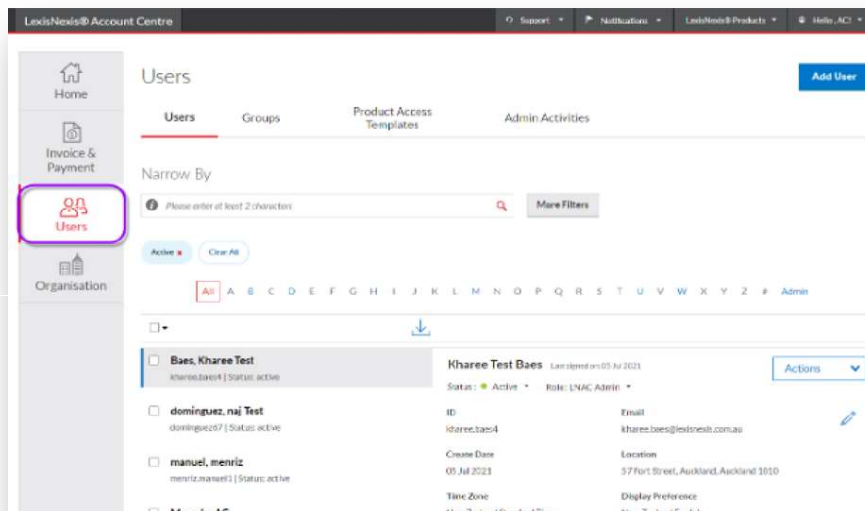
III. Enter your Lexis ID and password if prompted.

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

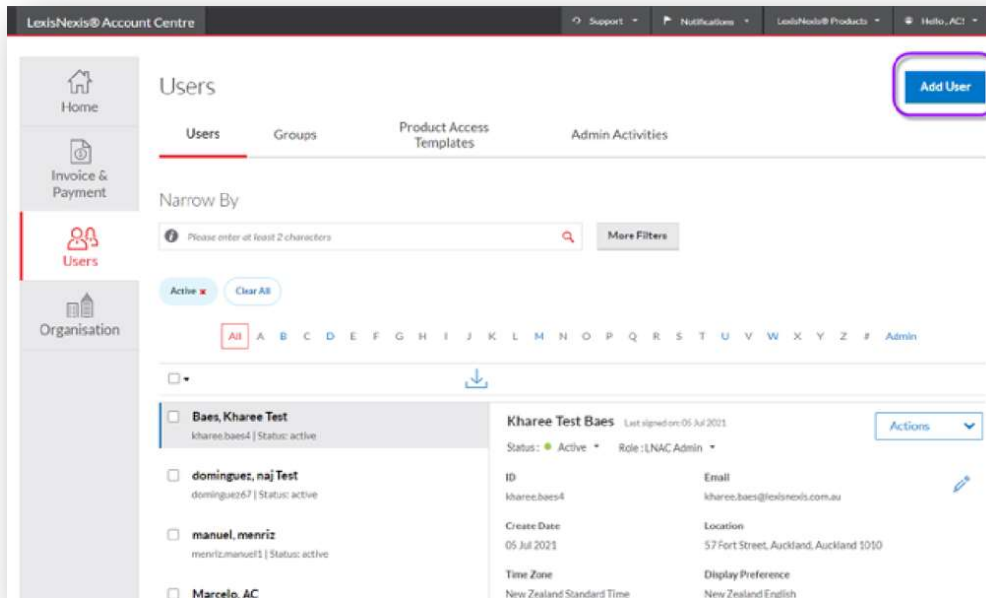


** Once logged in, take the following steps to create a new user:

1. Select **Users** from the left side of the page.

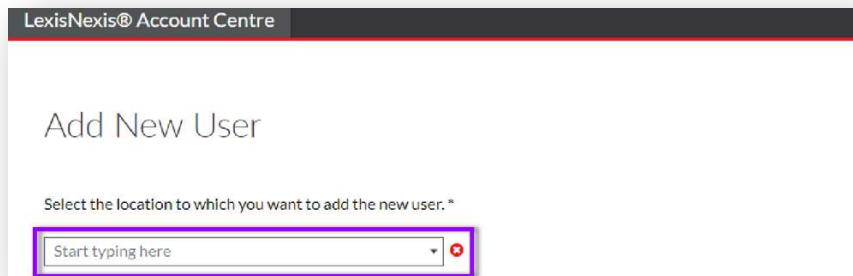


2. Select **Add User**.



3. In the Add User Page, proceed to follow below 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 *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Product Access

Manually select products Select products from template

Platform

Lexis Advance Core Features AU Research + PG
 Lexis Advance Core Features NZ Research + PG
 Lexis Advance Core Features Pacific

Content

[Select All](#) | [Deselect All](#)

AU-ABC of Evidence
 AU-ASX Listing Rules
 NZ-Family Law Service
 News with Factiva

Additional Products

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
 Newsdesk for Law Firms
 Newsdesk User Role: Admin

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

Product Access

Manually select products Select products from template

News Factiva PG research

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

- Create Users now (default)

Screenshot of a dropdown menu titled "Schedule User Creation (optional)". The menu is open, showing three options: "Create Users Now (default)" (selected), "Create Users Now (default)", and "Schedule Future Date".

- Schedule Future Date

Screenshot of a form titled "Schedule User Creation (optional)". The "Schedule Future Date" option is selected in the dropdown menu. Below the dropdown, there is a text input field labeled "Create Users on Future Date" containing the date "12/2/2022" and a calendar icon.

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.

Screenshot of two checkboxes. The first checkbox, labeled "Email ID and Password to user", is checked. The second checkbox, labeled "Send user ID and password to me", is unchecked.

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

- Do Not Specify (Default)

Schedule User Suspension/Deletion (optional)

Do not specify

- Suspension

Schedule User Suspension/Deletion (optional)

Suspend

Suspension Date

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



END OF PROCESS