How to download an invoice PDF copy

The LexisNexis[®] Account Center tool allows Administrators and Invoice Contacts the ability to retrieve a copy of an invoice.

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

1. You can access this <u>Lexis Nexis Account Center</u> link directly and log in using your user ID and password

Sign In	Help *	
You are now signed out. Thank you fo LexisNexis® service.	r using the	Welcome to your LexisNexis account
D		administrator portal
Password	SHOW	
Remember Me	Sign In	

- 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 dropdown or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



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- ** Once logged in, take the following steps to download an invoice
- 1. **Select Invoice & Payment** from the left side of the page.

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Note: If account has multiple Financial Accounts (FA), the user can choose from the Account drop down menu the appropriate FA and download the invoice from there.



2. In the Invoices tab, click on the Invoice you want to download:

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3. Locate the PDF Items download icon for that invoice.

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4. Click **PDF Items** download icon, it automatically downloads into a PDF file.

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