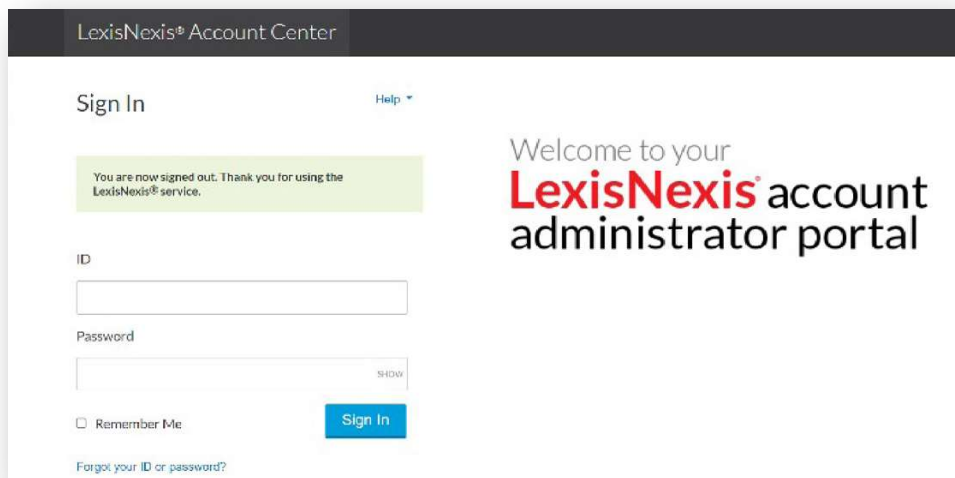


How to pay an invoice in LNAC

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:

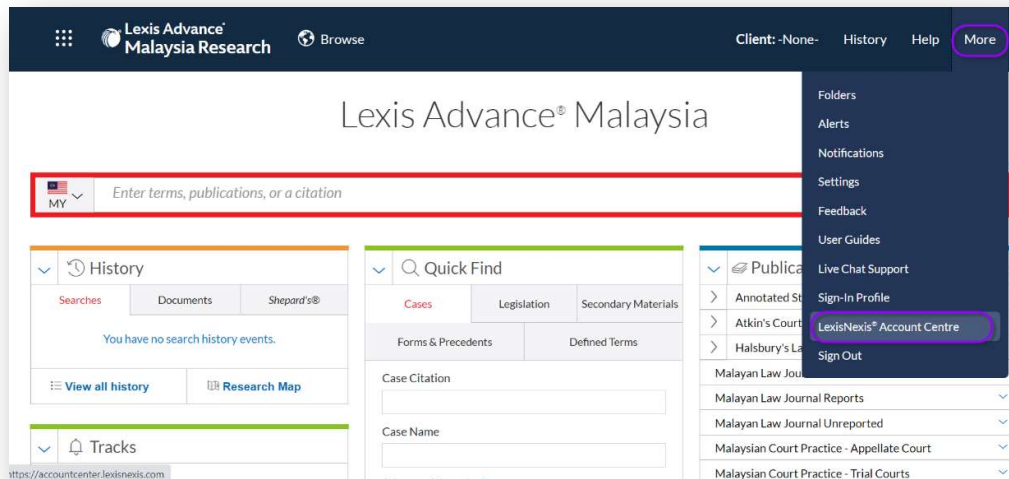
1. You can access this [Lexis Nexis Account Center](#) link directly and log in using your user ID and password



The screenshot shows the LexisNexis Account Center sign-in interface. At the top, it says "LexisNexis® Account Center". Below that, there's a "Sign In" heading and a "Help" link. A green message box states: "You are now signed out. Thank you for using the LexisNexis® service." To the right, a welcome message reads: "Welcome to your LexisNexis® account administrator portal". The sign-in form includes fields for "ID" and "Password" (with a "SHOW" toggle), a "Remember Me" checkbox, and a blue "Sign In" button. A link for "Forgot your ID or password?" is at the bottom left.

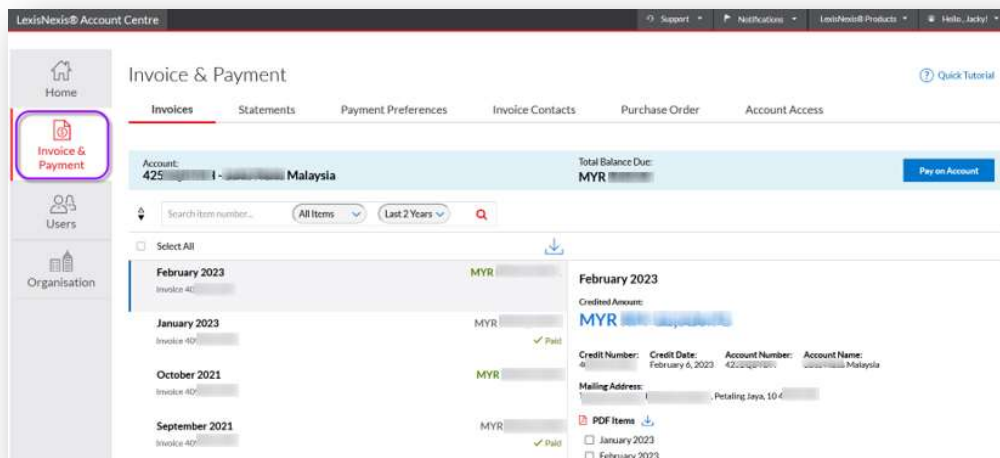
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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

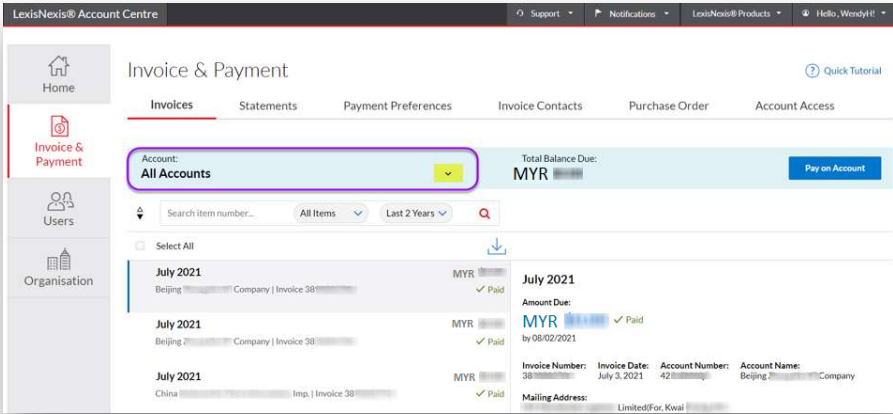


** Once logged in, take the following steps to download an invoice

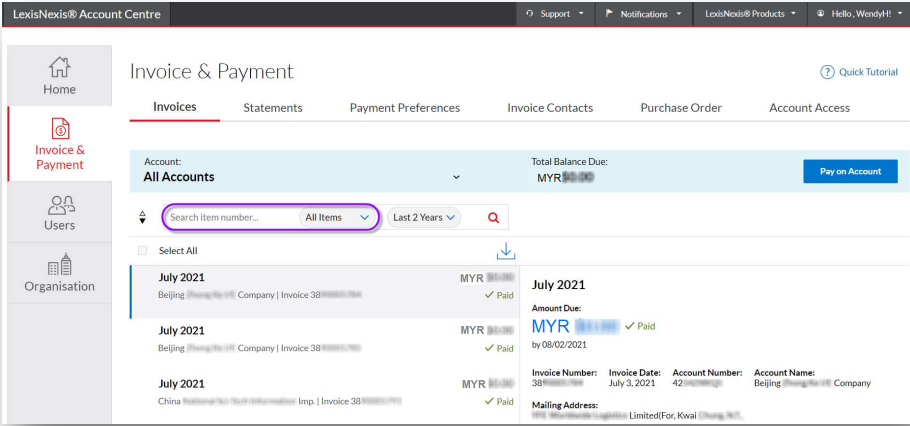
1. **Select Invoice & Payment** from the left side of the page.



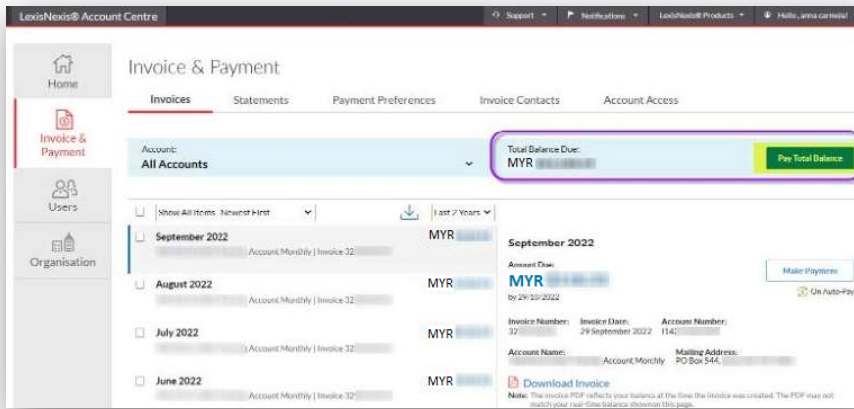
2. Users with multiple Financial Accounts have the option of selecting an **Account Number** or selecting **All Accounts** by using a drop-down menu option.



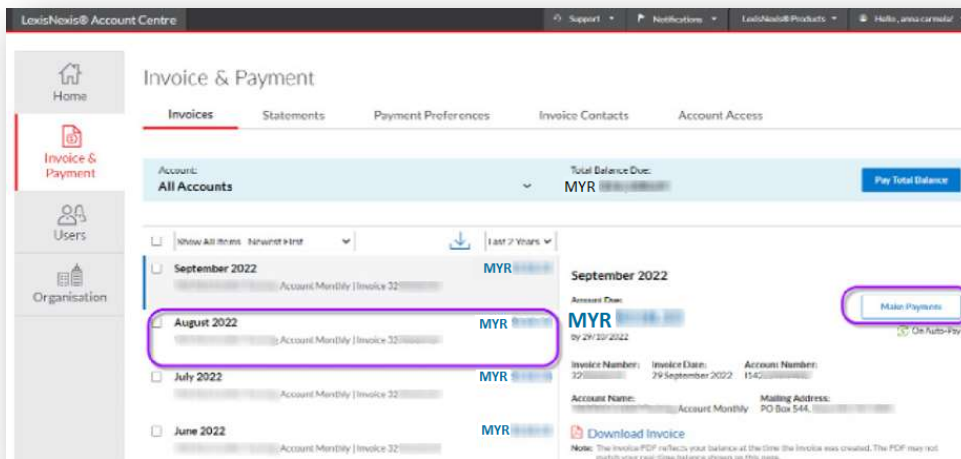
3. Select Show Open Items Only - Newest First or Show Open Items Only - Oldest First to see only open invoices.



4. Do one of the following:
- Select **Pay Total Balance** to pay the entire amount owed for this account.



- Select the invoice or invoices you want to pay, and then select **Make Payment** to pay specific invoices.



5. Complete the payment information keeping the following in mind:

- You can use the credit/debit card or bank account on record, or you can use a different one for this payment.

If you choose to do so, you'll need to enter those account details.

- A Credit Card payment cannot exceed \$25,000.00. Invoices exceeding \$25,000 are paid by performing two partial payments.

- When you pay less than the balance due, LexisNexis Account Center applies the payment to the oldest invoices first and then provides an updated balance

Click **Confirm** and **Pay**

LexisNexis® Account Centre

Support | Notifications | LexisNexis® Products | Hello, user name!

Home

Invoice & Payment

Users

Organisation

Invoice & Payment

Invoices | Statements | Payment Preferences | Invoice Contacts | Account Access

1. Select Amount

Balance from selected invoices MYR

Other custom amount MYR

2. Pay Using Credit Card

Visa 290 Expires: 01/2022

Visa 740 Expires: 09/2024

Use Another Card

3. Confirmation

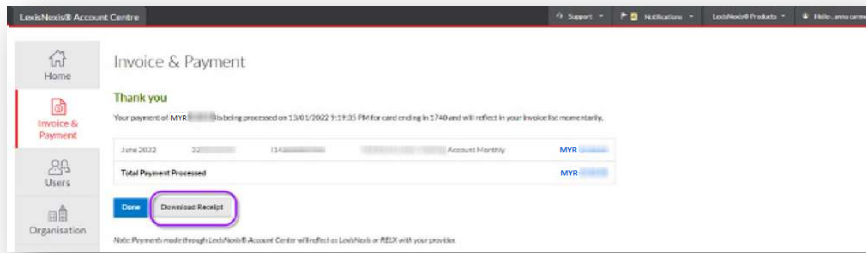
Confirm and Pay Cancel

Note: Payments made through LexisNexis® Account Center will reflect on LexisNexis or REDF with your provider.

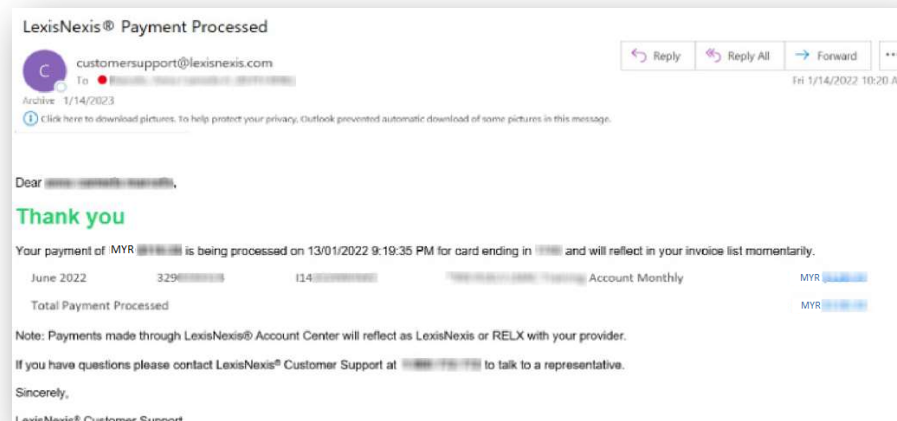
Total Amount Being Paid
MYR

June 2022	MYR
Total Due	MYR

Note: You receive a dialogue box with the message that your payment is being processed. You can click the Download Payment Receipt PDF link any time after processing a payment from the Invoices view to print a receipt for the payment. If more than one payment is made against an invoice, they will show together on 1 payment receipt.



A payment confirmation email will also be received by the Administrator.
Please refer to sample emails:



END OF PROCESS