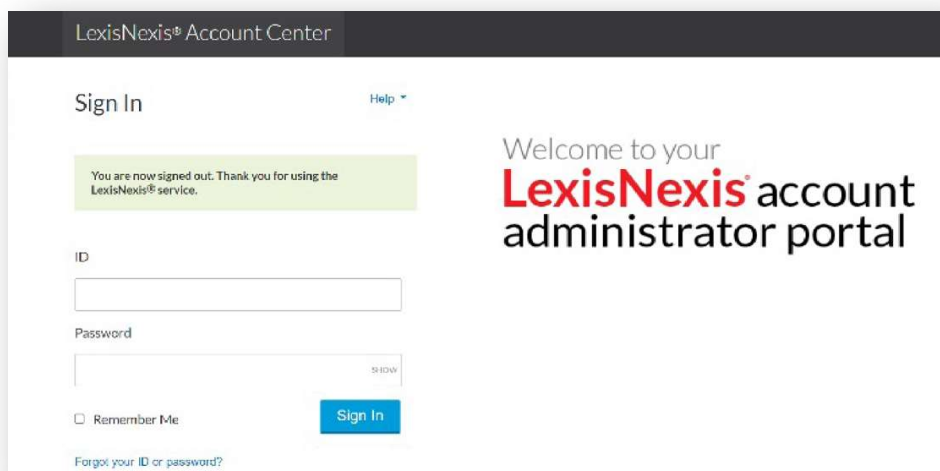


How to add a new user in LNAC

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:

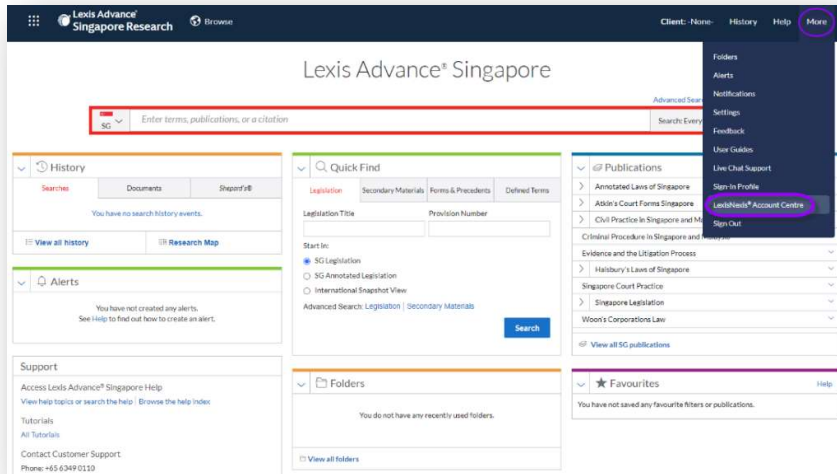
1. You can access this [Lexis Nexis Account Center](#) link directly and log in using your user ID and password



The screenshot shows the LexisNexis Account Center sign-in 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. At the bottom left, there's a link for "Forgot your ID or password?".

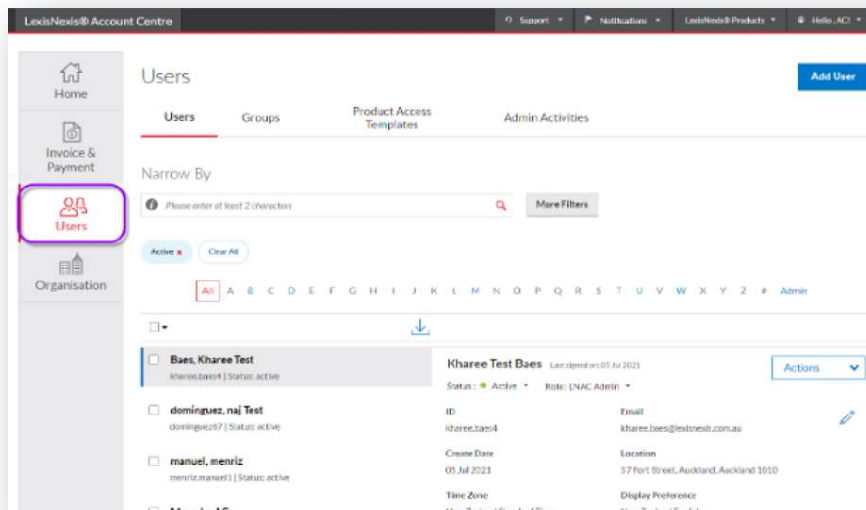
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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

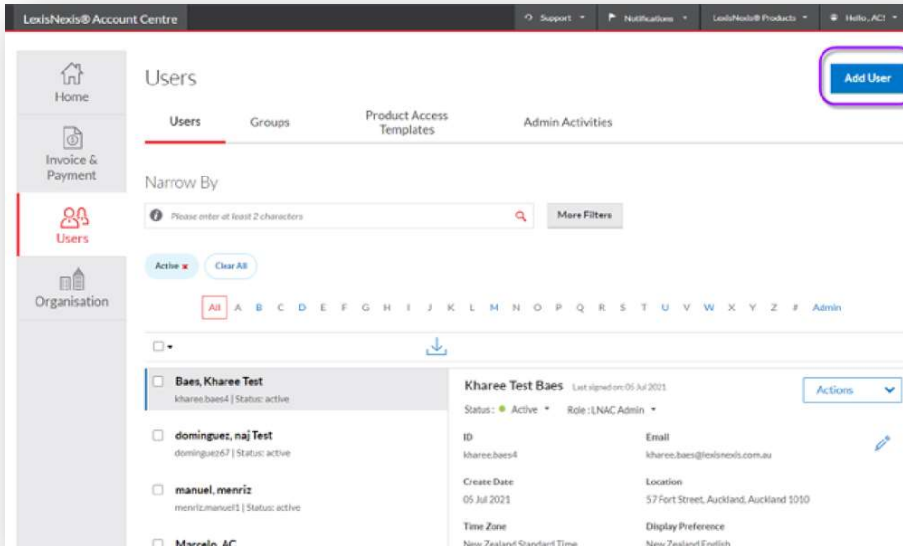


** Once logged in, take the following steps to create a new user:

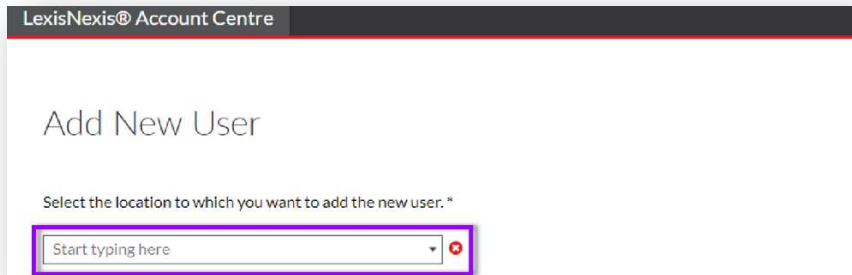
1. Select **Users** from the left side of the page.



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

The screenshot shows the 'Product Access' configuration page. At the top, there are two radio button options: 'Manually select products' (which is selected and highlighted with a purple box) and 'Select products from template'. Below this, the page is organized into three sections: 'Platform', 'Content', and 'Additional Products'. Each section contains a list of checkboxes for various products, all of which are currently unchecked.

- 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.

The screenshot shows the 'Product Access' configuration page. At the top, there are two radio button options: 'Manually select products' and 'Select products from template' (which is selected and highlighted with a purple box). Below these options, there are two checkboxes: 'News Factiva' and 'PG research', both of which are currently unchecked.

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

- Create Users now (default)

Schedule User Creation (optional)

Create Users Now (default) ▼

Create Users Now (default)


Schedule Future Date

- Schedule Future Date

Schedule User Creation (optional)

Schedule Future Date ▼

Create Users on Future Date

12/2/2022 

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.

Email ID and Password to user

Send user ID and password to me

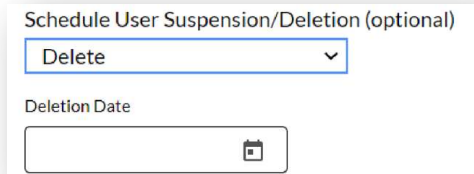
VI. **Schedule User Suspension/Deletion** is an optional step should you wish to specify a specific date for a user to be deleted or suspended. Select the default option "Do Not Specify" if there's no need to delete or suspend the user.

- Delete

Schedule User Suspension/Deletion (optional)

Delete

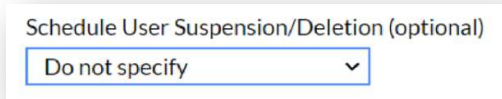
Deletion Date



- Do Not Specify (Default)

Schedule User Suspension/Deletion (optional)

Do not specify



- Suspension

Schedule User Suspension/Deletion (optional)

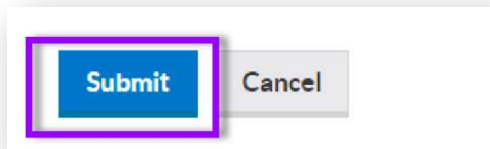
Suspend

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