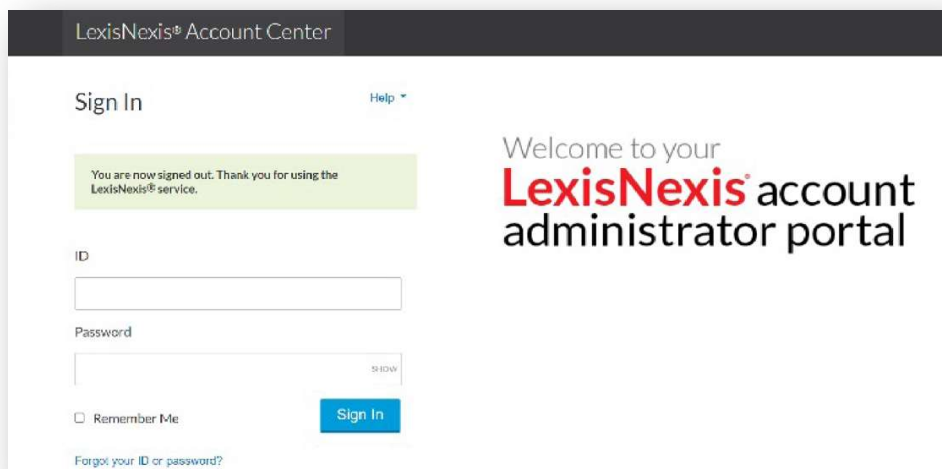


How to download an invoice PDF copy

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

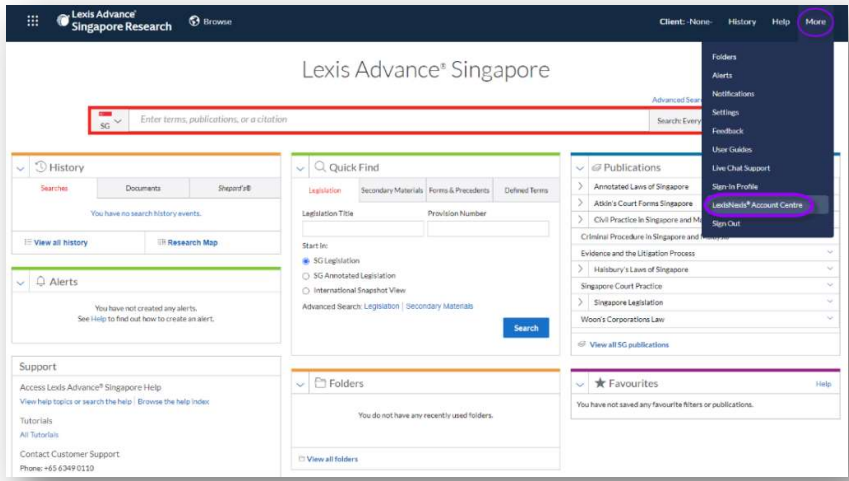
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

1. You can access this [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, it says "Welcome to your LexisNexis account administrator portal". The sign-in form includes fields for "ID" and "Password" (with a "SHOW" link), a "Remember Me" checkbox, and a blue "Sign In" button. At the bottom, there's a link for "Forgot your ID or password?".

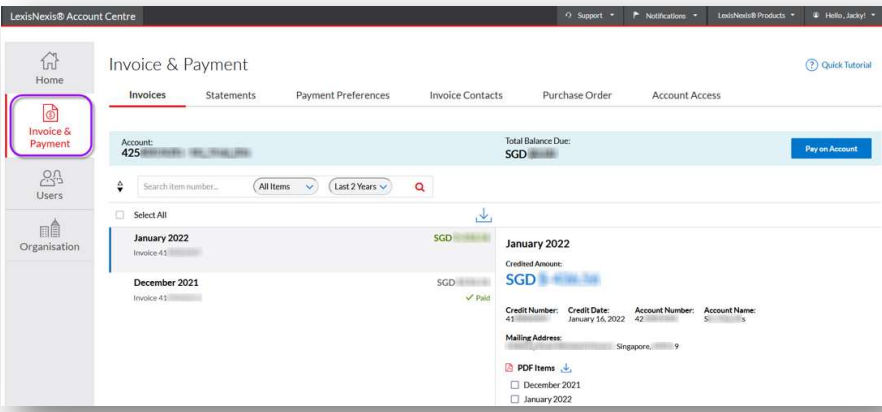
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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



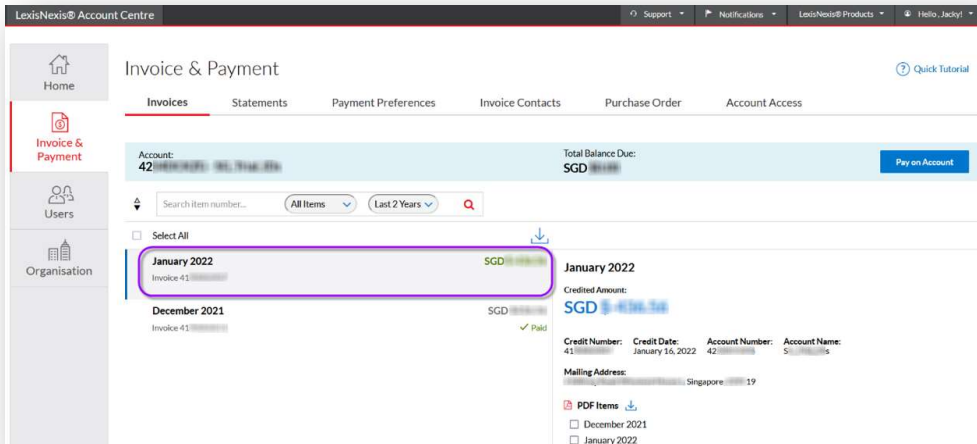
** Once logged in, take the following steps to download an invoice

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

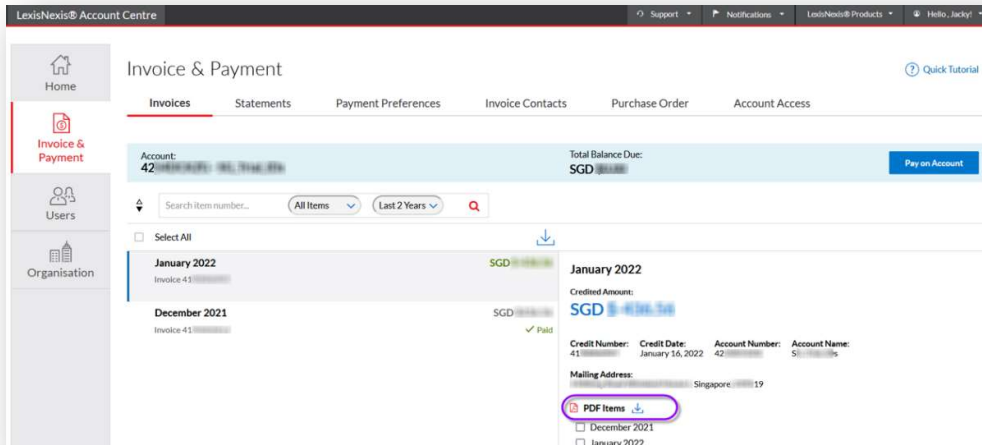


Note: If account has multiple Financial Accounts (FA), the user can choose from the Account drop down menu the appropriate FA and download the invoice from there.

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



3. Locate the **Download PDF Items** icon for that invoice.



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

LexisNexis® Account Centre

Support Notifications LexisNexis® Products Hello, Jacky

Invoice & Payment

Home Invoices Statements Payment Preferences Invoice Contacts Purchase Order Account Access Quick Tutorial

Account: 42 Total Balance Due: SGD **Pay on Account**

Search item number... All Items Last 2 Years

Select All

Month	Invoice	Amount	Status
January 2022	Invoice 41	SGD	
December 2021	Invoice 41	SGD	✓ Paid

January 2022

Credited Amount: SGD

Credit Number: 41 Credit Date: January 16, 2022 Account Number: 42 Account Name: S

Mailing Address: Singapore 19

PDF Items ↓

- December 2021
- January 2022

END OF PROCESS