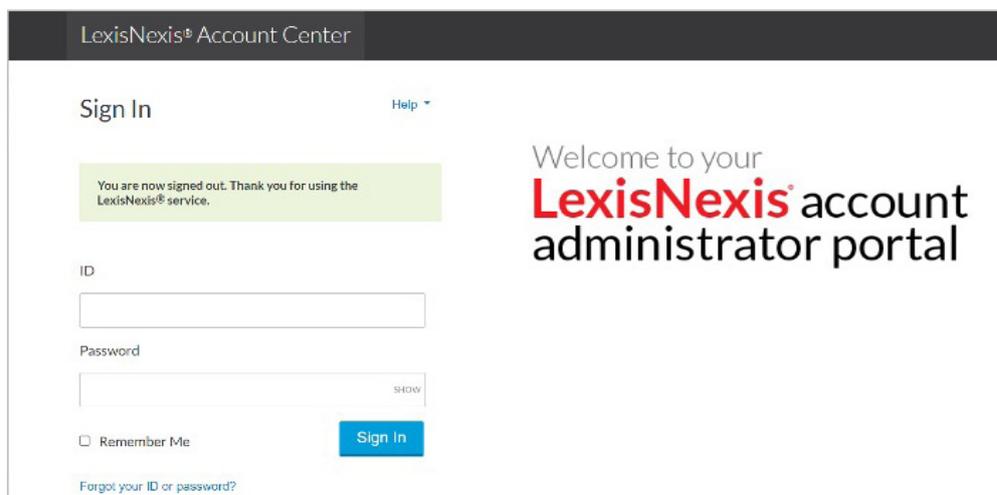


How to download an invoice PDF copy

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:

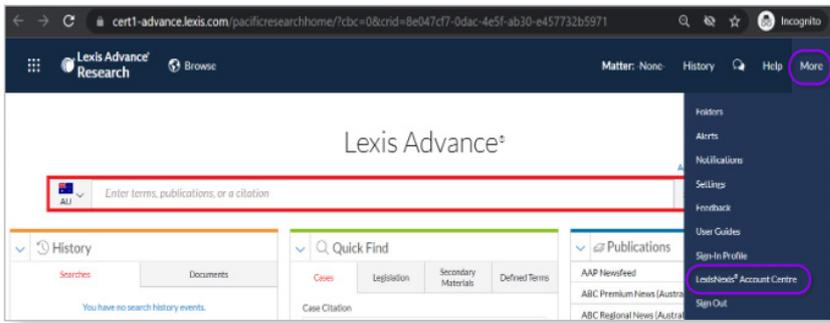
1. You can access this [Lexis Nexis Account Center](#) link directly and log in using your user ID and password



The screenshot shows the LexisNexis Account Center sign-in interface. At the top, 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" button next to it. There is a "Remember Me" checkbox and a blue "Sign In" button. At the bottom left of the sign-in section, there is a link for "Forgot your ID or password?". On the right side of the page, there is a large text area that says "Welcome to your LexisNexis® account administrator portal".

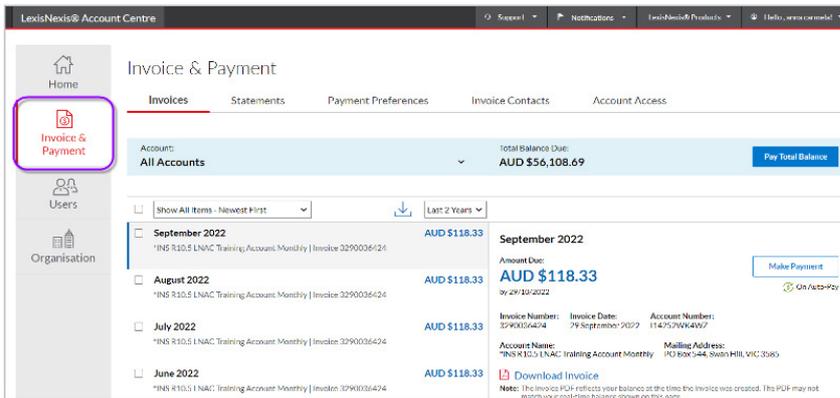
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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



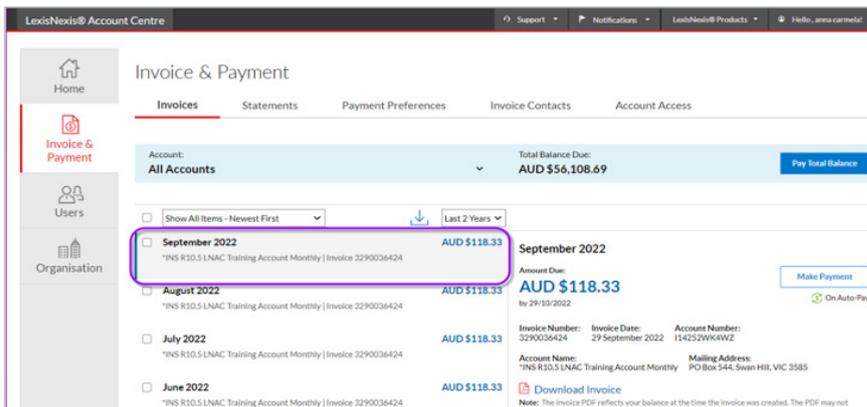
** Once logged in, take the following steps to download an invoice:

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

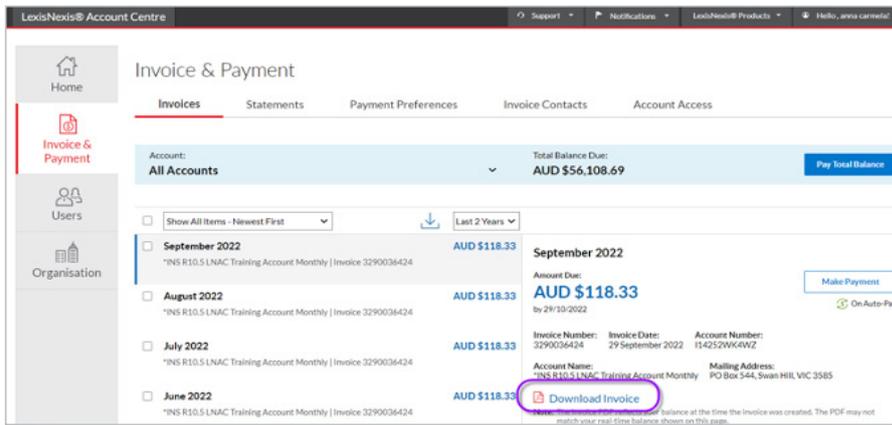


Note: If account has multiple Financial Accounts (FA), the user can choose from the Account drop down menu the appropriate FA and download the invoice from there.

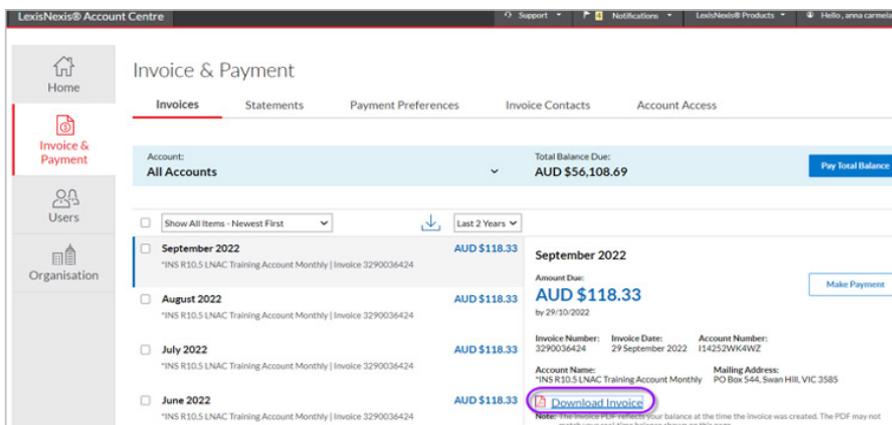
2. In the **Invoices tab**, click on the Invoice you want to download:



3. Locate the **Download Invoice** link for that invoice.



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



END OF PROCESS