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

LexisNexis® Account C	Center	
Sign In	Help *	
You are now signed out. Thank you f LexisNexis® service.	or using the	Welcome to your LexisNexis account
ID		administrator portal
Password		
Remember Me	Sign In	
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



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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.

LexisNexis® Account	Centre	0 Support * 🏲 Nothcollons + TexisNexisdoProducts * 🌚 Hello, anaccarmedat *
값 Home	Invoice & Payment Invoices Statements Payment Preferences Inv	oice Contacts Account Access
Invoice & Payment	Account: All Accounts ~	Total Balance Due: AUD \$56,108,69 Pay Total Balance
Users	□ Show All Items - Newest First ↓ Last 2 Years	
Organisation	September 2022 AUD \$118.33 'INS R10.5 LNNC Training Account. Monthly Invoice 3290036424	September 2022 Amount Due:
	August 2022 AUD \$118.33 "INS R10.5 LNAC Training Account Monthly Invoice 3290036424	AUD \$118.33
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	U June 2022 AUD \$118.33 "INS R10.5 I NAC Training Account Monthly Involce 3290036424	Download Invoice Note: The Invoice PDF reflects your balance at the time the Invoice was created. The PDF may not match your real-time balance shown on this ages.

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:

4-			
Home	Invoice & Payment		
Home	Invoices Statements Payment Preferen	ces Invoice Contacts Account Access	
Invoice &			
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	June 2022	AUD \$118.33 Download Invoice	



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

67 Home	Invoice & Payment			
٦	Invoices Statements Payment Preference	es Invo	ice Contacts Account Access	
Invoice & Payment	Account: All Accounts	~	Total Balance Due: AUD \$56,108.69	Pay Total Balance
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	June 2022 "INS B10 S1 NAC Training Account Monthly Linguise 2290036424	AUD \$118.33	Download Invoice	uns created The DOE may not

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

LexisNexis® Accourt	it Centre	🤉 Support * 🌓 🚺 Notifications * LexisNexis® Products * 🕸 Helio, anna carmela! *
값 Home	Invoice & Payment Invoices Statements Payment Preference	ces Invoice Contacts Account Access
Invoice & Payment	Account: All Accounts	Total Balance Due: Pay Total Balance ✓ AUD \$56,108.69 Pay Total Balance
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END OF PROCESS



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