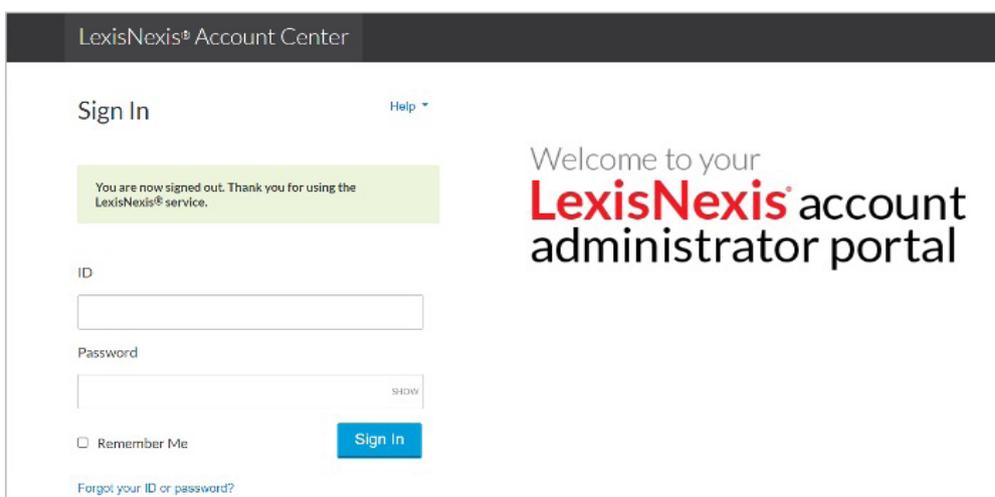


# How to add a new user in LNAC

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:

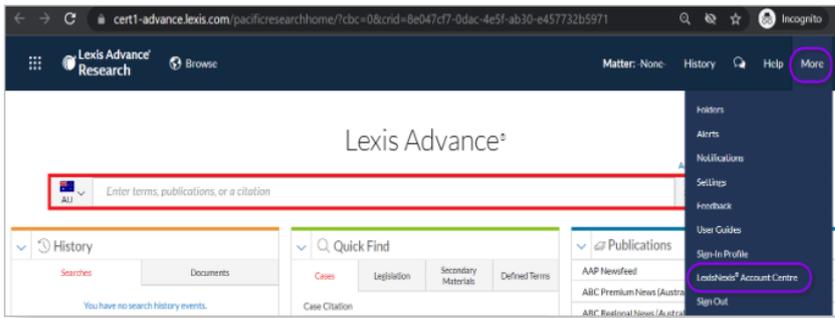
1. You can access this [Lexis Nexis Account Center](#) link directly and log in using your user ID and password



The screenshot shows the LexisNexis Account Center Sign In page. The page has 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" link 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 that says "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".

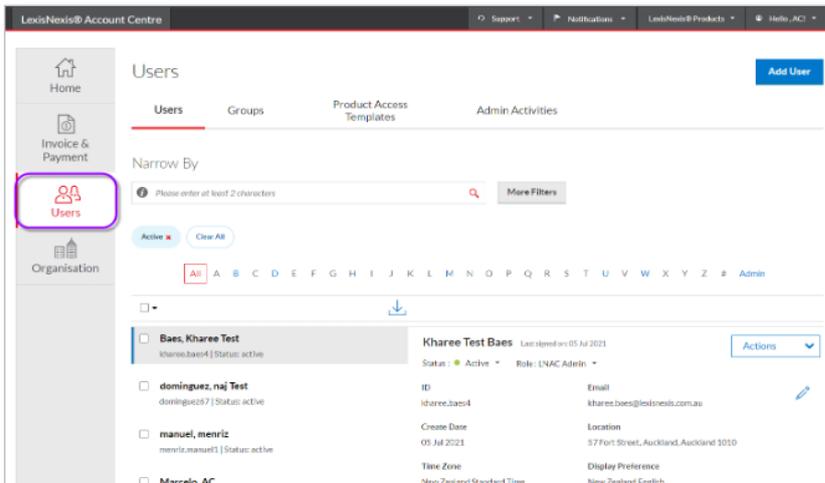
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
  - I. Click More in the upper right corner on the Lexis service.
  - II. Select LexisNexis® Account Center.
  - III. Enter your Lexis ID and password if prompted.

**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

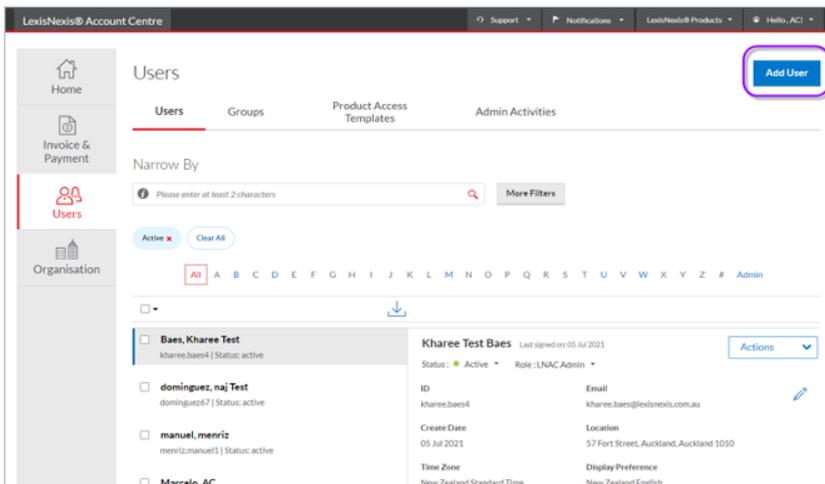


\*\* Once logged in, take the following steps to create a new user:

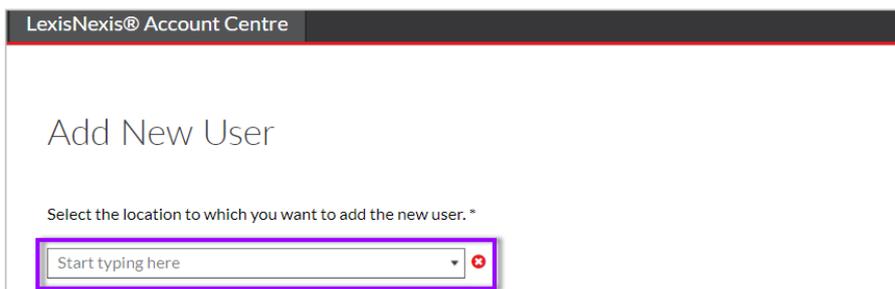
1. Select **Users** from the left side of the page.



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

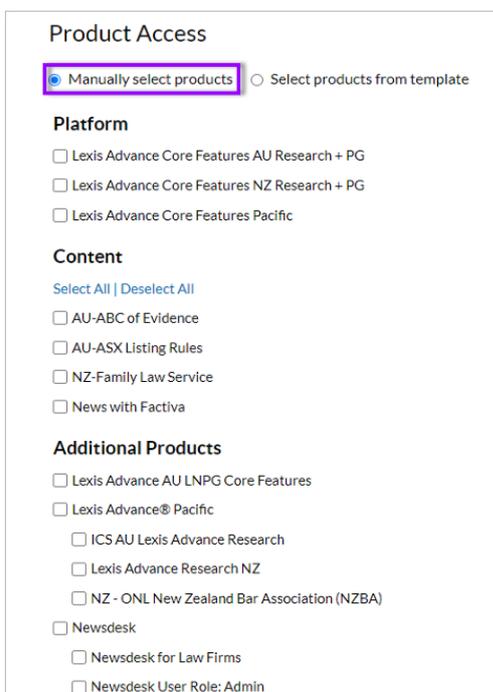
Last Name

Email Address



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



- Select products from template - Select the checkbox for each template that includes the user-authorized products.

**Product Access**

Manually select products  Select products from template

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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 ▾

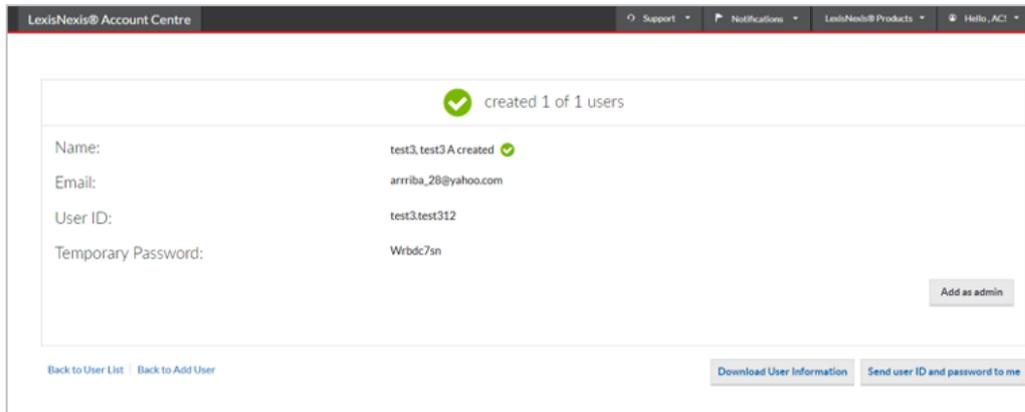
Suspension Date



VII. Select **Submit**.

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**