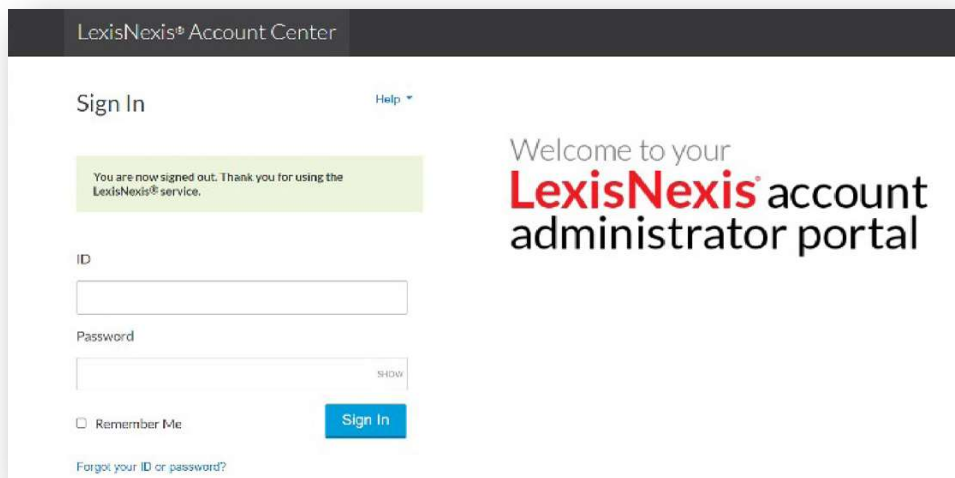


How to pay an invoice in LNAC

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

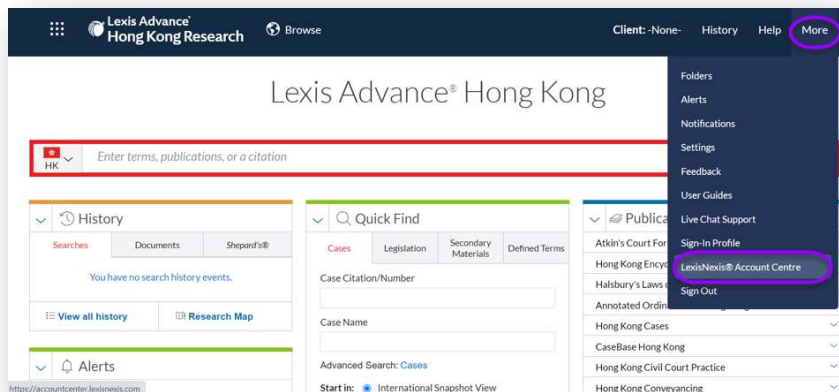
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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's a dark header with 'LexisNexis® Account Center' and a 'Help' link. The main area has a 'Sign In' heading. A green message box states: 'You are now signed out. Thank you for using the LexisNexis® service.' Below this are input fields for 'ID' and 'Password'. The password field has a 'SHOW' toggle. A 'Remember Me' checkbox is present. A blue 'Sign In' button is at the bottom right. A link for 'Forgot your ID or password?' is at the bottom left. On the right side, a welcome message reads: 'Welcome to your LexisNexis® account administrator portal'.

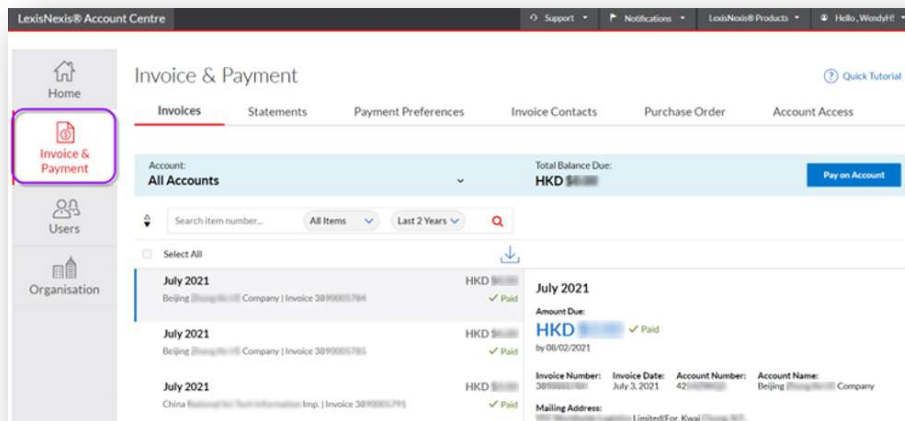
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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

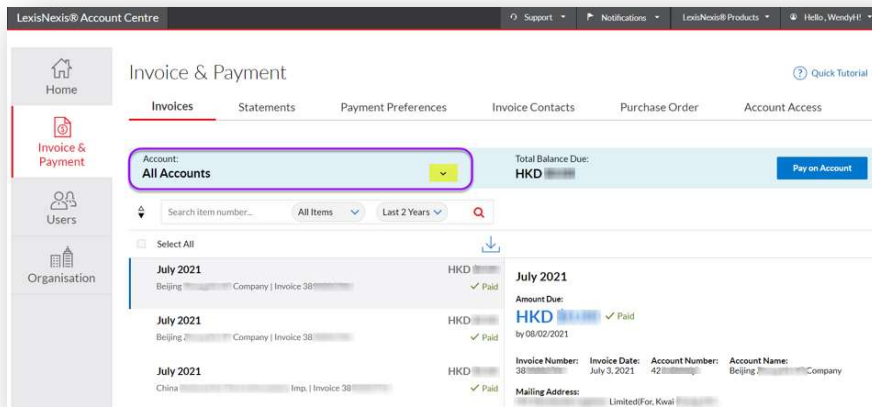


** Once logged in, take the following steps to download an invoice

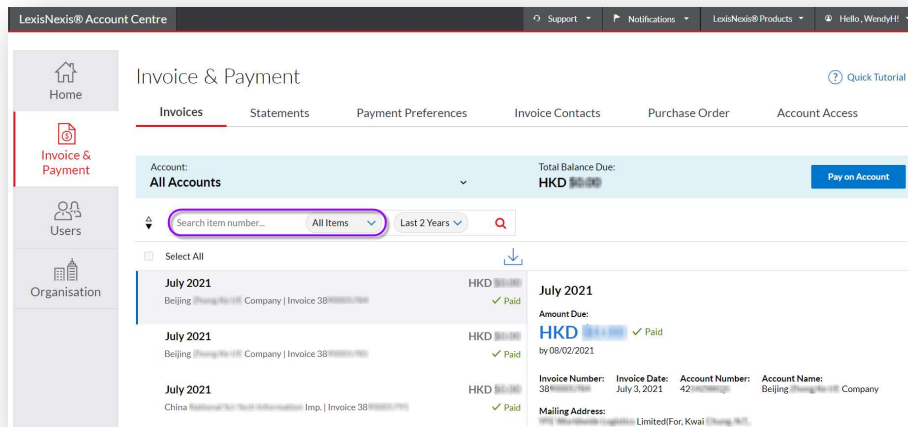
1. **Select Invoice & Payment** from the left side of the page.



2. Users with multiple Financial Accounts have the option of selecting an **Account Number** or selecting **All Accounts** by using a drop-down menu option.

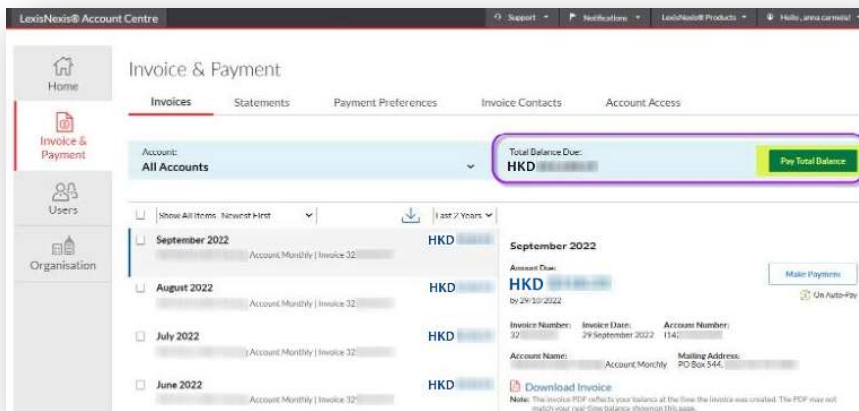


3. Select Show Open Items Only - Newest First or Show Open Items Only - Oldest First to see only open invoices.

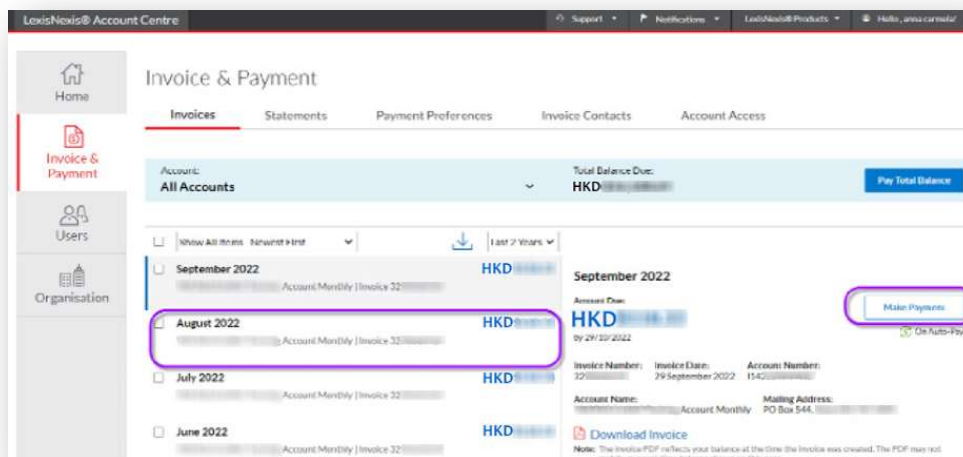


4. Do one of the following:

- Select **Pay Total Balance** to pay the entire amount owed for this account.



- Select the invoice or invoices you want to pay, and then select **Make Payment** to pay specific invoices.



5. Complete the payment information keeping the following in mind:

- You can use the credit/debit card or bank account on record, or you can use a different one for this payment.

If you choose to do so, you'll need to enter those account details.

- A Credit Card payment cannot exceed \$25,000.00. Invoices exceeding \$25,000 are paid by performing two partial payments.

- When you pay less than the balance due, LexisNexis Account Center applies the payment to the oldest invoices first and then provides an updated balance

Click **Confirm** and **Pay**

LexisNexis® Account Centre

Home Invoice & Payment Users Organisation

Invoice & Payment

Invoices Statements Payment Preferences Invoice Contacts Account Access

1. Select Amount

☒ Balance from selected invoices HKD 1,111.11

☐ Other custom amount HKD \$

2. Pay Using Credit Card

☐ MasterCard Expires: 01/2022

☒ Visa Expires: 05/2024

Use Another Card

3. Confirmation

Confirm and Pay Cancel

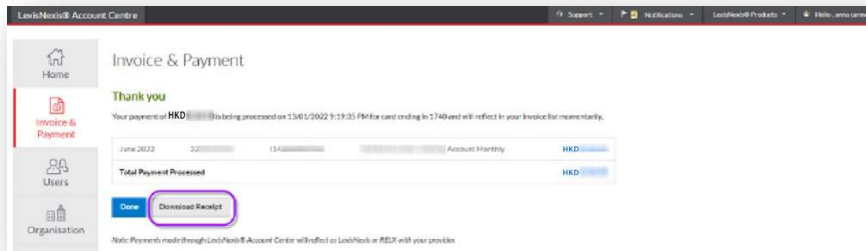
Note: Payments made through LexisNexis Account Center will reflect as LexisNexis or REDUX with your provider.

Total Amount Being Paid HKD 1,111.11

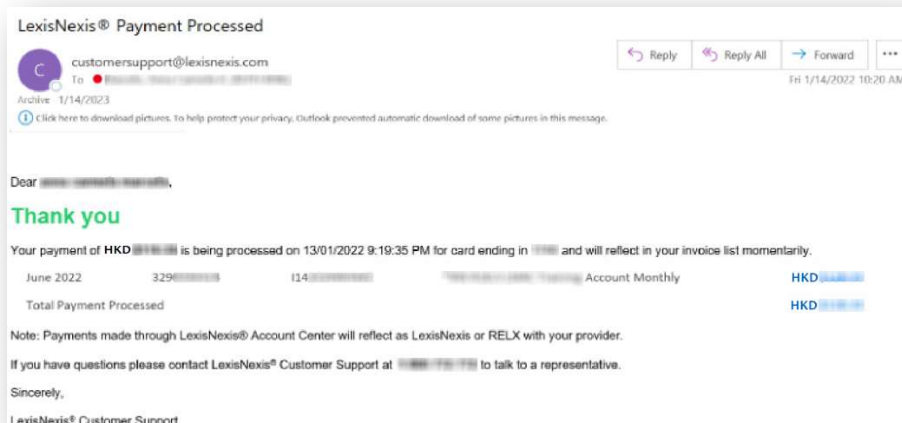
June 2022 HKD 1,111.11

Total Due HKD 1,111.11

Note: You receive a dialogue box with the message that your payment is being processed. You can click the Download Payment Receipt PDF link any time after processing a payment from the Invoices view to print a receipt for the payment. If more than one payment is made against an invoice, they will show together on 1 payment receipt.



A payment confirmation email will also be received by the Administrator.
Please refer to sample emails:



END OF PROCESS