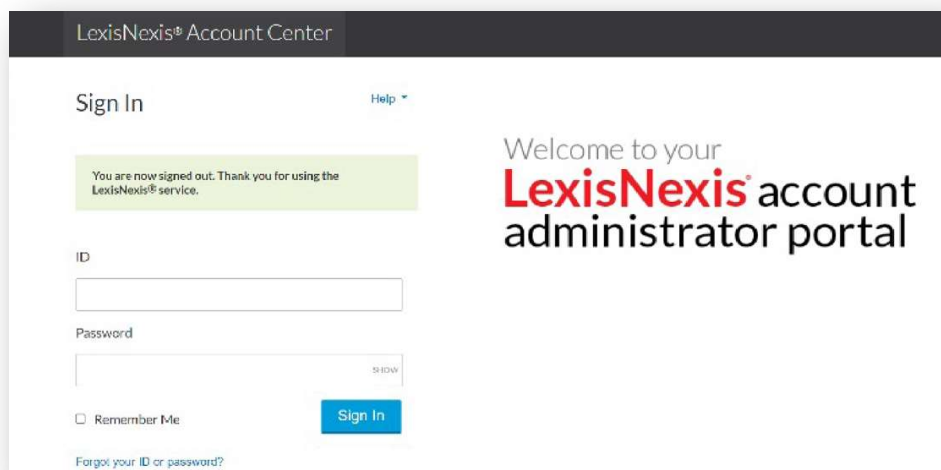


How to add a new user in LNAC

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

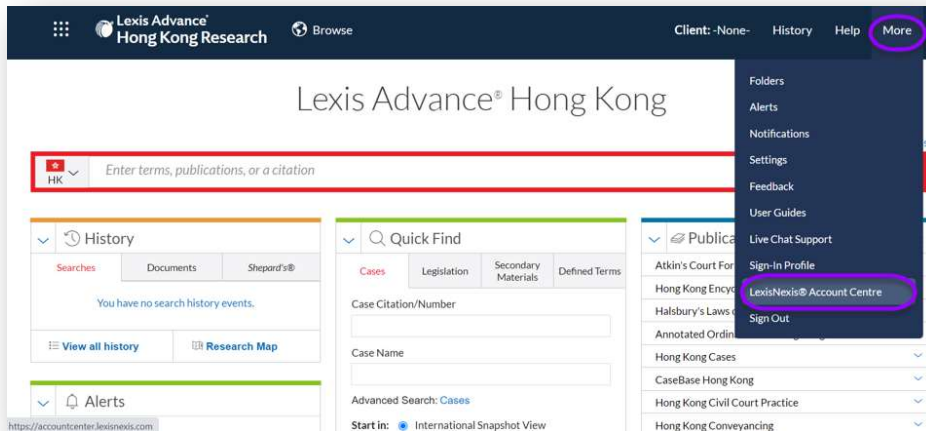
The screenshot shows the LexisNexis Account Center sign-in interface. At the top, a dark header bar contains the text "LexisNexis® Account Center". Below this, the page is divided into two main sections. On the left, under the heading "Sign In", there is a green message box stating "You are now signed 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 to its right. A "Remember Me" checkbox is located below the password field. A blue "Sign In" button is positioned to the right of the "Remember Me" checkbox. 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, a large welcome message reads "Welcome to your LexisNexis® account administrator portal", with "LexisNexis®" in red and "account administrator portal" in black.

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.

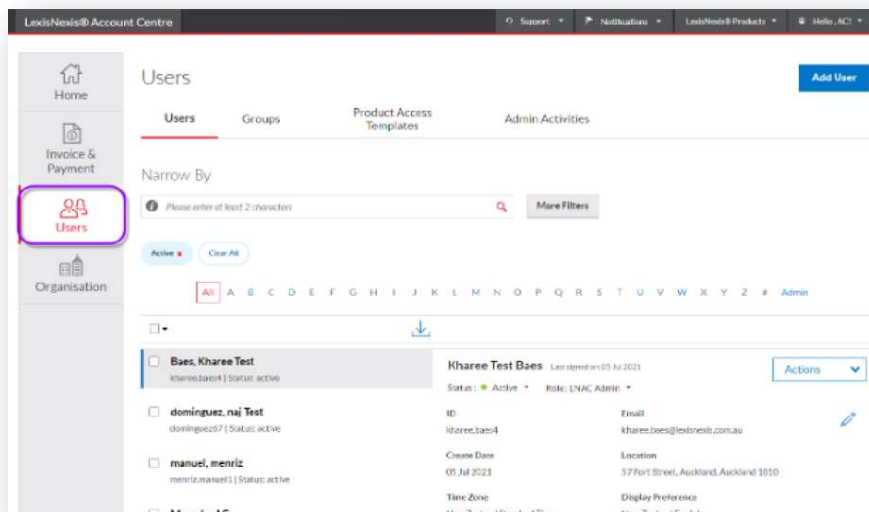
III. Enter your Lexis ID and password if prompted.

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

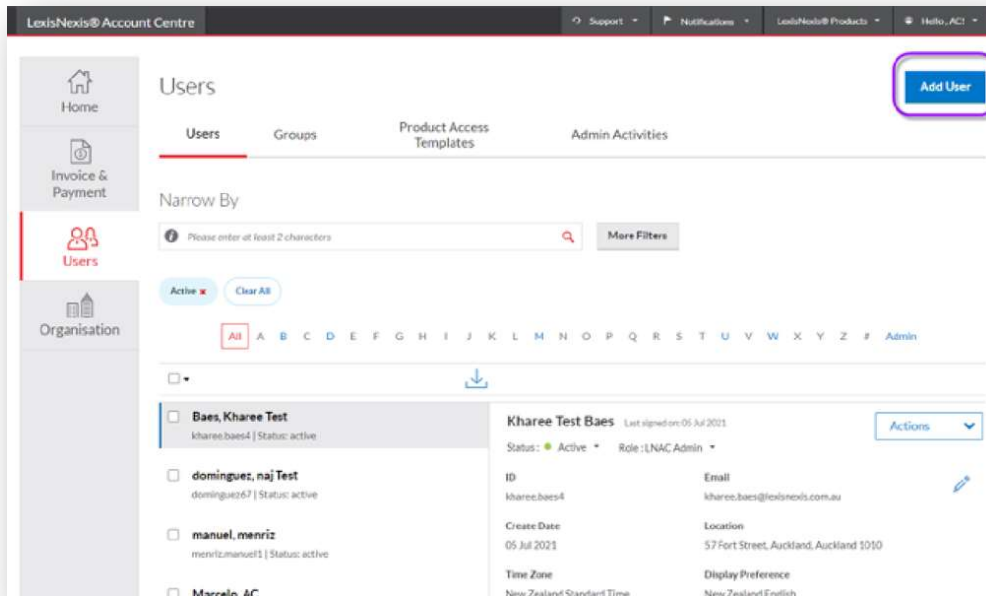


** Once logged in, take the following steps to create a new user:

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

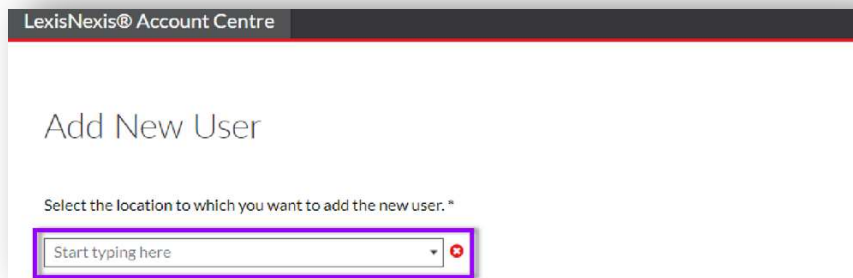


2. Select **Add User**.



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

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| First Name * | Middle Name | Last Name * | Email Address * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- 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

Product Access

☒ Manually select products
 ☐ Select products from template

Platform

☐ Lexis Advance Core Features AU Research + PG
 ☐ Lexis Advance Core Features NZ Research + PG
 ☐ Lexis Advance Core Features Pacific

Content

[Select All](#) | [Deselect All](#)
☐ AU-ABC of Evidence
 ☐ AU-ASX Listing Rules
 ☐ NZ-Family Law Service
 ☐ News with Factiva

Additional Products

☐ Lexis Advance AU LNPG Core Features
 ☐ Lexis Advance® Pacific
 ☐ ICS AU Lexis Advance Research
 ☐ Lexis Advance Research NZ
 ☐ NZ - ONL New Zealand Bar Association (NZBA)
 ☐ Newsdesk
 ☐ Newsdesk for Law Firms
 ☐ Newsdesk User Role: Admin

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

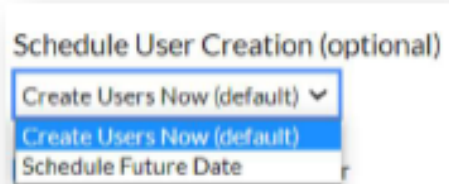
Product Access

☐ Manually select products
 ☒ Select products from template

☐ News Factiva
 ☐ PG research

IV. Complete the **Schedule User Creation**:

- Create Users now (default)



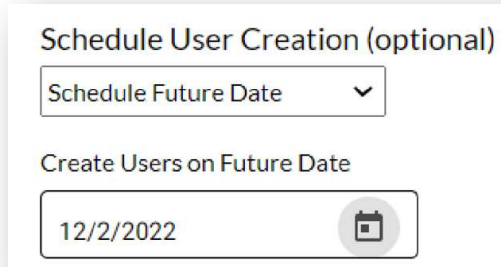
Schedule User Creation (optional)

Create Users Now (default) ▼

Create Users Now (default)

Schedule Future Date

- Schedule Future Date



Schedule User Creation (optional)

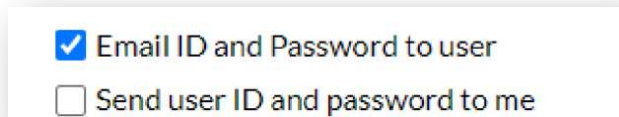
Schedule Future Date ▼

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)

Deletion Date

- Do Not Specify (Default)

Schedule User Suspension/Deletion (optional)

- Suspension

Schedule User Suspension/Deletion (optional)

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



The screenshot shows the LexisNexis Account Centre interface. At the top, there's a navigation bar with 'LexisNexis Account Centre', 'Support', 'Notifications', 'LexisNexis Products', and 'Hello, AC'. Below this, a green checkmark icon is followed by the text 'created 1 of 1 users'. A table displays the user details:

| | |
|---------------------|-----------------------|
| Name: | test3, test3A created |
| Email: | amr@lex_28@lexis.com |
| User ID: | test3.test312 |
| Temporary Password: | W@lsh7p@ |

At the bottom right of the table is a button labeled 'Add as admin'. Below the table, there are two links: 'Back to User List' and 'Back to Add User'. At the bottom right, there are two buttons: 'Download User Information' and 'Send user ID and password to me'.

END OF PROCESS