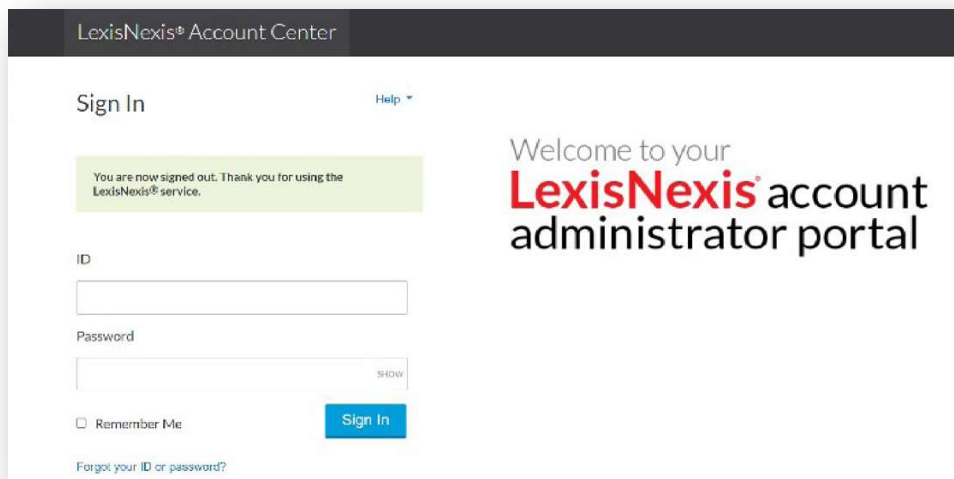


How to download an invoice PDF copy

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

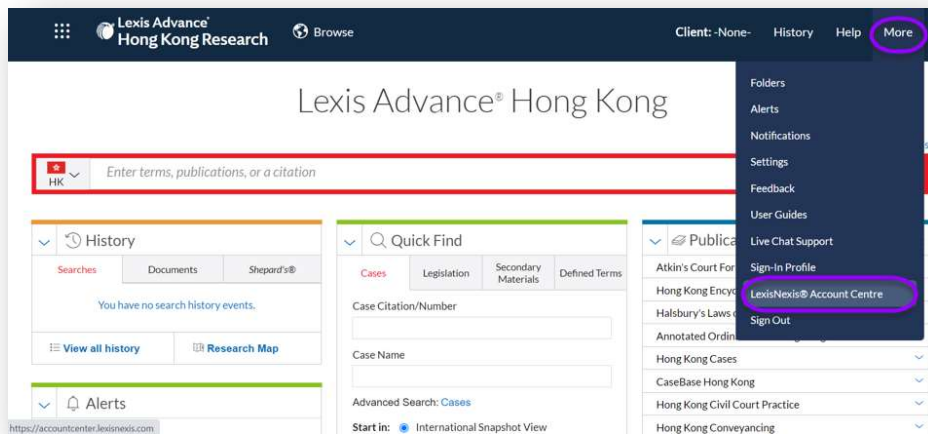
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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's a dark header with 'LexisNexis® Account Center'. Below it, the 'Sign In' section includes a 'Help' link. A green message box states 'You are now signed out. Thank you for using the LexisNexis® service.' The sign-in form has fields for 'ID' and 'Password', with a 'SHOW' link next to the password field. There's a 'Remember Me' checkbox and a blue 'Sign In' button. A link for 'Forgot your ID or password?' is at the bottom left. On the right, a welcome message reads 'Welcome to your LexisNexis® account administrator portal'.

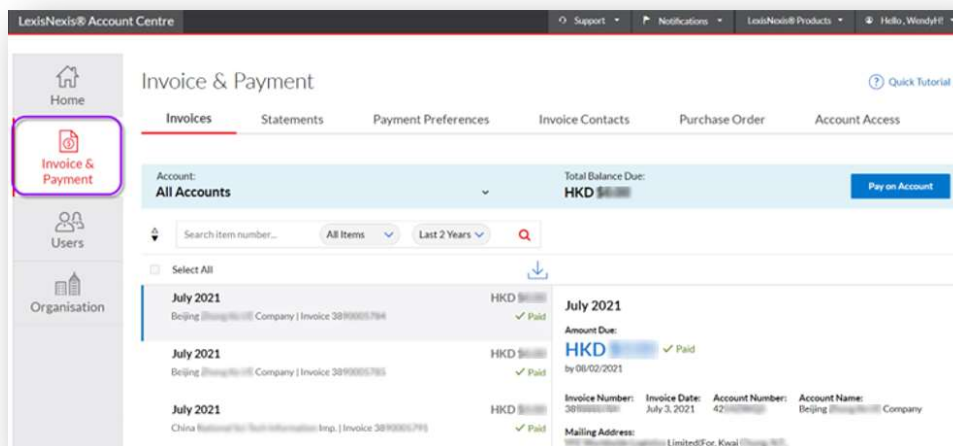
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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



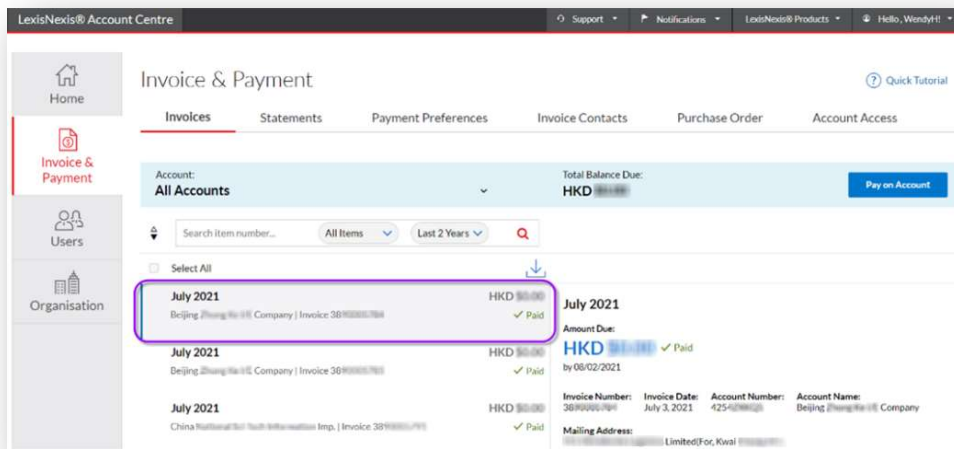
** Once logged in, take the following steps to download an invoice

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

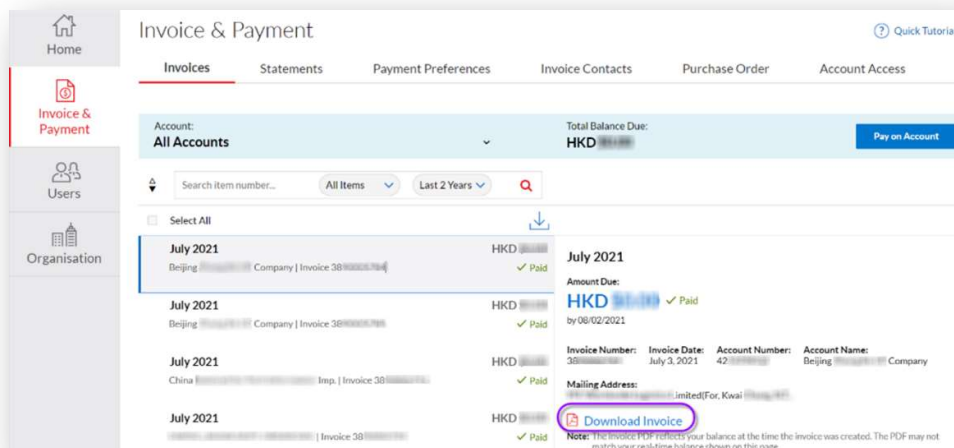


Note: If account has multiple Financial Accounts (FA), the user can choose from the Account drop down menu the appropriate FA and download the invoice from there.

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.

Home

Invoice & Payment

Users

Organisation

Invoice & Payment

Invoices

Statements

Payment Preferences

Invoice Contacts

Purchase Order

Account Access

Account: All Accounts

Total Balance Due: HKD 100.00

Pay on Account

Search item number...

All Items

Last 2 Years

Select All

July 2021

Beijing Company | Invoice 38

HKD 100.00

✓ Paid

July 2021

Beijing Company | Invoice 38

HKD 100.00

✓ Paid

July 2021

China Imp. | Invoice 38

HKD 100.00

✓ Paid

July 2021

Invoice 38

HKD 100.00

✓ Paid

July 2021

Amount Due: HKD 100.00

by 08/02/2021

Invoice Number: 38

Invoice Date: July 3, 2021

Account Number: 42

Account Name: Beijing Company


Mailing Address:

For, Kwai

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 page.

END OF PROCESS

 LexisNexis®

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