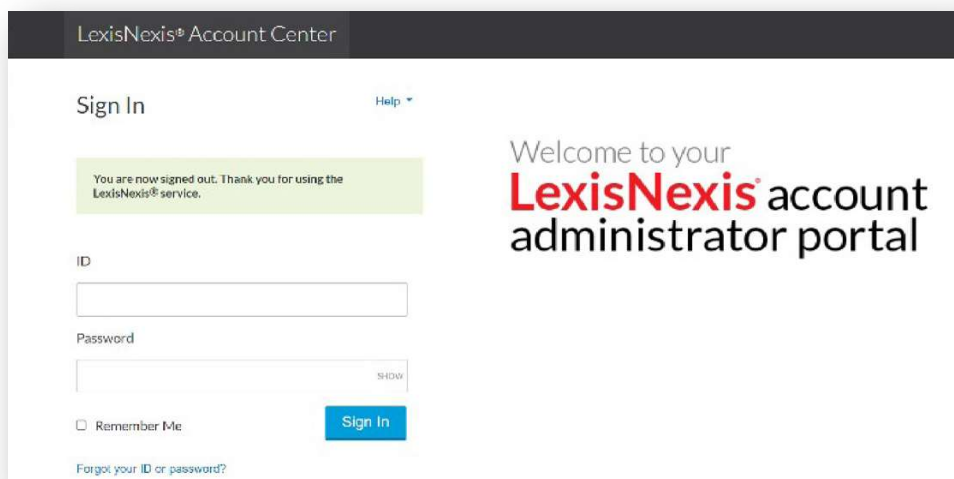


How to download an invoice PDF copy

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:

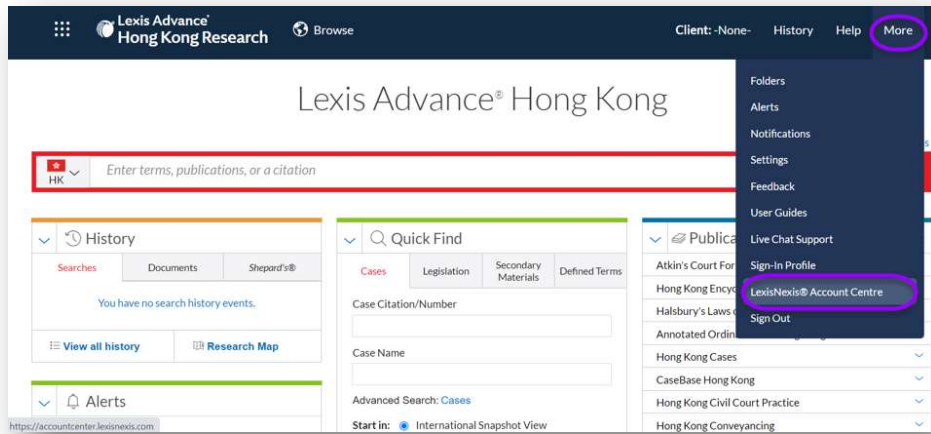
1. You can access this [Lexis Nexis Account Center](https://accountcenter.lexisnexis.com) <https://accountcenter.lexisnexis.com> link directly and log in using your user ID and password



The screenshot shows the LexisNexis Account Center sign-in interface. At the top, it says "LexisNexis® Account Center". Below that, there is a "Sign In" header and a "Help" link. A green message box states: "You are now signed out. Thank you for using the LexisNexis® service." The sign-in form includes fields for "ID" and "Password" (with a "SHOW" toggle), a "Remember Me" checkbox, and a blue "Sign In" button. A link for "Forgot your ID or password?" is located at the bottom left. On the right side of the page, there is a welcome message: "Welcome to your LexisNexis® account administrator portal".

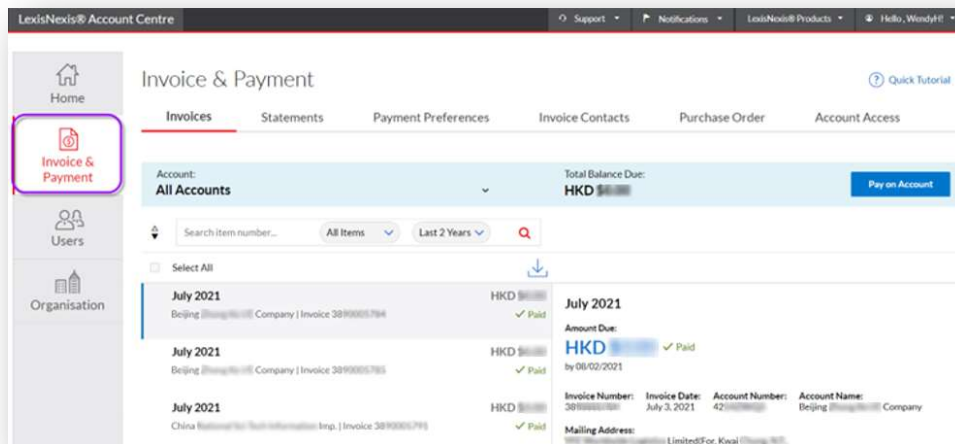
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
 - I. Click More in the upper right corner on the Lexis service.
 - II. Select LexisNexis® Account Center.
 - III. Enter your Lexis ID and password if prompted.

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



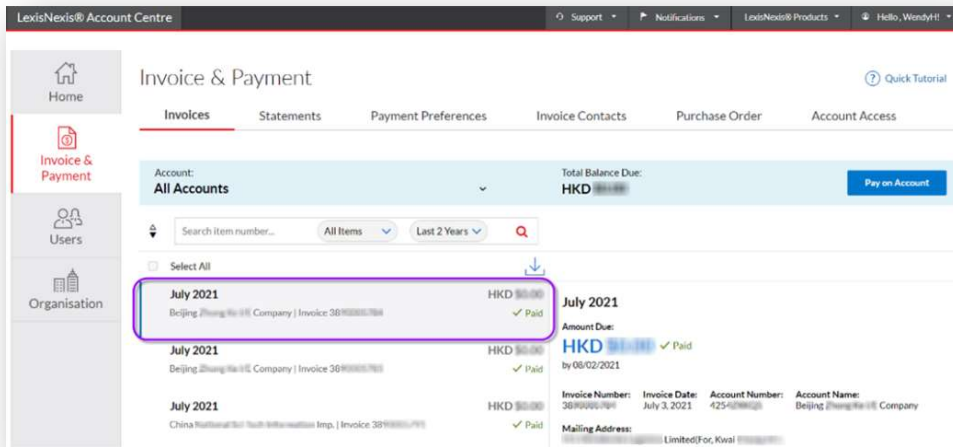
** Once logged in, take the following steps to download an invoice

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

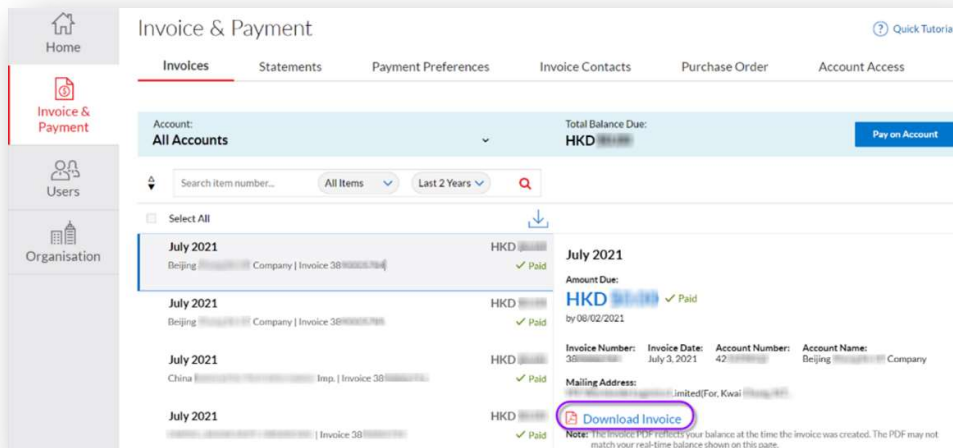


Note: If account has multiple Financial Accounts (FA), the user can choose from the Account drop down menu the appropriate FA and download the invoice from there.

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.

The screenshot displays the 'Invoice & Payment' dashboard. The left sidebar contains navigation options: Home, Invoice & Payment (active), Users, and Organisation. The main content area is titled 'Invoice & Payment' and includes a 'Quick Tutorial' link. Below the title are tabs for 'Invoices', 'Statements', 'Payment Preferences', 'Invoice Contacts', 'Purchase Order', and 'Account Access'. The 'Invoices' tab is selected, showing a summary for 'All Accounts' with a 'Total Balance Due: HKD 1,111.11' and a 'Pay on Account' button. A search bar and filters for 'All Items' and 'Last 2 Years' are present. A table lists several invoices for July 2021, all marked as 'Paid'. The right-hand side provides a detailed view of the selected invoice, including the amount due (HKD 1,111.11), invoice number, date, and account information. A red circle highlights the 'Download Invoice' button.

END OF PROCESS