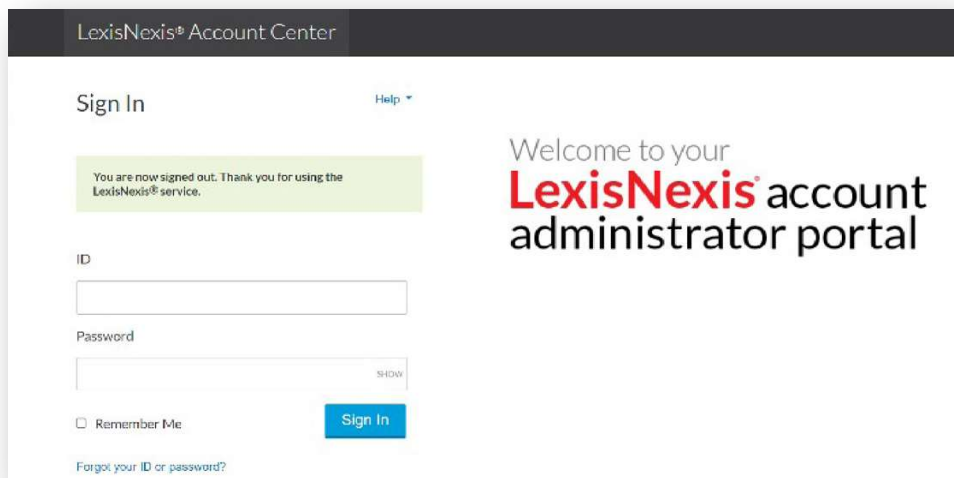


# How to view invoice and payment history

The LexisNexis® Account Center tool allows Administrators the ability to view their payment history.

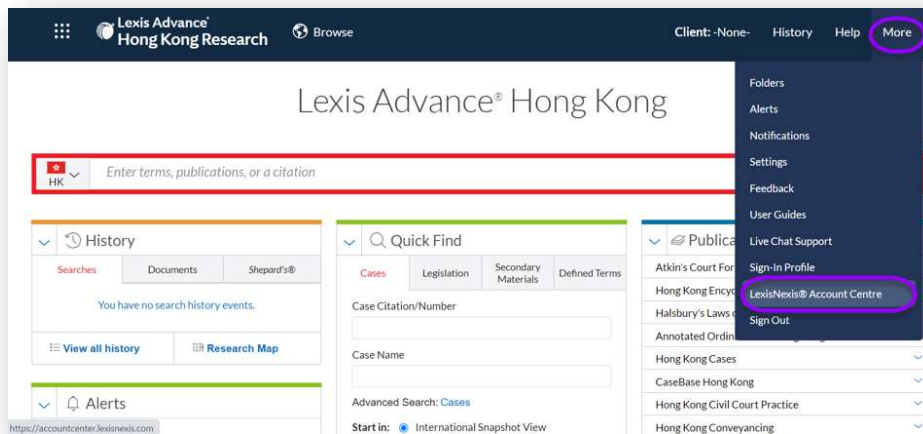
Lexis Nexis Account Center (LNAC) can be accessed by following either steps below:

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. Below the header, on the left, is a 'Sign In' section. It includes a green message box stating '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' link to its right. There's a 'Remember Me' checkbox and a blue 'Sign In' button. At the bottom left of the sign-in section is a link for 'Forgot your ID or password?'. On the right side of the page, there's a large text area that says 'Welcome to your LexisNexis® account administrator portal'.

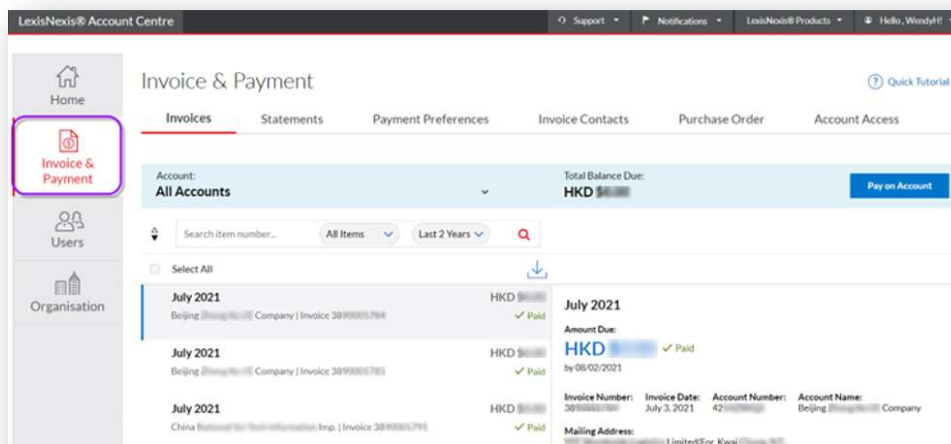
2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
  - I. Click More in the upper right corner on the Lexis service.
  - II. Select LexisNexis® Account Center.
  - III. Enter your Lexis ID and password if prompted.

**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

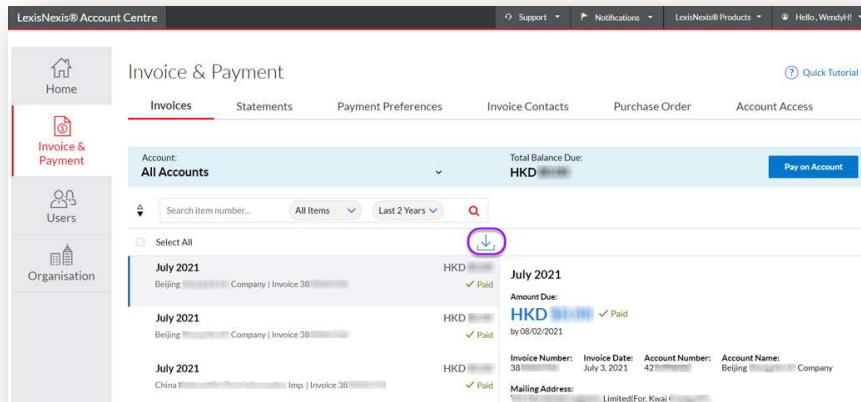


\*\* Once logged in, take the following steps to view an invoice and payment history:

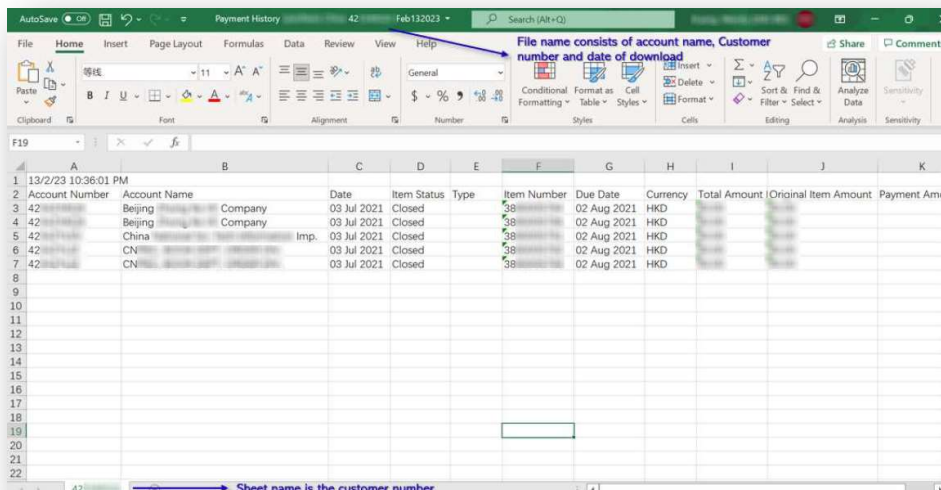
1. **Select Invoice & Payment** from the left side of the page.



2. In the Invoices tab, click the Download Invoice and Payment History icon to the right of the invoice filter drop-down.  
This will download an Excel file.



The downloaded excel file contains the following columns:



- Account Number
- Account Name
- Invoice Date
- Type
- Item Number
- Payment Date
- Due Date
- Currency
- Total Amount Due
- Original Item Amount
- Payment Amount
- Item status

**Note:** The Administrator should be able to view the list of Billing Accounts and the respective invoices (should there be multiple accounts) by using the filter functionality in Excel.

\*\*If customer has multiple billing accounts, they can choose from the drop down menu the specific billing account to download the invoice and pay history.

**END OF PROCESS**