



Account and Administrator Guide

Home Page and Main Navigation

MENU

Select the menu icon to browse all publications, subscribe, contact us and manage newsletters.



SEARCH NEWS

Perform basic and advanced searches.



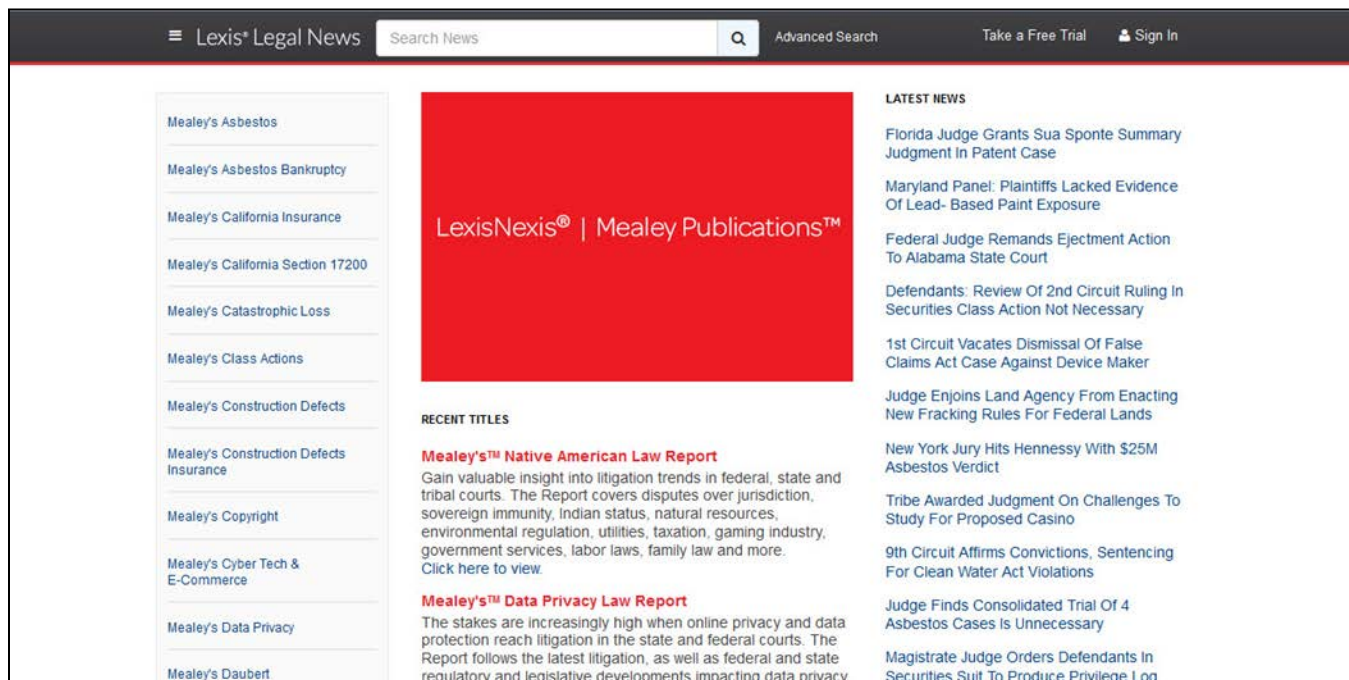
TAKE A FREE TRIAL

Sign up to get free access to Lexis Legal News for 14 days.



SIGN IN

Log in for full access to Lexis Legal News, to manage your account settings and to sign up for email newsletters.



SECTIONS

View the most recent stories by subject matter.



INFORMATIONAL UPDATES

Review this area for new titles, new features or other announcements.



LATEST NEWS

Access the 20 most recent stories.



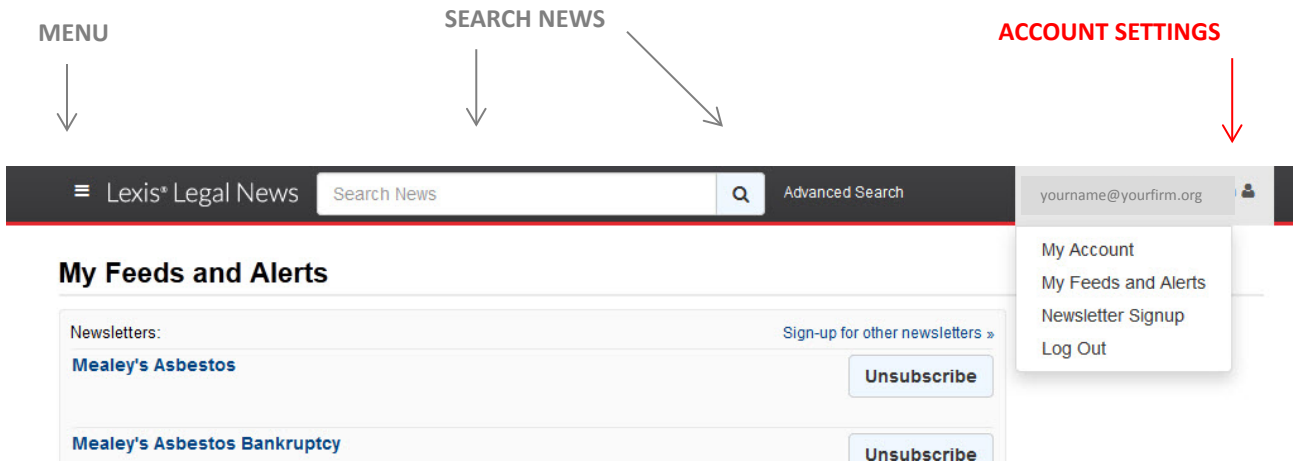
ACCESS TO FULL ARTICLES AND DOCUMENTS

Only subscribers may access the full stories and related documents associated with their publication subscription(s).





Account Settings: User Level



ACCOUNT SETTINGS

My Account

- Update your password.
- View your subscriptions.
- Manage users for your subscriptions.
- Manage newsletter subscriptions for users.

To access **My Account**:

Sign in to your Lexis Legal News account.
Click on your email address on the upper right-hand side of the page.
Select “My Account” from the drop-down menu.

My Account

Use this area to change your password, view subscriptions, manage users and manage newsletters for users.

My Feeds and Alerts

Unsubscribe from your newsletters in this area.

Newsletter Signup

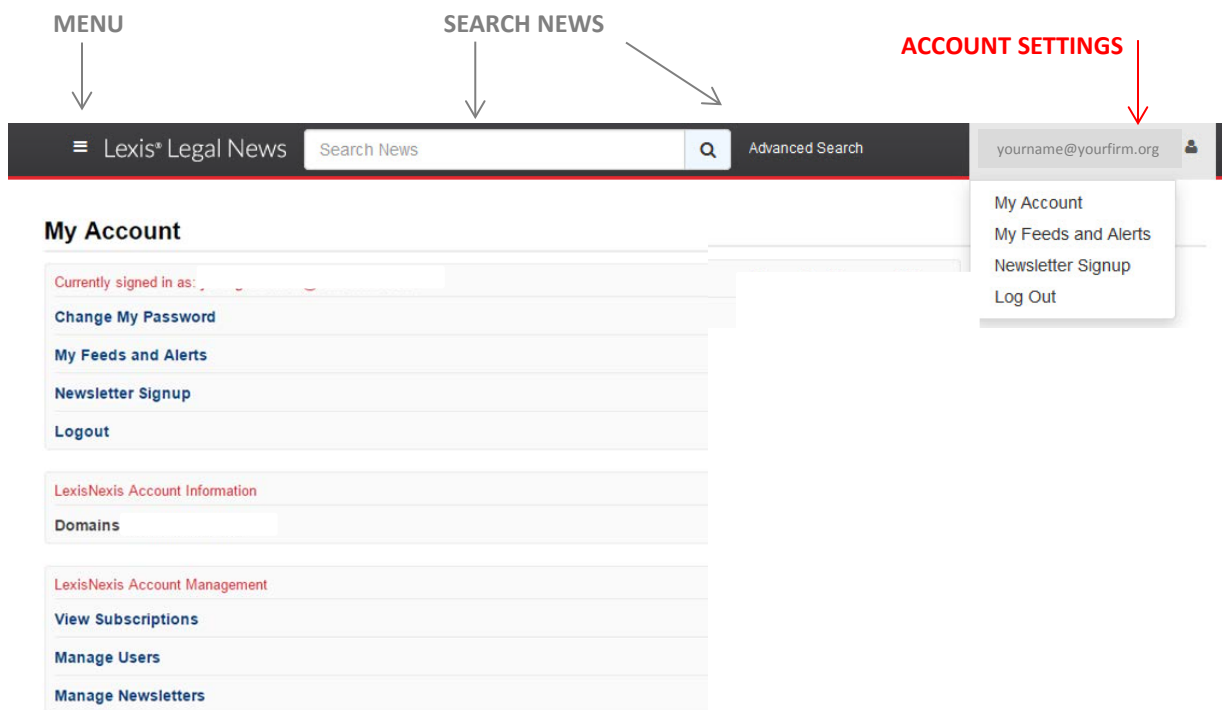
Sign up to receive any newsletters within your subscription.

Log Out

Sign out of this service.



Account Settings: Administrative Level



ACCOUNT SETTINGS

View Subscriptions: View the start and end dates of your current subscriptions.

Manage Users: The **Manage Users** screen lists all users who have access to your subscriptions. Options include:

- Edit a user's name and email.
- Edit a user's password.
- Search users.
- Add new users by selecting "Create New" or by importing a CSV file.
- Export all users to a CSV file.
- Delete users.

Manage Newsletter Subscriptions: The **Newsletter Subscriptions** screen lists the newsletters that your users are receiving. Options include:

- View newsletters your users are receiving.
- Search by email address or newsletter section.
- Subscribe users to newsletters by selecting "Create New" or importing a CSV file.
- Unsubscribe a user from receiving a newsletter.