

# LexisNexis® Custom ID: Now One ID for All Billing Plans

LexisNexis Custom ID lets you create an easy-to-remember alias to enter in place of your LexisNexis ID and Password. *And now you can do much more!*

Associate all your LexisNexis IDs—for all of your LexisNexis billing plans—under one Custom ID alias. Switch seamlessly between LexisNexis IDs while researching—without physically signing off and on again. And you'll know exactly what plan you're researching with at all times, because a special navigation bar tool shows you which plan you're using.

Plus, you can also select a default ID for sign on, print all the ID cards you need—even change your Custom ID set-up through a simple-to-find and even simpler-to-use Custom ID Manager.

## To Create a Custom ID:

1. Select the **Create a Custom ID** link on the *www.lexis.com* sign-on screen.
2. Enter your **LexisNexis ID** and **Password**. Enter an ID description to identify that ID/billing plan. Click **Next**.
3. Create your **Custom ID** and **Password**—ID must consist of 6 – 25 alphanumeric characters, password 6–50. Enter your e-mail address, select a security question and provide an answer. Click **Finish**. (Security information is required so LexisNexis can remind you of a forgotten password and notify you when changes are made to your Custom ID.) *When you receive your confirmation, you can go back to the sign-on screen, print a Custom ID card, or associate more IDs.*

Associate another LexisNexis® ID with my custom ID

To associate another LexisNexis ID with your custom ID, complete the form below.

LexisNexis ID: 0000000

\* Password: [masked]

\*\* Description: hourly  
e.g. subscription, law school ID

Make this my default LexisNexis ID

\* No password is required for law school LexisNexis IDs.  
\*\* Must not exceed 16 characters. LexisNexis product names and IDs may not be used as descriptions.

LexisNexis ID	Description
1. kppnmhw (default)	subscription

*As you add IDs, a list of associated IDs appears on the right side of the associate task screen.*

## To Associate Additional IDs to Your Custom ID:

1. Click the **Associate Additional IDs** link on the confirmation screen. *(If you already have a Custom ID, click the custom ID Manager link on the sign-on screen.)*
2. Enter another **LexisNexis ID** and **Password**. Also **enter a description** to display in the navigation bar, e.g., *hourly*. You can opt to make this ID the default, i.e., the one applied when you sign on for the first time each session. If you do not select a default, then you will be asked to choose an ID/billing plan each time you sign on.
3. Click **Add ID**.  
*The confirmation screen lets you return to the sign-on screen or associate another ID. Repeat the process for other LexisNexis IDs.*

## To Sign On With Your Custom ID (and Any Associated LexisNexis ID):

1. Enter your **Custom ID** and **Password**. Click **Sign On**.
2. If you have selected not to have a default ID, you'll see a list of LexisNexis IDs associated with your Custom ID. Select one and click **Set ID**. *Research will be applied to this ID until you change it.*

The screenshot shows the LexisNexis Total Research System interface. At the top, the navigation bar includes a 'Custom ID' dropdown menu with a blue circle around it, containing options for 'Hourly', 'Switch LexisNexis ID', and 'Custom ID Manager'. Below the navigation bar, there are sections for 'Choose From My Last 20 Sources' and 'Look for a Source'. The 'Look for a Source' section has tabs for 'Legal', 'News & Business', 'Public Records', and 'Find A Source'. It displays a list of cases under 'Cases - U.S.' and an 'Area of Law - By Topic' section with various legal topics like Banking, Bankruptcy, Environment, etc.

## To Change IDs (and Billing Plans) While Researching:

When you change to another ID associated within your Custom ID, your research session under the originally displayed ID is finished. A new research session begins, even though you do not physically sign off and on again.

Monitor the ID description throughout your research session. See the Custom ID drop-down box in the middle of your *www.lexis.com* navigation bar. The active ID description is displayed on the navigation bar. To change that ID:

1. Click on the Custom ID drop-down box and select **Switch LexisNexis ID**.
2. A list of ID descriptions appears. **Select** one and click **Set ID**.
3. Note the **new description appears next to the drop-down box**.

Behind the scenes, the Custom ID feature has signed off the first ID and signed on with the second. A new research session has begun.

## Custom ID Manager

When you select the Custom ID Manager from the *www.lexis.com* sign-on screen or from the Custom ID drop-down box during a research session, you can:

- View a summary of your Custom ID information, including associated IDs
- Print an ID Card
- Delete your Custom ID
- Associate another ID or disassociate an ID

You can also view or change your Custom ID, ID descriptions, passwords, and security information. (You may be asked to enter your Custom ID and Password before entering Custom ID Manager.)