

Accurint® for Government System Administrator Guide



Customer Education

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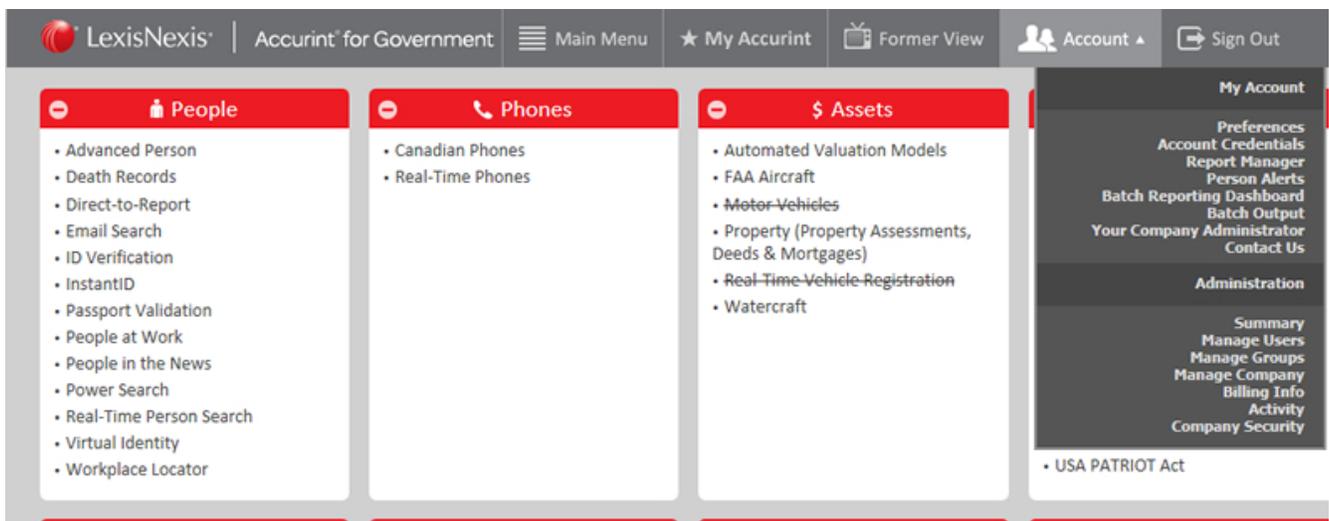
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System Admin Links

The Administration and My Account sections have links to several tools. To access these System Admin tools, click on the appropriate link.



The Summary Tab

The Summary tab displays company information, user information and the name of your company's Account Manager.

The Summary tab displays company information, user information and your company's Account Manager.

Summary	Manage	Account Credentials	Billing Information	Activity	Company Security	Preferences	Report Manager
Company Information Company Name: Your Company Name Edit Company Company ID: 1234567 Physical Address: 2222 Your St. Yourtown, FL 1234-1212 Phone: 555-555-5555 Contact Name: Your Contactperson Contact Email: yourcontact@person.com User Information Name: Your Name Login ID: yourid Phone: 555-555-5555 Sales Contact Account Manager: Yourlexisnexis Contactperson Phone: 555-555-5555 Email: yourcontant@lexisnexis.com							

The Manage Users Tab

The Manage Users tab allows Admins to:

- Add or clone a user and select which searches this user may access
- Modify user access, suspend or delete a user

The screenshot shows the 'Manage Users' interface. At the top, there are navigation tabs: Summary, Manage, Account Credentials, Billing Information, Activity, Company Security, Preferences, and Report Manager. The 'Manage Users' section includes buttons for 'Add User', 'Show 'Active'' (with a dropdown), 'Users' (with an info icon), 'Update Users', and 'View All Users'. Below these are input fields for 'First Name', 'Last Name', and 'Login ID', along with checkboxes for 'System Admin' and 'Company Contact'. A search bar with a dropdown for 'Show 5 entries' and a 'Search:' field is also present. The main area contains a table of users with columns for LOGIN ID, LAST NAME, FIRST NAME, ADMIN, CONTACT, USER SUSPENDED, STATUS, LAST LOGIN, and DELETE USER.

LOGIN ID	LAST NAME	FIRST NAME	ADMIN	CONTACT	USER SUSPENDED	STATUS	LAST LOGIN	DELETE USER
jdoele	Doe	John	Y	N	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active	May 18 2015 03:17:00 PM	<input type="radio"/> Yes <input checked="" type="radio"/> No
jdoughle	Dough	Jane	Y	N	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active	May 18 2015 03:16:00 PM	<input type="radio"/> Yes <input checked="" type="radio"/> No
jdohle	Doh	Jeremy	Y	N	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active	May 18 2015 02:54:00 PM	<input type="radio"/> Yes <input checked="" type="radio"/> No
jdoah	Doah	Jarvis	Y	N	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active	May 18 2015 02:48:00 PM	<input type="radio"/> Yes <input checked="" type="radio"/> No
jadoele1	Doe	Janet	Y	N	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active	May 18 2015 02:07:00 PM	<input type="radio"/> Yes <input checked="" type="radio"/> No

Manage Company Tab

The Manage Company tab allows Admins to enable and disable:

- Search and report settings for the account
- Other features, such as, Forgot Password and Person Alerts

The screenshot shows the 'Manage Company Security' settings page. It includes a 'Save Changes!' button and two main sections: 'Enable Report Settings' and 'Enable Search / Report Settings'. The 'Enable Report Settings' section lists various report types with 'Yes' and 'No' radio buttons. The 'Enable Search / Report Settings' section lists search options like 'Real-Time Person Search', 'Advanced Person Search', etc., also with 'Yes' and 'No' radio buttons.



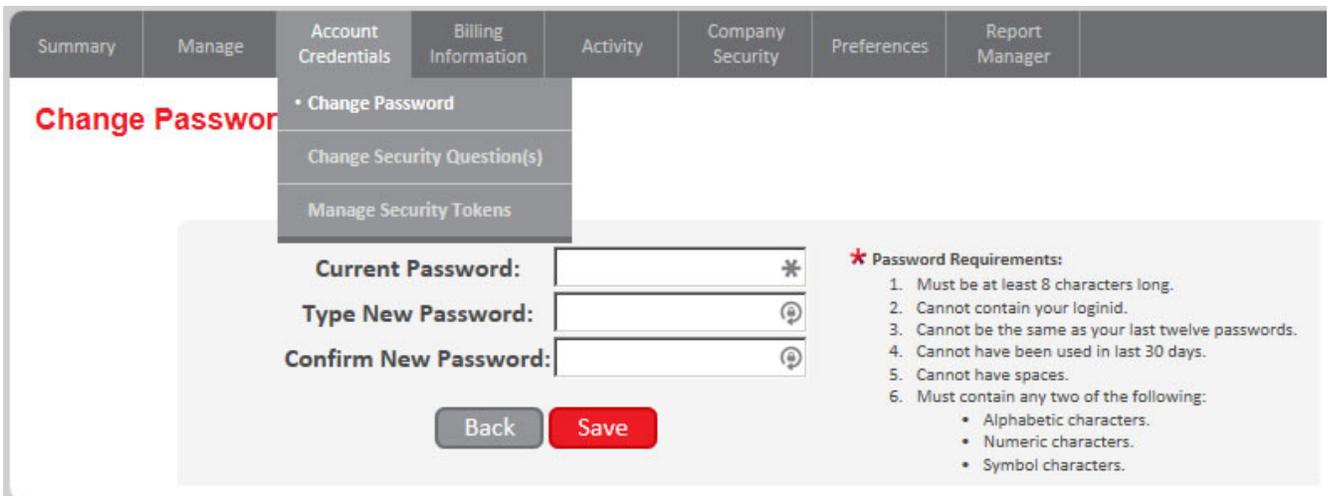
Note

Changes made to this section will apply immediately to all users within your company.

Account Credentials Tab

The Account Credentials tab allows users to:

- Change their password
- Change their security question(s)
- Manage their security tokens



Summary | Manage | **Account Credentials** | Billing Information | Activity | Company Security | Preferences | Report Manager

Change Security Question(s)

Change Password

• Change Security Question(s)

Manage Security Tokens

Please select a question(s) below and enter valid answer(s) (Answers must be 8 characters, alphanumeric characters only)

1. --- Select One ---
2. --- Select One ---
3. --- Select One ---
4. --- Select One ---

Back Save

Summary | Manage | Account Credentials | **Billing Information** | Activity | Company Security | Preferences | Report Manager

Manage Multi-Factor Security Tokens

You can perform the following operations for the user: 'jdoe01'.

Test Multi-Factor Security Token	Test a security token.
Edit Multi-Factor Security Token	Edit a security token.

<< Back

Billing Information Tab

The Billing Information tab allows Admins to access EPIC 360° for the following features:

- One login ID to access your LexisNexis® Risk Solutions accounts and invoices
- Ability to view your open account balances and pay invoices online
- Opportunity to view, print, and save PDF copies of invoices
- Access to your account activity detail

Summary	Manage	Account Credentials	Case Connect	Billing Information	Activity	Company Security	Preferences	Report Manager
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Self-Serve Billing Change to EPIC 360°

As of May 20th, 2016, existing self-serve billing options available on the Billing Information tab have been removed and transitioned to Center, EPIC 360°. This change will not impact the way invoices and other billing information is sent today on an automated basis, but be accessed going forward.

Please register and begin using EPIC 360° today!

EPIC 360°

<https://invoice.risk.lexisnexis.com/>

EPIC 360° Features include:

- One login ID to access your LexisNexis® Risk Solutions accounts and invoices
- Ability to view your open account balances and pay invoices online
- Opportunity to view, print, and save PDF copies of invoices
- Access to your account activity detail

Take a Tour of EPIC 360°:

<https://invoice.risk.lexisnexis.com/index/tutorial>

Module 1: [Registration and Login](#)

Module 2: [Dashboard and Basic Navigation](#)

Module 3: [Working with Payable Invoices](#)

Module 4: [Paying Invoices](#)

Module 5: [Reporting and Download Reports](#)

Module 6: [Account Administration](#)

If you have any questions please contact LexisNexis Customer Support at **866.528.0570** or [Email Us](#).

Epic 360° Tutorial URLs

Module 1: https://learn.lexisnexis.com/lexisnexis/resources/courses/EPIC_360/Registration_and_SignIn/index.html

Module 2: https://learn.lexisnexis.com/lexisnexis/resources/courses/EPIC_360/Dashboard_and_BasicNavigation/index.html

Module 3: https://learn.lexisnexis.com/lexisnexis/resources/courses/EPIC_360/Working_with_Payable_Invoices/index.html

Module 4: https://learn.lexisnexis.com/lexisnexis/resources/courses/EPIC_360/Paying_Invoices/index.html

Module 5: https://learn.lexisnexis.com/lexisnexis/resources/courses/EPIC_360/Reporting_and_Download_Reports/index.html

Module 6: https://learn.lexisnexis.com/lexisnexis/resources/courses/EPIC_360/Account_Administration/index.html

The Activity Tab

The Activity tab allows Admins to:

- Display the searches and reports run by all users
- Select specific users and view their activity, search criteria, and date and time of any searches run by the user

Summary Manage Account Credentials Billing Information **Activity** Company Security Preferences Report Manager

User Reports

* **Report Type:** Activity Report Summary Report [< Back](#) [Next >](#)

* **Date Range:** Today **From:** 03/01/15 **To:** 05/19/15 (MM/DD/YYYY) **Total:** 16

* **Report Format:** PDF

User: jdoea01 - John Doe **Time Zone:** EDT (-4.0)

Run Report: [Run](#) [Reset](#) [Export](#)

ACTIVITY	GROUP	SEARCH CRITERIA	REFERENCE CODE	DATE & TIME
Advanced Person Search		M MARSUPIAL		Mar 26 2015 6:14PM
Advanced Person Search		R MARSUPIAL		Mar 26 2015 9:09AM

The Company Security Tab

The Company Security tab displays:

- Successful and failed sign in attempts by a user
- Corresponding browser information
- Date and time of each attempt

Company Security

Type: All Success Failed [< Back](#) [Refresh](#) [Next >](#)

* Date Range: From: To: (MM/DD/YYYY) Total: 12

User: Time Zone: EDT (-4.0) [Restrict Access by IP](#)

ACTIVITY	STATUS	LOGINID	IP, BROWSER	SOURCE	DATE & TIME
LOGIN	SUCCESS	JDOELE	10.145.44.168 Mozilla/5.0 (Windows NT 6.1; WOW64; Trident/7.0; EIE11;ENUSMCM; rv:11.0) like Gecko	WEB	Sep 5 2014 3:01PM
LOGIN	FAILED	JDOELE	10.145.44.168 Mozilla/5.0 (Windows NT 6.1; WOW64; Trident/7.0; EIE11;ENUSMCM; rv:11.0) like Gecko	WEB	Sep 5 2014 3:01PM

The Preferences Tab

The Preferences tab allows Users to:

- Designate various settings, such as customize a specific report or enable certain features for specific searches
- Choose to show results of specific searches in classic format

Summary	Manage	Account Credentials	Billing Information	Activity	Company Security	Preferences	Report Manager
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Other User Settings

Other User Settings

- 1. Change Time Zone**
Please choose the time zone to be used for your account activity. The time zone chosen will be used as the default time zone for detailed billing, security, and activity and should be the time zone where the searches are conducted from.
- 2. Show Advanced Person Search Results in Classic format (No Roll-ups)**
- 3. Clear Reference Code with search form**
- 4. Default Manage Users search**
- 5. Forgot Password Feature: Enabled**
- 6. Return Physical Property Address Matches Only in Property Search**
- 7. Default to Main Menu After Sign In**
- 8. Always Show Additional Fields**
- 9. Do not display offender photos in Advanced Person Search rollup results**
- 10. Do not display offender photos in Criminal Records Search results**
- 11. Enable Zip and City Autocomplete on search forms**

The Report Manager Tab

The Report Manager tab:

- Displays reports that have been saved within the last seven calendar days
- Allows you to view the details about the report or view the report again at no additional charge

The screenshot displays the Report Manager interface. At the top is a navigation bar with tabs: Summary, Manage, Account Credentials, Billing Information, Activity, Company Security, Preferences, and Report Manager. Below the navigation bar is the 'Group Admin Reports' section. On the left, there is a section for 'Other Reports:' with a dropdown menu showing options: Select Report, Online Reports, View Batch Results, View Watchdog Results, Person Alerts, and FCRA TriMerge Reports. On the right, the 'Time Zone:' is set to EDT (-4.0). A notification message states: 'The following reports have been saved. Saved reports are available for 7 days from the time they were created, and can be reviewed at no additional charge by clicking on corresponding View Report icon.' Below the notification is a table with the following data:

<u>VIEW DETAIL</u>	<u>VIEW REPORT</u>	<u>SUBJECT</u>	<u>REPORT TYPE</u>	<u>DATE CREATED</u>
		jdoe01	User Summary Report	2014-09-05 15:08:03
		jdoe01	User Summary Report	2014-09-05 15:07:31
		jdoe01	User Summary Report	2014-09-05 15:03:08
		jdoe01	User Summary Report	2014-09-04 13:46:25

The Person Alerts Tab

Person Alerts can be accessed from the My Account section and from the Report Manager tab. From the Report Manager tab, select Person Alerts to:

- Track changes in a subject’s name, address, phone number, or death record by creating an Alert
- View and edit the details of a specific Alert
- Read notifications regarding the Alert

Person Alerts

Other Reports:

Owner: Total: 288

Search:

<input type="checkbox"/>	ALERT NAME	DATE CREATED	DATE LAST UPDATED	OWNER	DISTRIBUTION METHOD
<input type="checkbox"/>	M MARSUPIAL Alert	05/14/2008	07/13/2008	jdoe	Email/Online
<input type="checkbox"/>	R MARSUPIAL Alert	05/14/2008	07/13/2008	jdoe	Email/Online

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