Accurint® for Government System Administrator Guide

Customer Education

V5.08.24.2016

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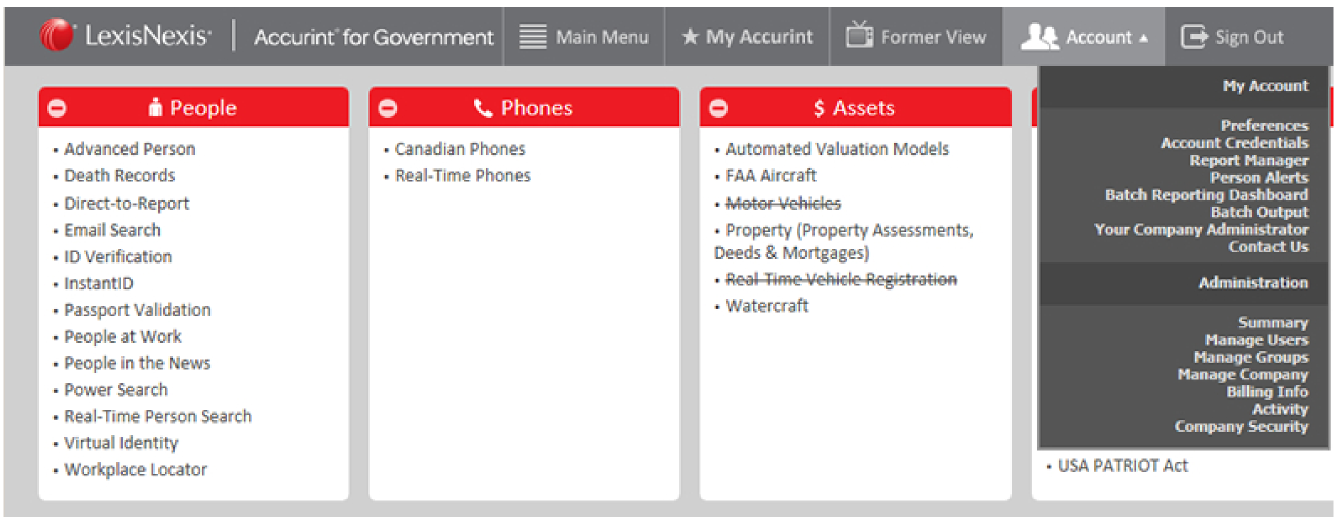
System Admin Links

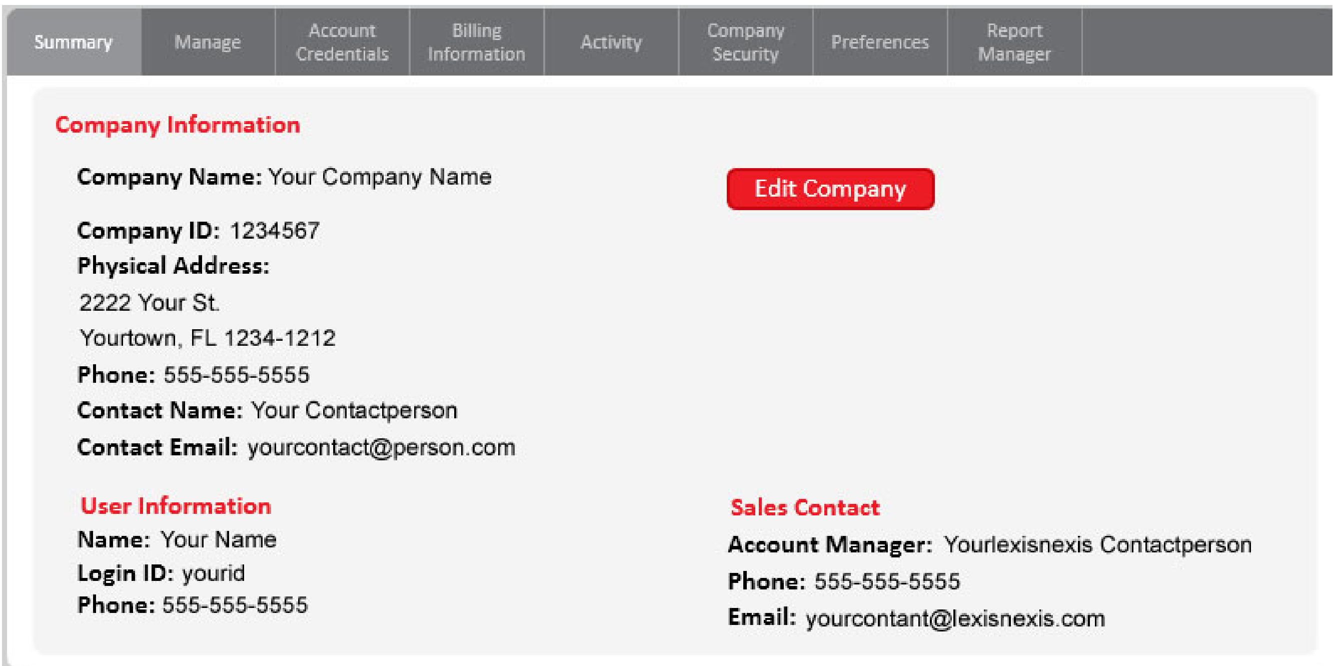
The Administration and My Account sections have links to several tools. To access these System Admin tools, click on the appropriate link.



The Summary Tab

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

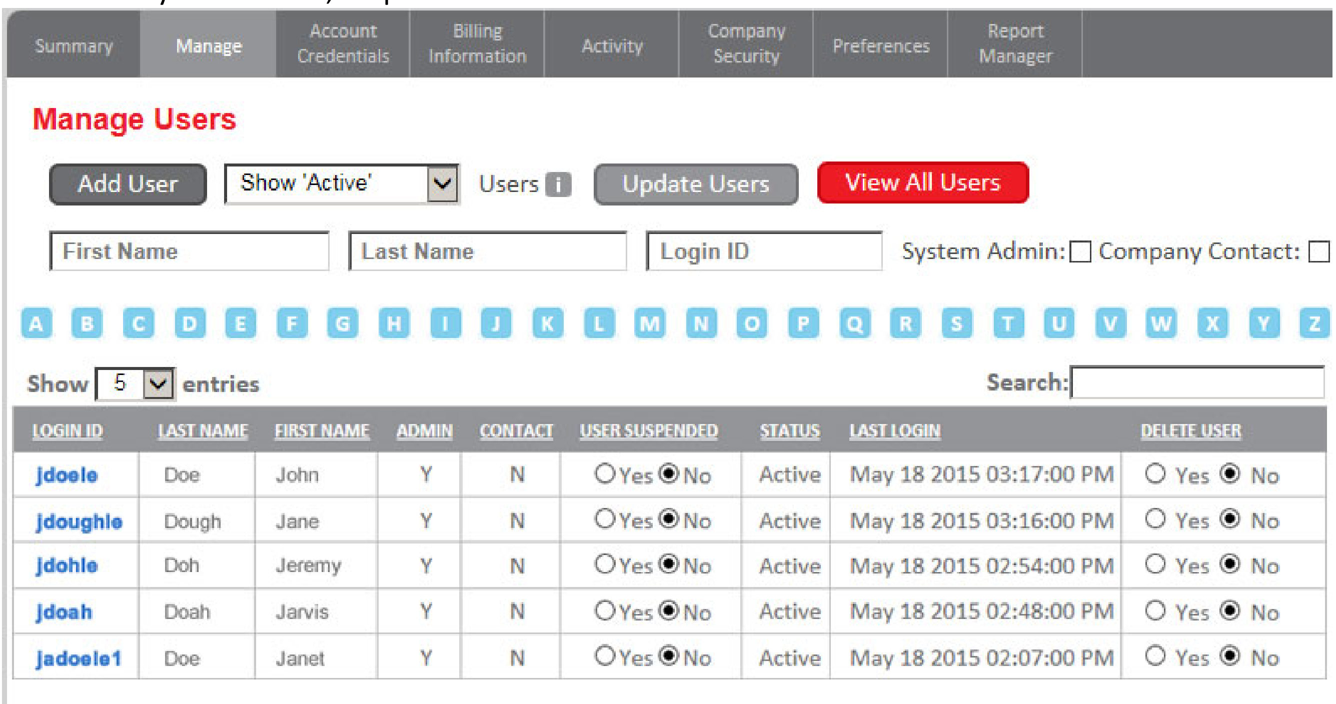
The Summary tab displays company information, user information and your company's Account Manager.



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



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

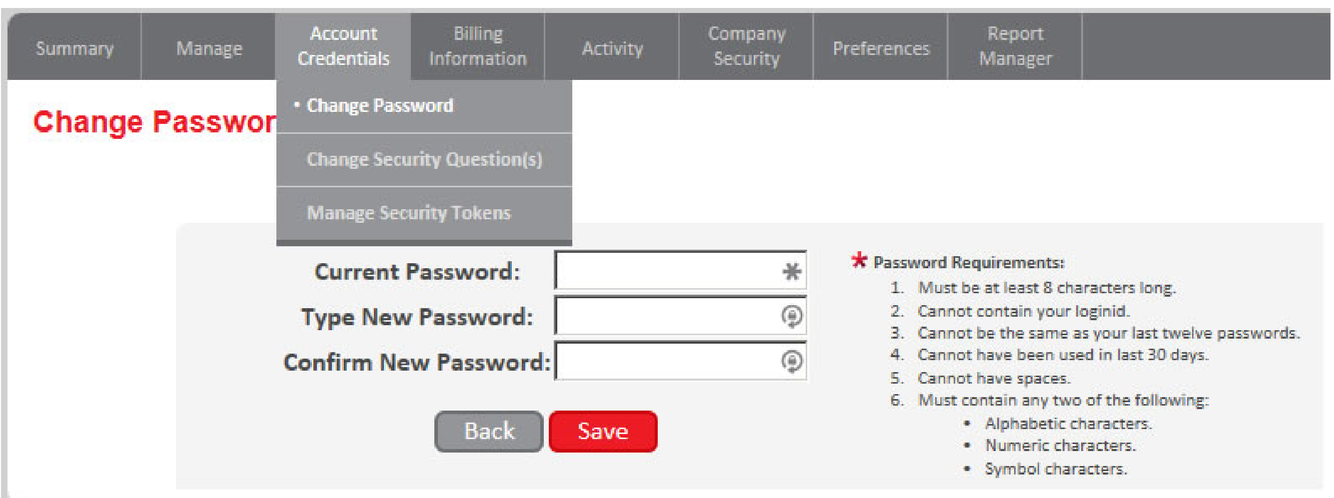
Changes made to this section will apply immediately to all users within your company.

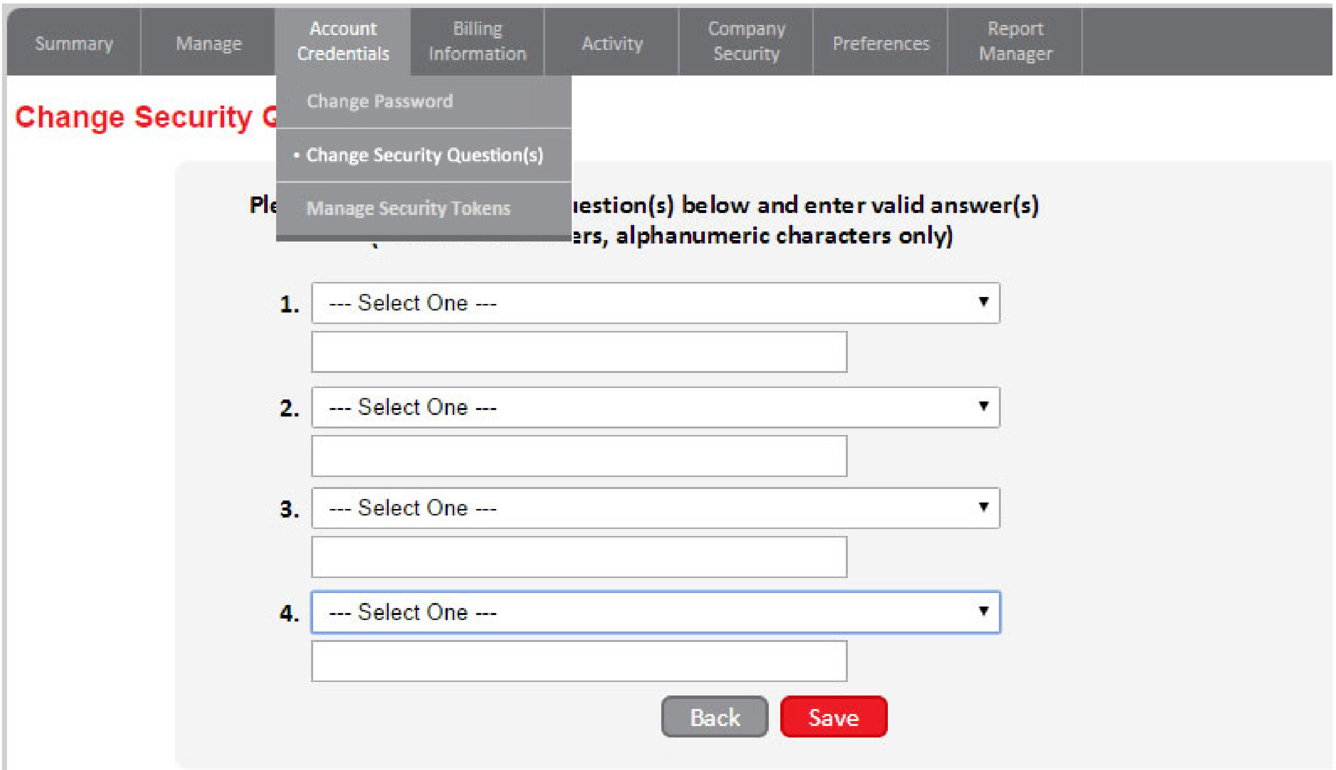
Note

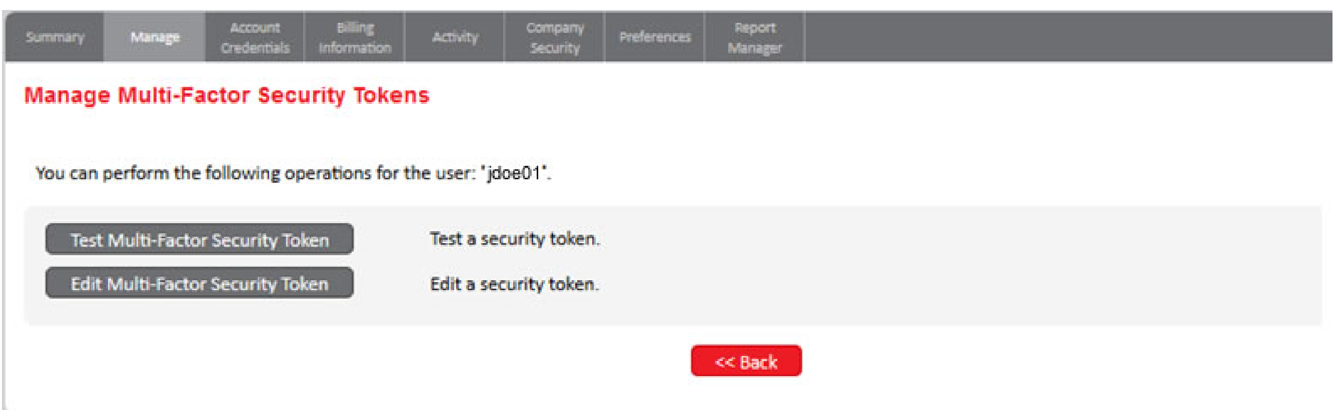
Account Credentials Tab

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 Password
Change Security Question(s)
Manage Security Tokens
Change Security Q
Ple
iestion(s) below and enter valid answer(s)
ers, 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

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 t
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**

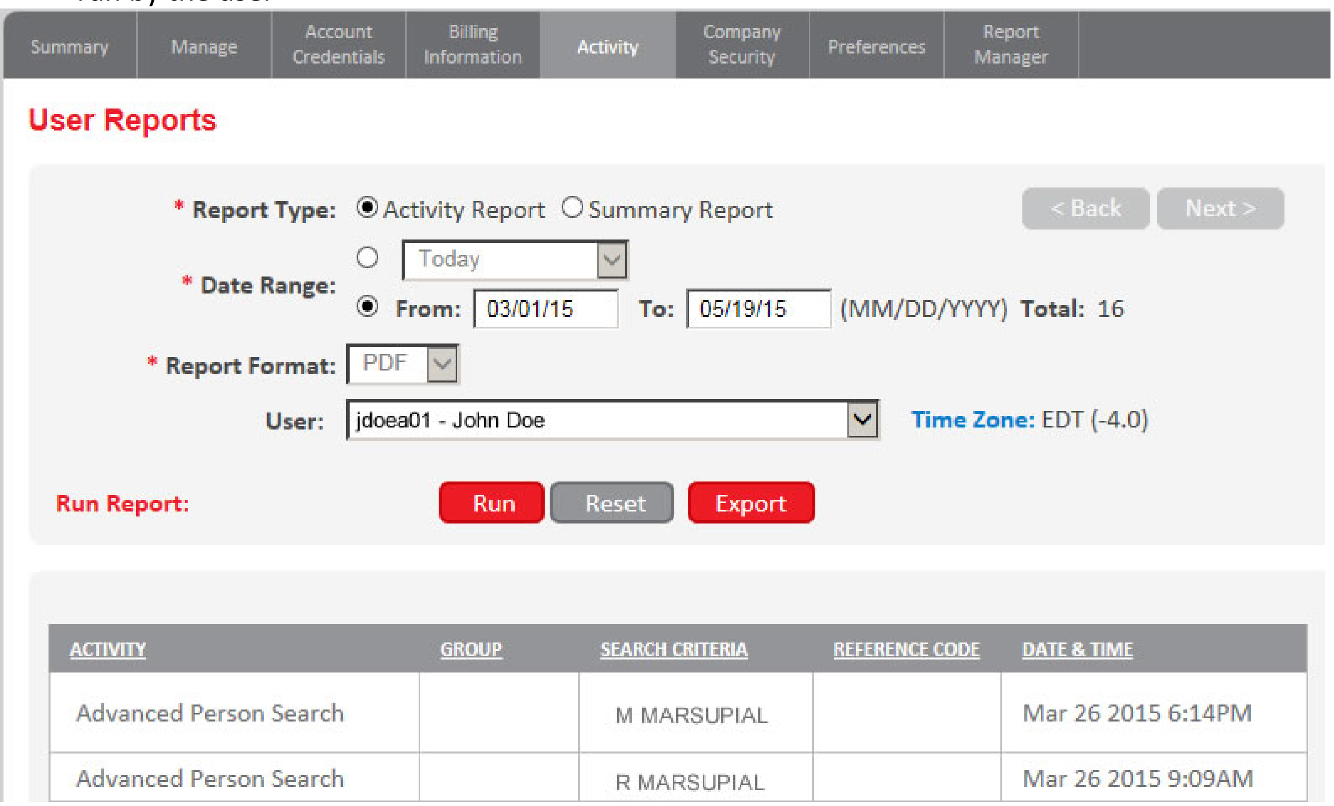
Module 5: **https://learn.lexisnexis.com/lexisnexis/resources/courses/EPIC_360/Reporting_and_Download_Reports/index.html**

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

The Activity Tab

The Activity tab allows Admins to:

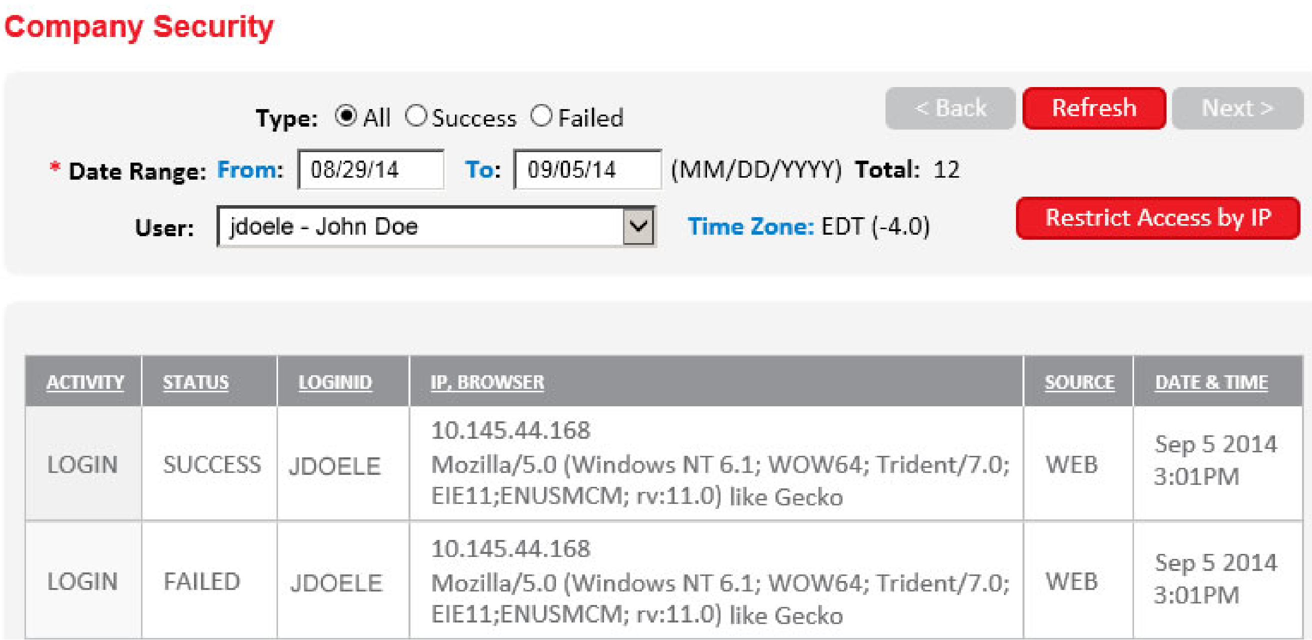
- Display the searches and reports run by all users
- Select specific users and view their activity, search criteria, and date and time of any searches run by the user



The Company Security Tab

The Company Security tab displays:

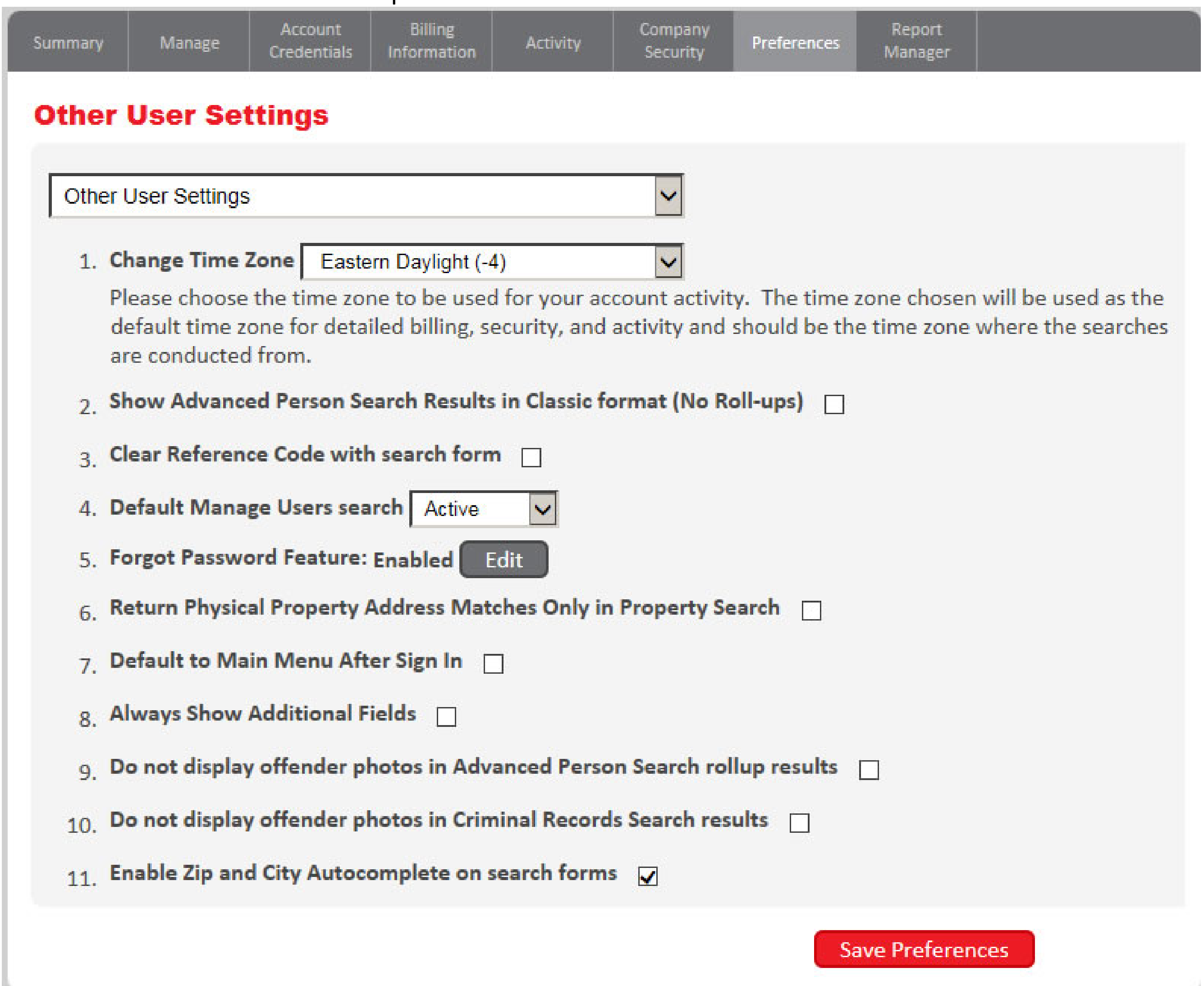
- Successful and failed sign in attempts by a user
- Corresponding browser information
- Date and time of each attempt



The Preferences Tab

The Preferences tab allows Users to:

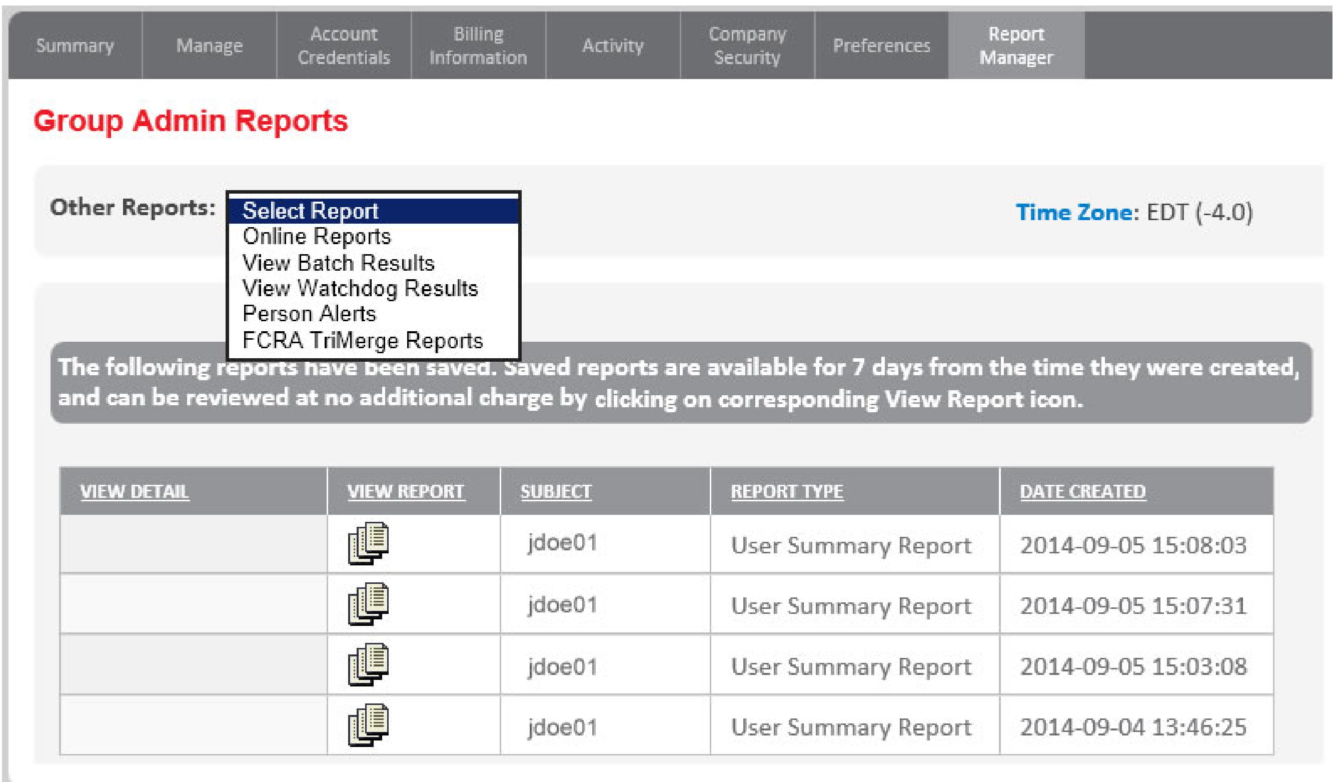
- Designate various settings, such as customize a specific report or enable certain features for specific searches
- Choose to show results of specific searches in classic format



The Report Manager Tab

The Report Manager tab:

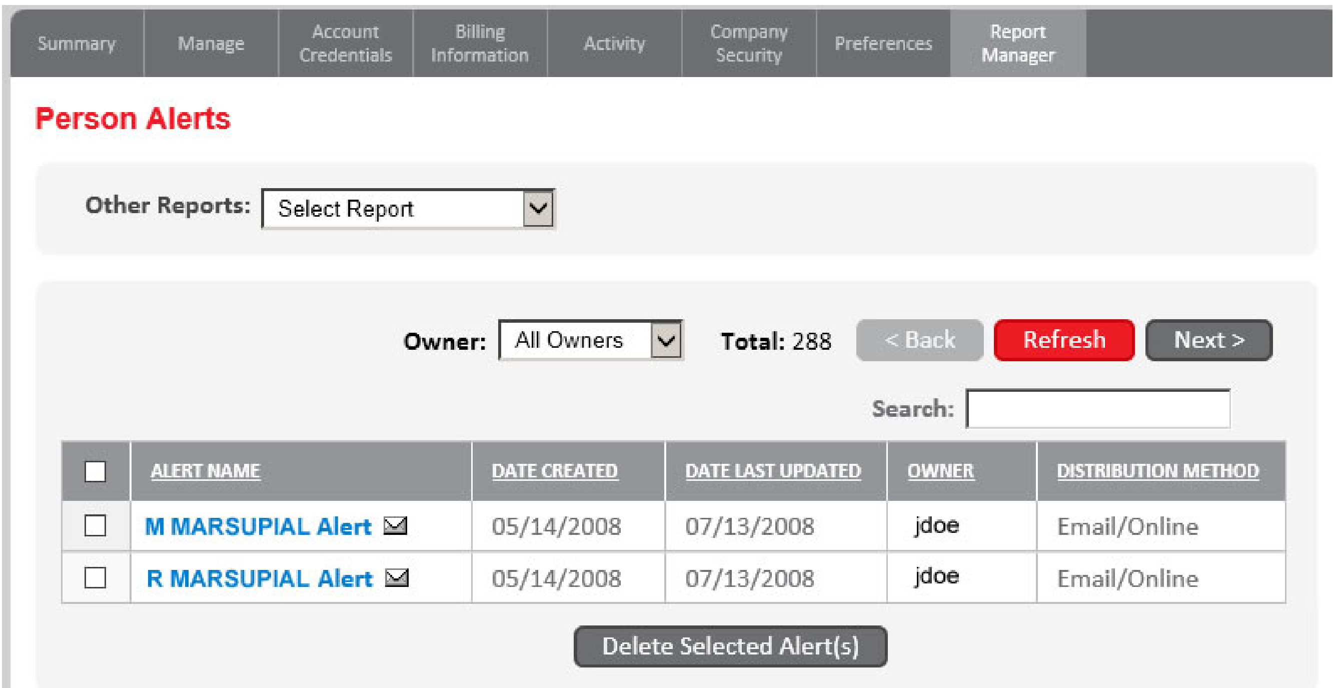
- Displays reports that have been saved within the last seven calendar days
- Allows you to view the details about the report or view the report again at no additional charge



The 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



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