

# LexisNexis® KYC

## Quickcard

### Login

#### Log in to: LexisNexis Know Your Customer

1. Please go to: [www.lexisnexis.com/hottopics/lnkyc/](http://www.lexisnexis.com/hottopics/lnkyc/)
2. Please enter your username and password.
3. If you are experiencing login problems please contact our Servicedesk: +31 (0)20 485 34 56

**Know Your Customer**

03/21/08 - Wed, 24th Feb 2012 | Home | My Research | View Cart | Quick Card | Support | Sign Out

**Person Check** | Company Check | Country Check | Resources

First Name(s):

Surname:

Additional Terms:  AND  AND

News Sources: All News (English Language) | Previous 2 Years

Directors & Shareholders: All Countries | All Available Dates

Biographical Sources:  Biographical Sources

Sanctions Sources:  Sanctions & Warnings

PEP Sources:  PEP Sources

Last Date:

Additional Services\*

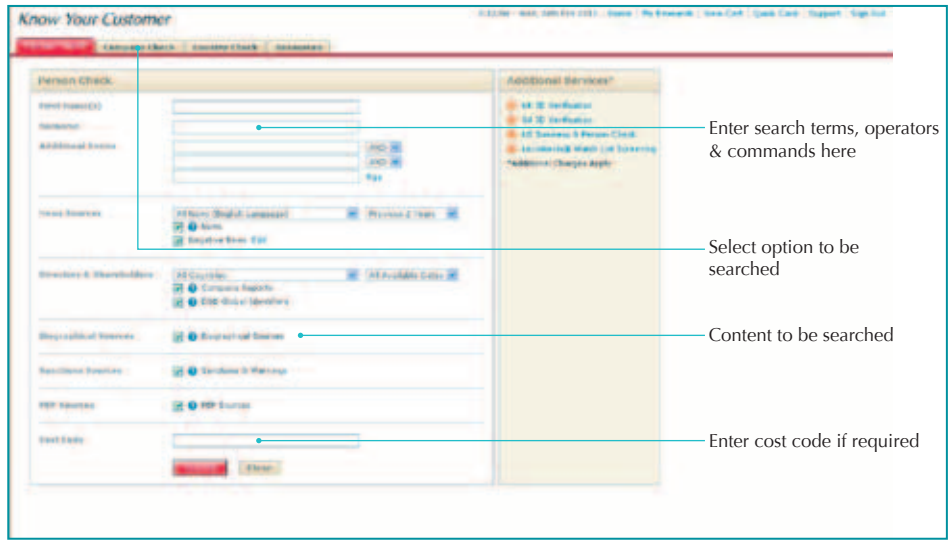
- UK ID Verification
- EA ID Verification
- US Business & Person Check
- LexisNexis® Watch List Screening

\*Additional Charges Apply

Select a tab you wish to use for your search

# Conducting a Search

- Step 1:** Choose the search option required (e.g. Company Search or Individual Search)
- Step 2:** Enter the name of the company or person to be searched
- Step 3:** Change the Sources and date range options if required
- Step 4:** Click on the Search button to retrieve search results

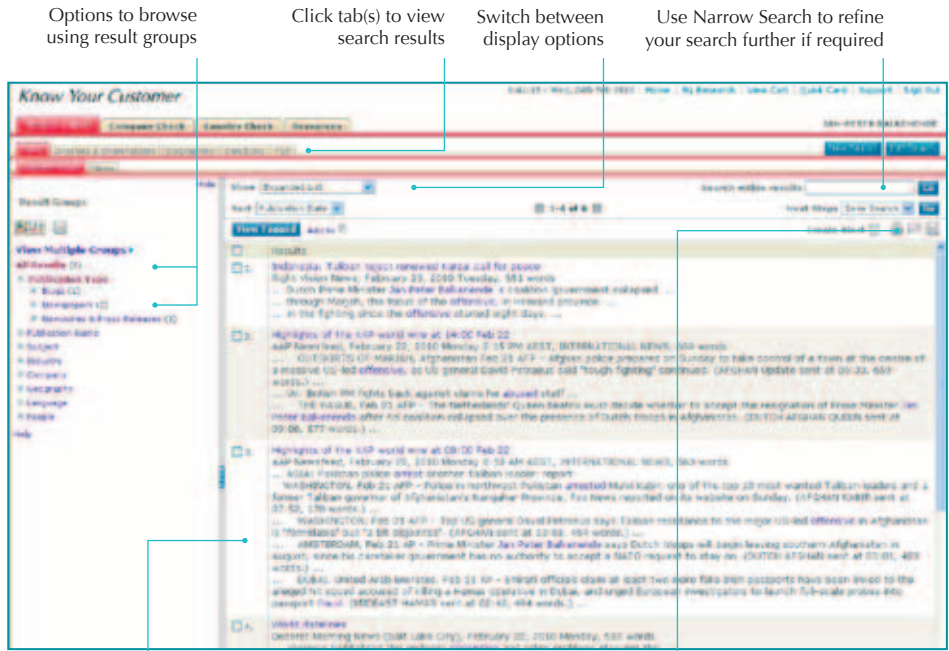


For further information on the sources to be searched, click the icon

For further information on entering search terms, click the [Tips](#) link

# Displaying and Saving Search Results

- Step 5:** If you retrieve 0 results – click on the Search Additional Information button to expand your search. If you retrieve too much information – Use Narrow Search to add further search terms if required
- Step 6:** Apply the options shown below to view and save your search results:



- Save your results using Download, Email, or Print
- Tag the articles if required
  - Click your output option
  - Select format of results e.g. List
  - Select File format e.g. RTF, PDF
  - Follow on screen instructions

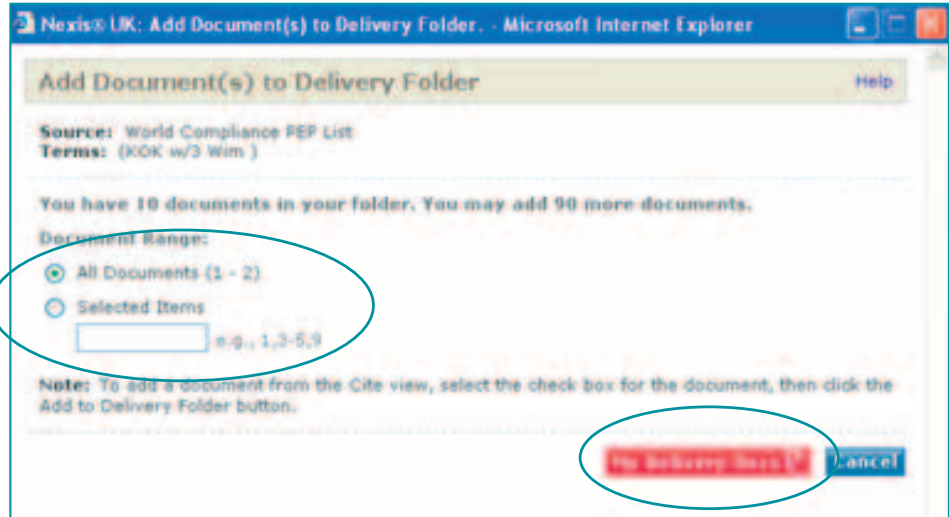
## Using the Cart to Save Search Results

The Cart enables search results from different tabs (News, Company ID etc) to be saved together in a single document.

### Saving Search Results to the Cart

Complete the following steps to save results to the Cart:

- To automatically save single or tagged articles, simply click on the **Add to** link on the search results screen or alternatively to save multiple articles that have not been tagged click on the **Add to** link and the following screen will be shown:
- Enter the required Document Range shown above and click on the **My Delivery Docs** button to save results to the Cart



### Reviewing and Saving Cart Results to a File

Once all required search results have been saved to the Cart, complete the following steps to download results to a file (e.g. Word document):

Click on the **View Cart** icon as shown below:



- Save your results using Download, Email, or Print
- Tag the articles if required
  - Click your output option
  - Select format of results e.g. List
  - Select File format e.g. RTF, PDF
  - Follow on screen instructions

Articles will be saved for 24 hours

All the saved search results will be displayed as shown below:

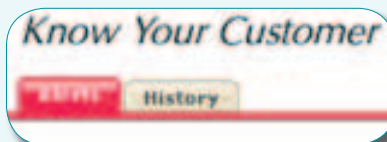


### Searching Hints & Tips for Company Search and Individual Search

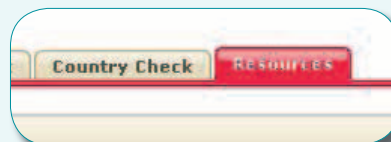
OPERATOR	EXAMPLE
and	copyright and violation
or	copyright or passing off
*	(wildcard) eg1 int**net retrieves internet or intranet, eg2 Berl*sconi
!	(truncator) violat! (retrieves violate or violation or violated)
nocaps(abbey)	word must all be in lowercase
allcaps(us)	word must all be in uppercase
atleast3(safeway)	word must appear atleast 3 times in the article
singular(Murphy) plural(Williams)	forces word to return either singular or plural version only

### Additional Features

Additional features provide access to Alerts, search History, current awareness through In the News and Useful Links to sites on the web.



In 'my research' you can access saved Alerts and recent search History.



Access latest headlines from In the News and Useful Links to securities commissions and regulators

### Service desk

If you have any questions please contact us via our service desk.

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