

# Guide with personal registration

Suitable for customers who have access with 1-10 licenses. If you require more, please contact us kontakt@bundesanzeiger.de







## **Personal registration / subscription**

You can register personally at https://app.lexview.de/register to test LexView free of charge or to take out a subscription. Regardless of whether you want to test LexView or take out a subscription, personal registration gives you extended functional access, i.e. access to the

- Memo function "My content",
- Overview of subscribed content and
- Alert function by e-mail
- and more.

You can find out more on the following pages.

#### First steps of the registration:

- 1. enter data at https://app.lexview.de/register
- 2. you will receive an e-mail to confirm your e-mail address. This e-mail must be confirmed. A link in this e-mail will take you back to the LexView platform.
- 3. When you first register, we need further information about your role and the organization to which you belong.
- 4. Then select the subject areas that are relevant to you. You can expand these at any time in the account settings. We generally recommend that you select all 28 available subject areas in order to gain full access to all functions of the relevant laws directly.
- 5. In the last step, you choose whether you want to test the LexView platform free of charge or take out a subscription. If you take out a subscription, you will be taken directly to the account settings to submit the billing information and select the desired subscription package.

#### subscription:

- 1. If you decide to subscribe immediately after registration, please follow the steps in step 5 above to confirm your selection. You will be taken directly to the account settings to enter your billing information and select the subscription package you want.
- 2. If you would like to test LexView free of charge, you have the option of taking out a subscription at any time via the account settings in the "Subscription" tab. After the trial period has expired, you can continue to log in to LexView with your access data to take out a subscription.



#### **Homepage / Navigation structure**

The current laws, procedures, etc. are displayed on the start page. The top menu bar is displayed throughout the entire search process (except in the comparison view). You can use it to access the start page, view your subscribed content, search federal law, view EU laws, search for laws and procedures and manage your account settings.



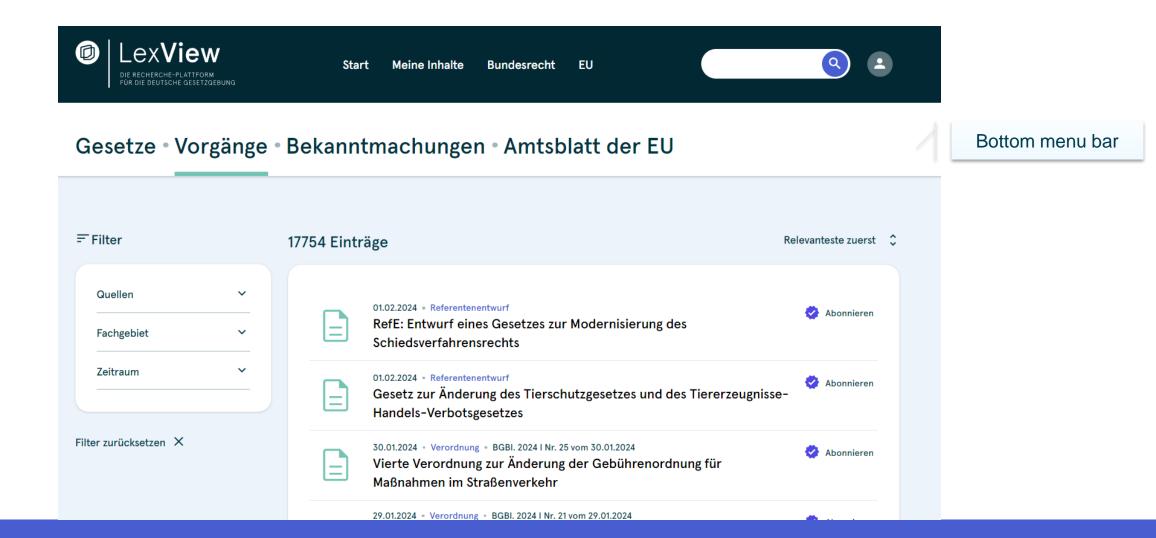
#### Gesetze • Vorgänge • Bekanntmachungen • Amtsblatt der EU





## **Homepage / Navigation structure**

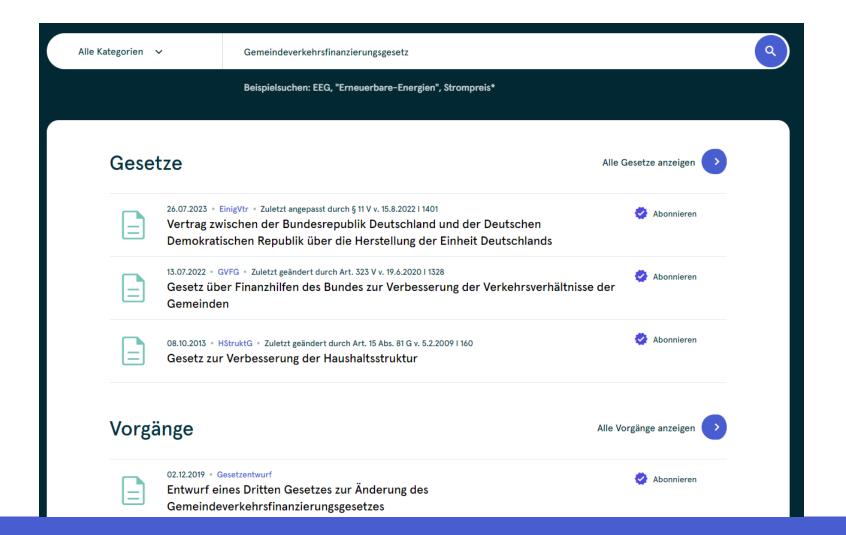
The menu bar at the bottom shows you the subdivision of the laws you are searching for. This means: Acts = latest amendments to federal law; Procedures = current documents within the legislative process (draft bills, draft laws and laws and ordinances that have entered into force as amending laws); Notices = further notices; Official Journal of the EU = notices, decisions, directives and other proclamations that are published in the Official Journal of the EU.





## Search for laws or current legislative processes

Click in the search field at the top right and enter your search term (e.g. short form of the law title "Gemeindeverkehrsfinanzierungsgesetz" or the acronym "GEG"). The current and previous versions of federal law can be found under the "Laws" tab. Draft bills and ordinances as well as passed laws from current and completed legislative procedures can be found under "Processes".

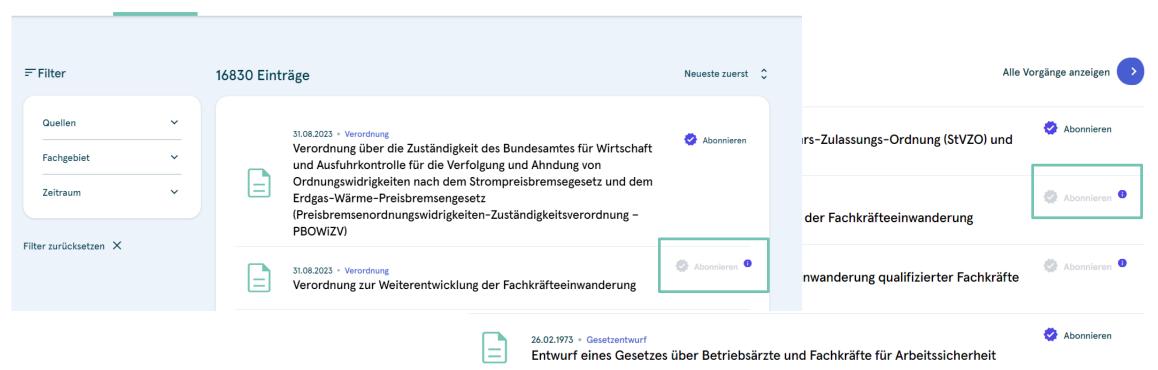




# Search for laws or current legislative processes - grayed-out content

If the "Subscribe" function is grayed out when searching or in the list view of all laws and procedures, you can still view the laws and procedures. However, you can only use the extended function, e.g. the "Remember me" function for "My content", for laws and procedures in the subject areas that you specified when you registered. Under "My account settings", you can expand the subject areas at any time during the trial period in order to be able to use such additional functions. If you have a subscription, you can also extend the functional areas. If you have selected the maximum number of subject areas - depending on the package - you can upgrade your package to the next higher package offer at any time in order to be able to use all functions for more subject areas.

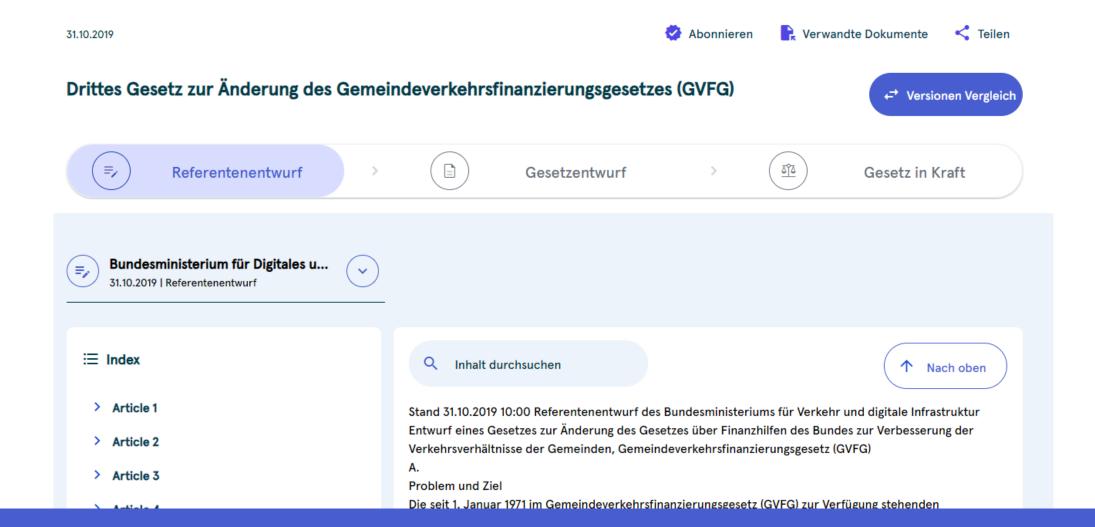
#### Gesetze • Vorgänge • Bekanntmachungen • Amtsblatt der EU





## **Detailed view - Process monitoring procedure**

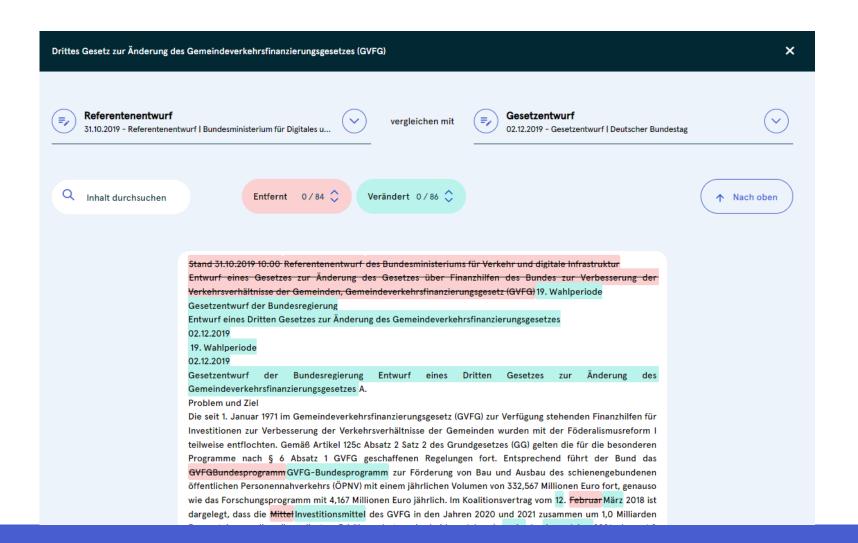
In the detailed view (here: process) you will find the documents of the respective legislative procedure divided into three steps. Step 1 "Ministerial Draft" shows the drafts of the responsible ministries, step 2 "Draft bill" shows the drafts submitted to the German Bundestag and step 3 "Act in force" shows the publication in the Federal Law Gazette. German Bundestag and step 3 "Act in force" shows the publication in the Federal Law Gazette.





#### **Comparison view of processes**

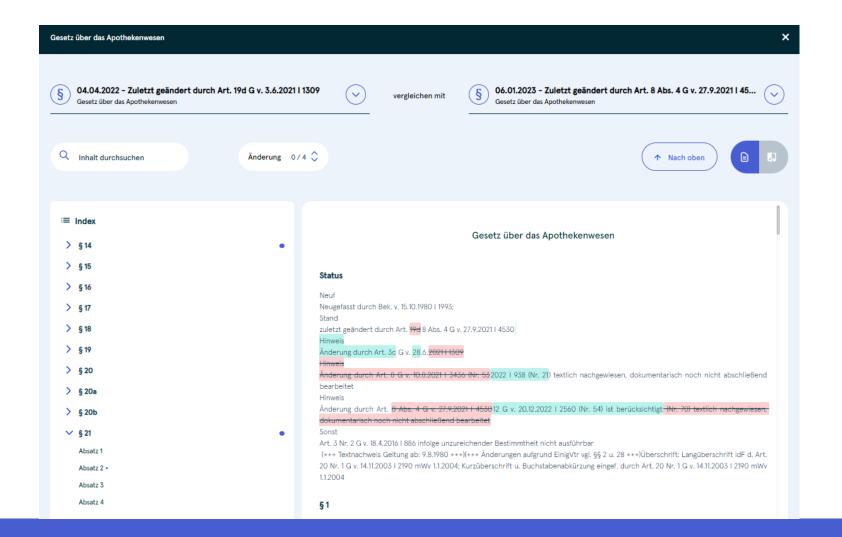
Select the two documents to be compared. All documents of the legislative process are available for processes. In the individual view, you can see the removed and amended passages one above the other in the same document. Click on the arrows in the "Removed" and "Changed" fields to navigate to the relevant text passages.





#### **Comparative view of laws**

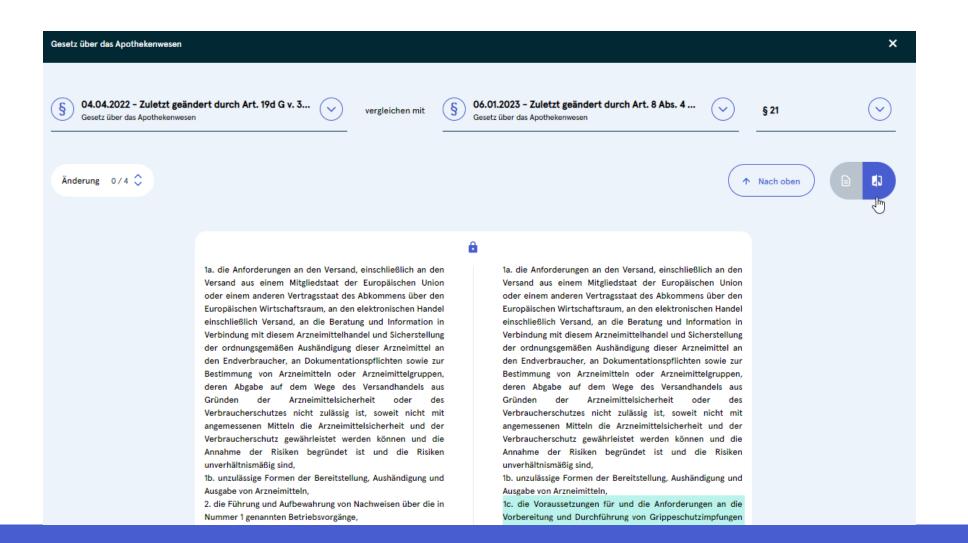
You have two options in the comparison view of federal law: In the single view, you can see the removed and changed passages one above the other in the same document. Select the two documents to be compared. In the case of laws, all listed versions of the respective federal law are available. You will find the index on the left-hand side. Changes are shown in the index as a purple dot. Click on the paragraph to navigate to the corresponding text passages.







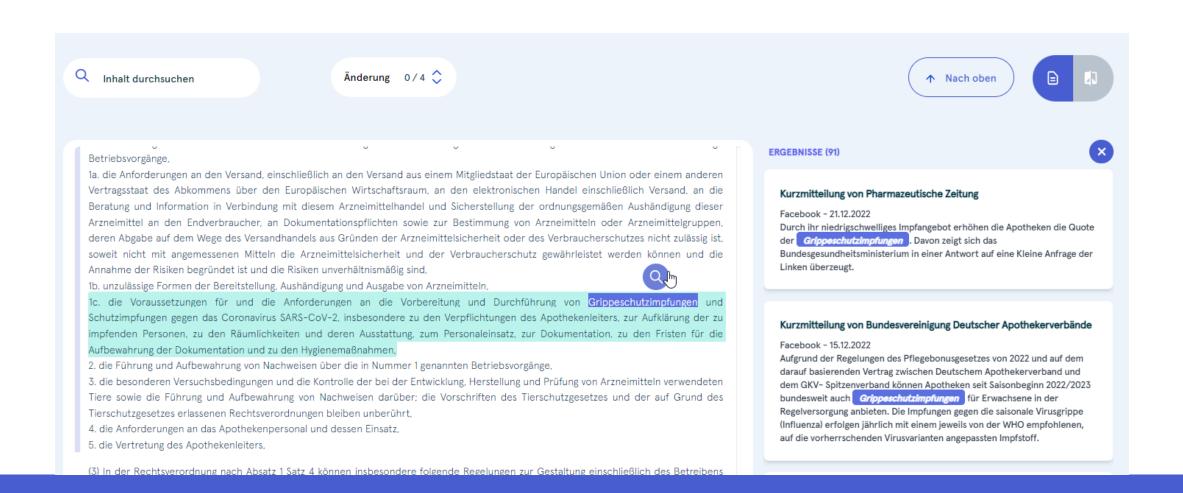
Use the purple icon on the right to switch to the split view. Select a paragraph and compare the changes in the corresponding versions of the law side by side.





## Search for items in the comparison view

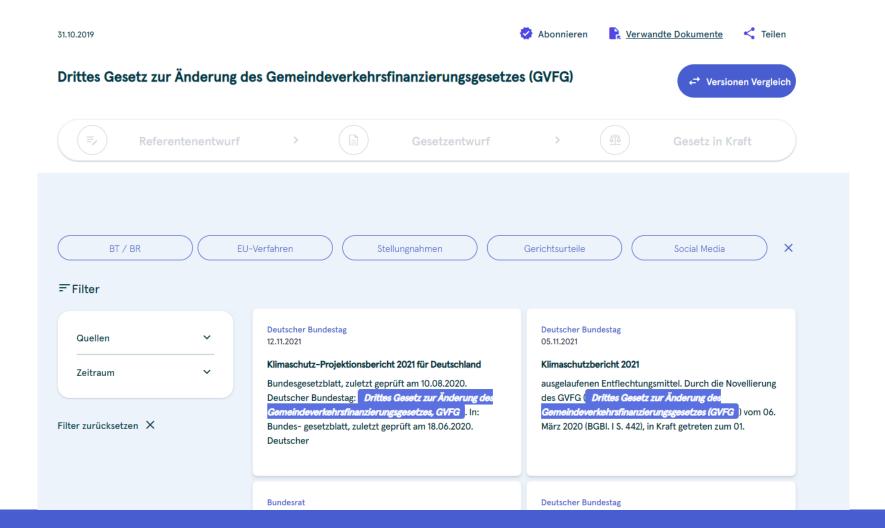
Select a keyword or a passage of text that is relevant to you and click on the purple magnifying glass that appears. To the right of the document, you will now see mentions of the highlighting in court documents, social media posts and online sources. Click on the respective article to display the reference.





#### **Related documents**

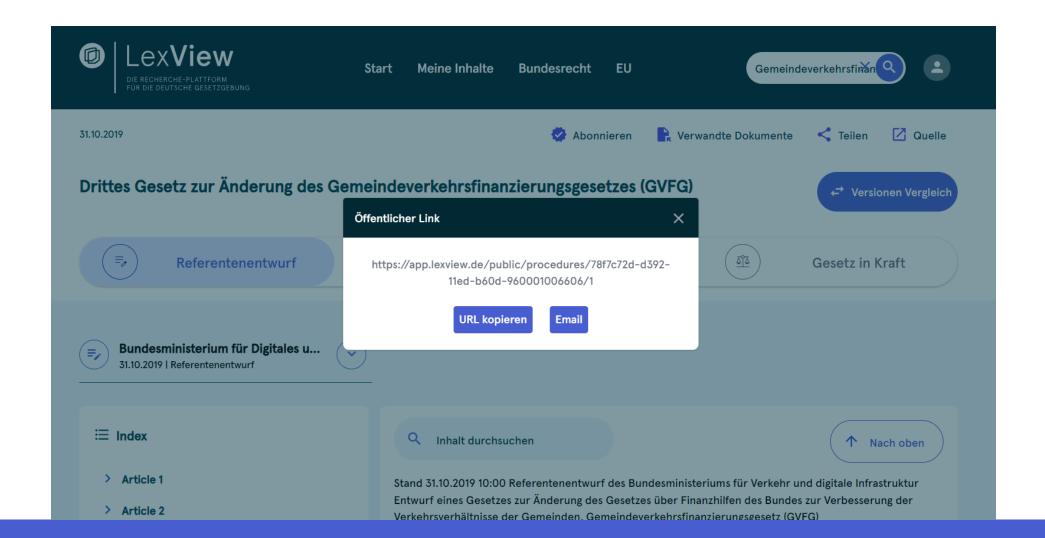
In the detailed view of procedures and laws, you will find further information on the law or procedure under "Related documents", e.g. Bundestag and Bundesrat printed documents, court rulings, etc. You can filter the desired content using the filter bar above the results and on the side. The related documents are linked so that the reference is opened in a new browser tab. We are constantly expanding the LexView database in order to be able to display content from the EU Official Journal in the future.





#### **Share**

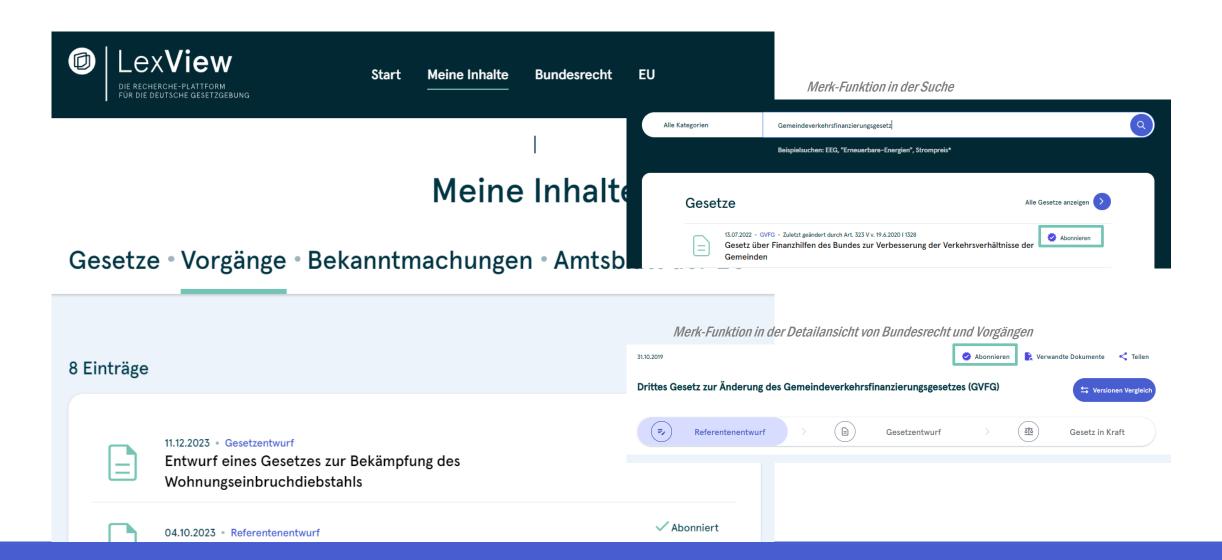
In the detailed view of cases and laws, you can share the case or law publicly under "Share". A LexView license is not required to open the link and view the shared legal text.





# My contents

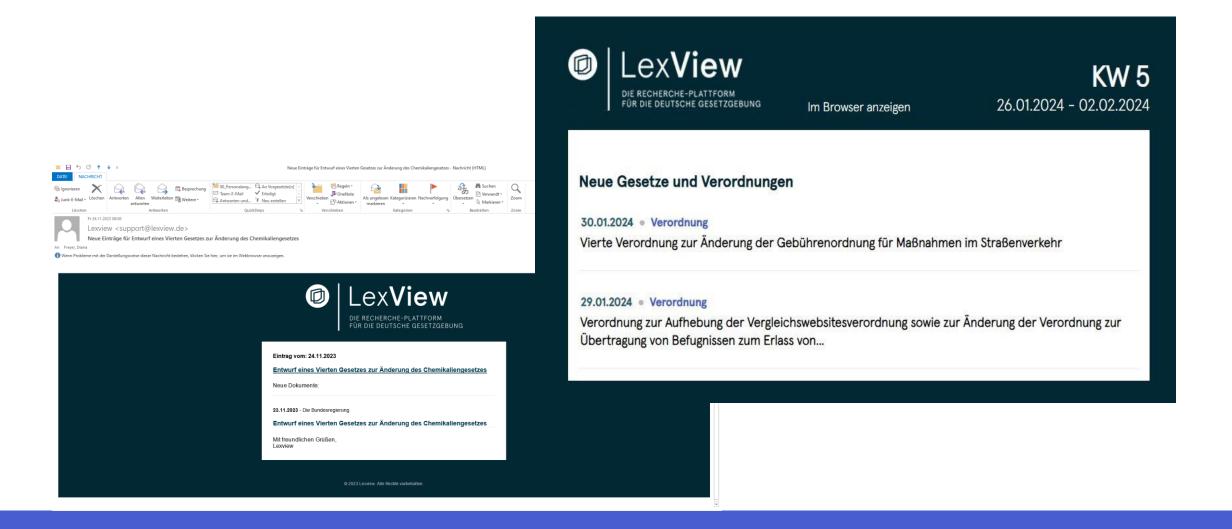
Subscribe to processes or laws to file them under "My content". This gives you access to all content relevant to you without having to search for it again. The subscribed content is again divided into "Laws", "Procedures" and "Announcements".





# **Monitoring (Alert)**

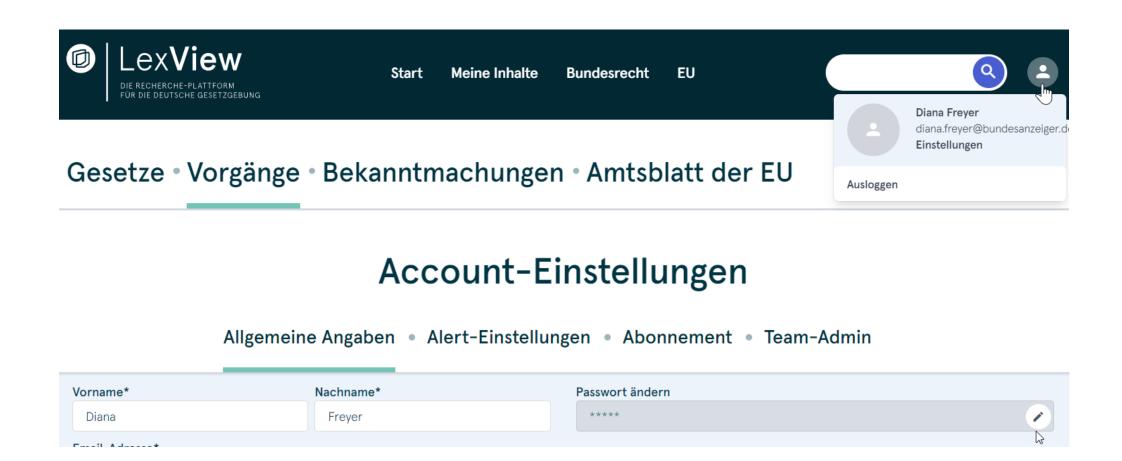
Subscribed processes and laws are not only displayed under "My content", but also enable alerts by e-mail. Subscribed processes trigger an e-mail as soon as the status within the process changes. The alert is sent to you by e-mail including a link to LexView. You can find out how to set the alert individually under "Settings" on the following pages. You will also automatically receive a weekly overview of all announcements in the Federal Law Gazette.







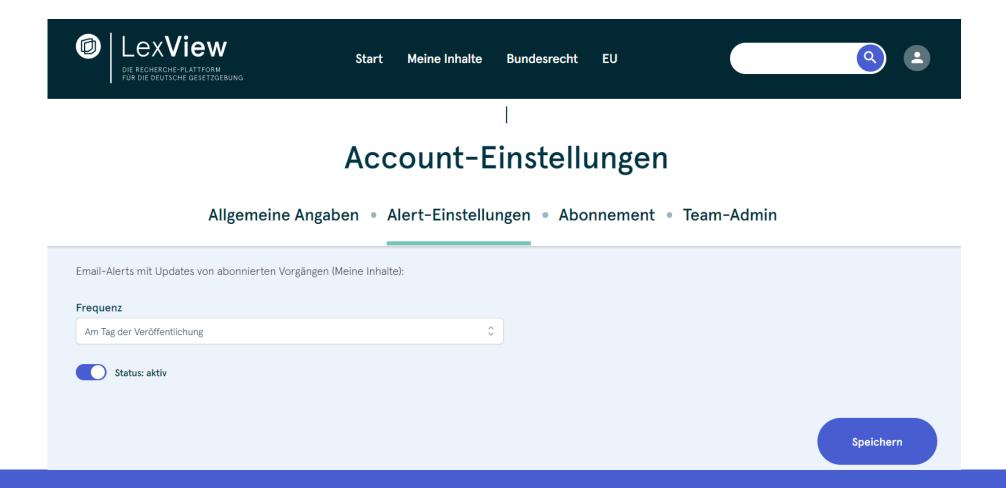
Click on your profile icon to the right of the search field and select Settings to open your account settings. You can change the password via "General information".





## **Account settings – Alert**

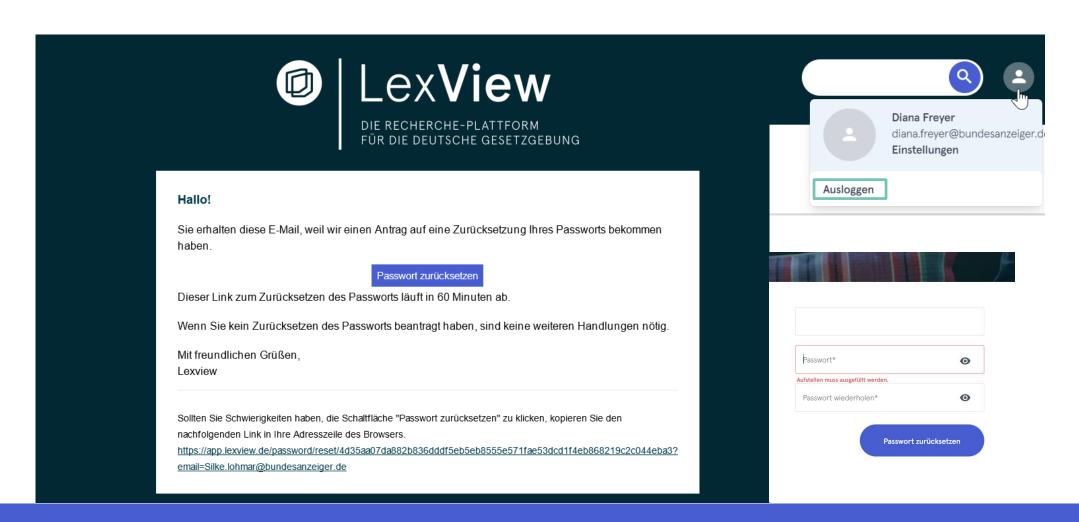
For subscribed content, you will automatically receive e-mail notifications as soon as the process or law is updated. You can edit the frequency of email notifications via your settings (see Account settings). Click on your profile icon to the right of the search field and select Settings to open your account settings. Edit your personal details and the subject areas displayed as part of your subscription under "General details". Use the "Alert settings" to edit the e-mail notifications for your subscribed content.





## **Reset password**

If you have forgotten your password, you can reset it at any time. Important: In your browser, the session in LexView will be maintained as soon as you close the browser without properly logging out. If you want to reset your password, the link may redirect you to the logged-in page of LexView (app.lexview.de) without triggering a password change. To do this, simply log out of LexView via the Profilicon and click again on the "Reset password" link that you received by e-mail. You will then be redirected to the LexView login page and asked to set a new password.





Do you have further questions or would you like a personal presentation? Then get in touch with us:



Ute Schlossarek | consultant. Key Account Manager.

T +49 (221) 9 76 68 - 8232

M +49 (0) 151 74 42 92 32

Ute.Schlossarek@bundesanzeiger.de

www.bundesanzeiger-verlag.de



