

Registering with OnePass

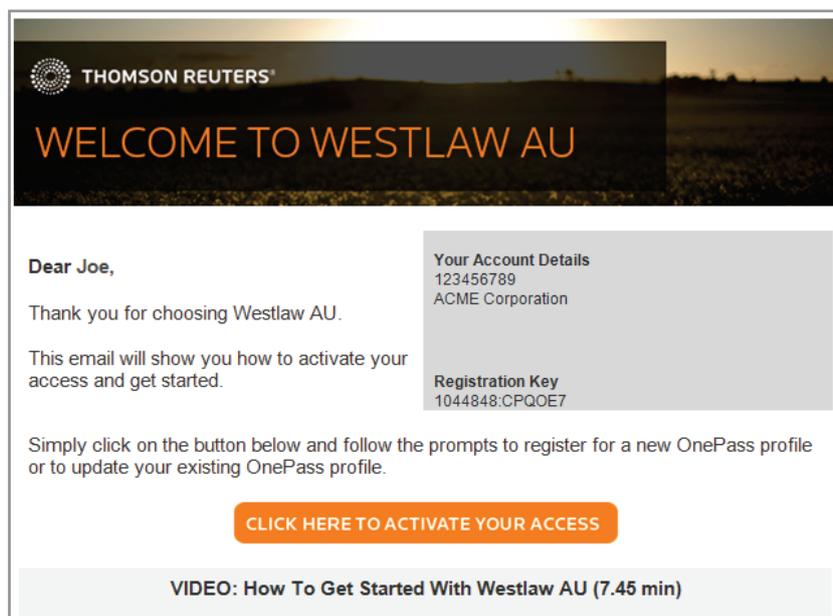
Access to online services such as Westlaw, Checkpoint, ProView and Practical Law is granted using a unique 'Registration Key'. To login to these services you must first add the registration key to a OnePass profile. The instructions on how to do this are as follows.

Instructions for new users

Instructions for existing users

Setting up OnePass for the first time in order to access a new online service

1. You will receive a welcome email from Thomson Reuters Online Services. Click on the 'Click here to activate your access' button.



Westlaw AU example welcome email

2. You will be redirected to the OnePass site. Your unique registration key will be automatically populated in the 'Registration Key' field.

- You will then be required to enter your registration keys '**Custom Label**' (e.g. Westlaw AU Personal Access), as well as your email address.

Note: A custom label is a label that you assign to different registration keys added to your OnePass profile. So you are able to differentiate these by the labels you have assigned (e.g. Westlaw NZ Personal Access, Westlaw NZ Corporate Access).

- After you click the '**Continue**' button, OnePass will search for an existing profile with the same email address. If an existing profile cannot be found, you will be prompted to create a new OnePass profile.
- To create a new OnePass profile, first complete the '**Personal Information**' section. The '**Email Address**' field will automatically be populated based on the email address you entered in step 3.

Note: The additional Email Addresses option provides the capability to add another person or persons email addresses to the OnePass profile so they can assist in managing the OnePass profile.

6. You can then complete the 'Security' section. Please note the username and password requirements for OnePass below.

Username Requirements	Password Requirements
- Between 8 and 70 characters	- Between 8 and 16 characters - Contain 3 of the below character classes
Character Classes	Character Classes
- N/A	- Upper Case (A,B,C...) - Lower Case (a,b,c...) - Numbers (1,2,3...) - Special Characters (@,-,H,\$...) - Other V=Characters (Æ€)
Notes	Notes
- The username is case sensitive	- The password is case sensitive

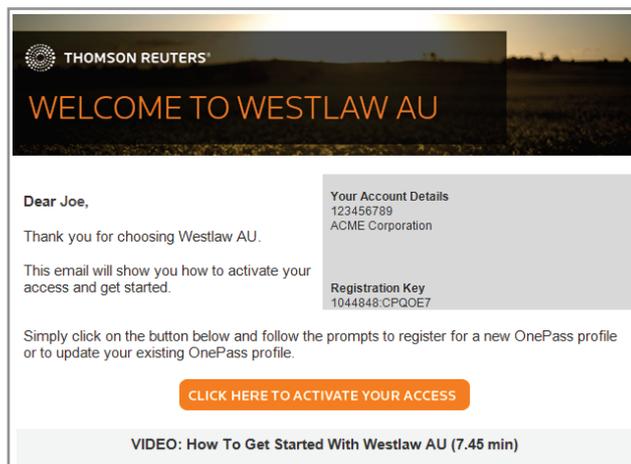
The screenshot shows the 'Create profile' page with the 'Security' section. It includes fields for Username (onepass22@yopmail.com), Password (masked with asterisks), Confirm password (masked with asterisks), Security question (What is your city of birth?), and Answer (Sydney). There are 'Back' and 'Create' buttons at the bottom.

7. You will then be taken to the 'Registration Complete' screen, which will inform you that your OnePass profile was successfully created and the relevant registration key added. You can now log in to your Thomson Reuters Online Service.

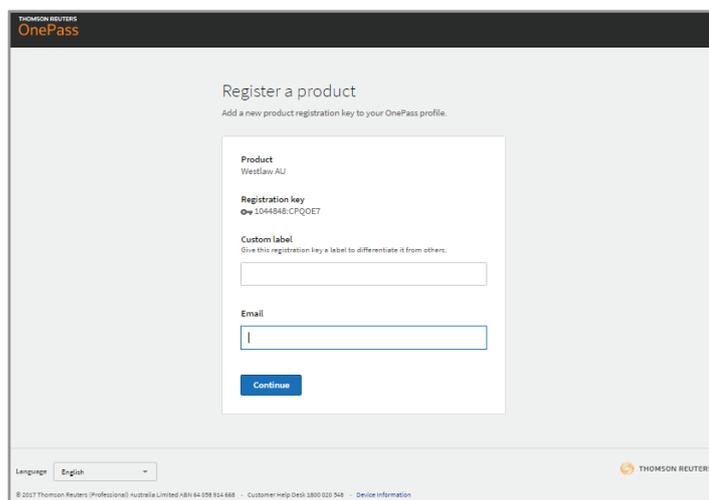
The screenshot shows the 'registration complete' screen. It displays a message: 'Your OnePass Profile has been successfully created or updated.' Below this, there is a box for 'Westlaw AU' with details: Custom label (Westlaw AU Personal Access), Email (onepass22@yopmail.com). There is also a section for 'Two-step authentication' with a link to 'Set up two-step authentication'. The footer includes 'Language: English' and 'THOMSON REUTERS' logo.

Updating an existing OnePass profile to be linked with a new registration key or online service

1. You will receive a welcome email from Thomson Reuters Online Services. Click on the 'Click here to activate your access' button.

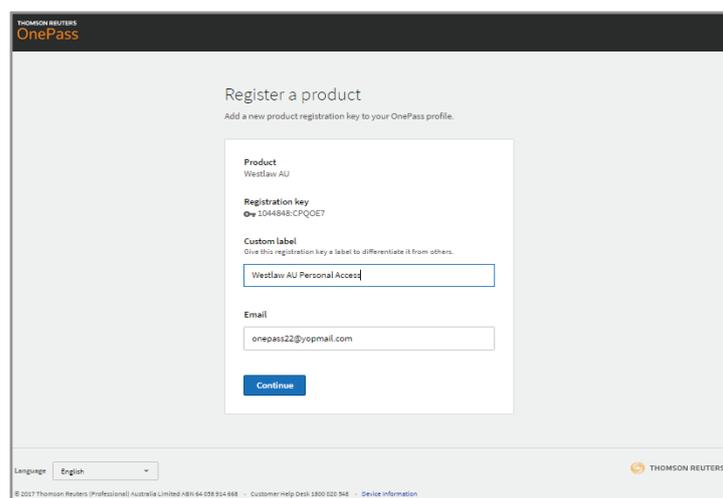


2. You will be redirected to the OnePass site. Your unique registration key will be automatically populated in the 'Registration Key' field.

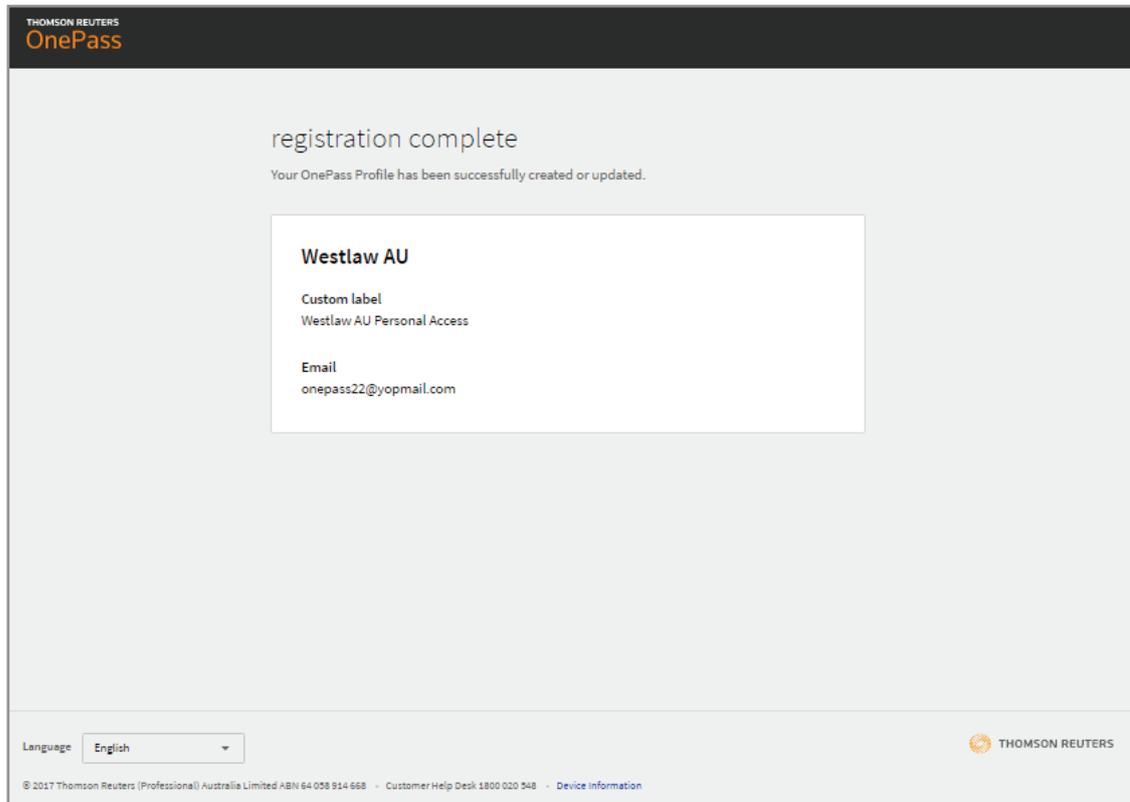


3. You can then enter your Registration Keys 'Custom Label' (e.g. Westlaw AU Personal Access), as well as your email address.

Note: A custom label is a label that you assign to different registration keys added to your OnePass profile. So you are able to differentiate these by the labels you have assigned (e.g. Westlaw NZ Personal Access, Westlaw NZ Corporate Access).



4. After you click the **'Continue'** button, OnePass will search for an existing profile with the same email address. When an existing profile is found, OnePass automatically adds the new online service to your profile.
5. You will then be taken to the **'Registration Complete'** screen, which will inform you that your OnePass profile was successfully updated. You can now log in to your Thomson Reuters Online Service.



Need further assistance?

[Click here](#) for more information about OnePass.