

# IMPROVING YOUR ACCESS TO THOMSON REUTERS ONLINE SERVICES:

## Recent enhancements to help you when using OnePass

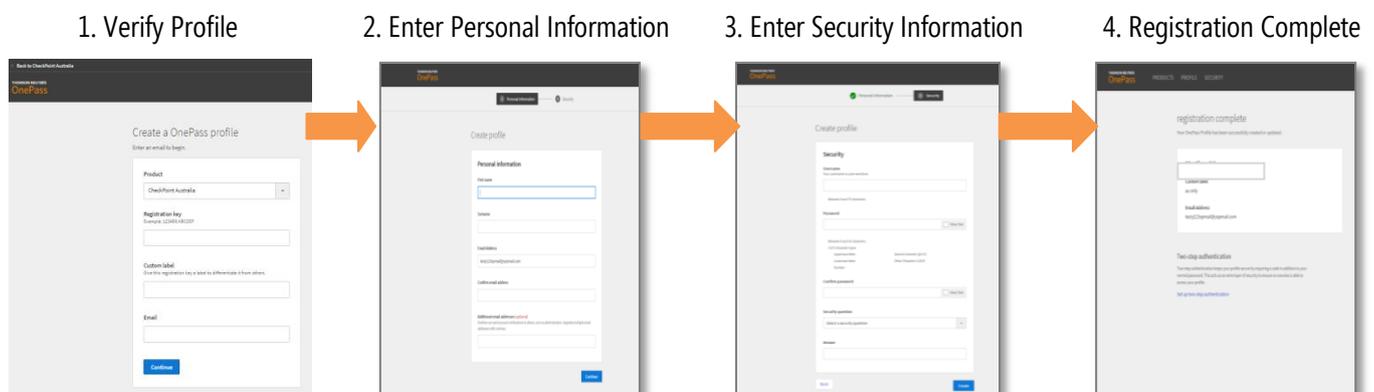
Thomson Reuters OnePass has updated the interface and streamlined the process to makes it easier to complete the required steps to create a new OnePass profile and manage your profile once it's been created.

These enhancements are summarised below and will be *available from Sunday 25<sup>th</sup> June 2017*.

### 1 Creating a new OnePass Profile

New profile creation enhancements include:

- ✓ Clear progress steps and on screen guidance text provided.
- ✓ 'Friendly name' renamed to 'Custom Label' to provide more clarity on the purpose.
- ✓ Show Text option to avoid typing errors when entering passwords.
- ✓ Username & Password requirements clearly listed and confirmed.
- ✓ Only one security question required.
- ✓ Registration completion confirmation.



### 2 Managing your OnePass Profile

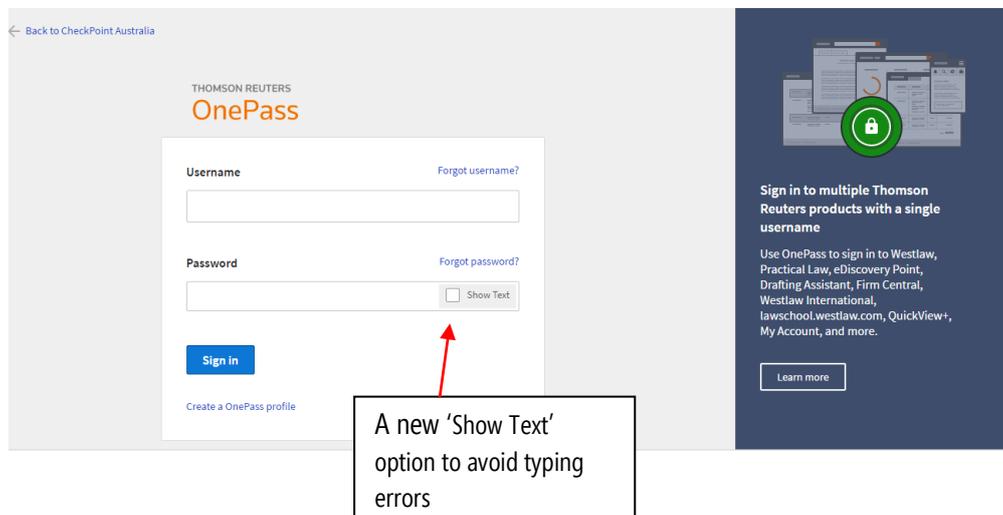
OnePass users can manage their profiles details such as name, password, and registered products, at anytime. The OnePass portal, where you manage your profile and products, has been redesigned to make it easier to find what you are after.

New profile creation enhancements include:

- ✓ 'Learn more' link is more visible on the login page to provide users with information about OnePass.
- ✓ Show Text option to avoid typing errors when entering passwords.
- ✓ Clearer access to Products, Profile and Security settings.

### Updated Login Page

The login page for the OnePass portal has been refreshed with a new design.



To manage your OnePass profile, go to:

Checkpoint Australia Users- <https://onepass.thomsonreuters.com/?productid=CPAU&bhcp=1>

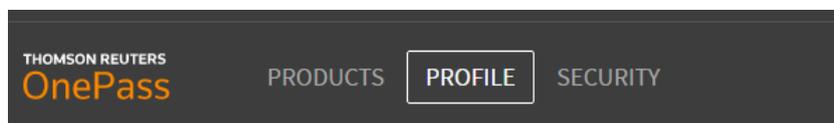
Checkpoint New Zealand Users- <https://onepass.thomsonreuters.com/?productid=CPNZ&bhcp=1>

ProView Users- <https://onepass.thomsonreuters.com/?productid=eread&bhcp=1>

Note: If you have access more than 1 product, either URL can be used and all your products can be viewed.

### 3 Redesigned Site Layout

The redesigned site layout provides clearer access to Products, Profile and Security settings via the black menu bar at the top of screen. On the main screen, additional guidance is provided for features that can help you better organise and manage your OnePass profile.



### 1. Products

You can easily identifying and manage the solutions you have access to in the left hand side pane. If you have multiple Registration Keys to the same Product, you can easily differentiate access using Custom labels (formerly known as Friendly Name).

Back to CheckPoint Australia

THOMSON REUTERS OnePass PRODUCTS PROFILE SECURITY Hi, Natasha Sign out

Products + Register a product

**PRODUCT LIST**

- CheckPoint Australia
- CHECKPOINT™ WORLD
- ProView
- Westlaw AU
- Westlaw NZ

**CheckPoint Australia**  
checkpointau.com.au

CUSTOM LABEL	REGISTRATION KEY	
MAIN <span>DEFAULT</span>	1063263:IQXEQ9	<span>Edit</span>
IPP	natasha.james@thomsonreuters.co... cpau:zu1Xk4x2W	<span>Edit</span>
News Headlines only	1067084:LKRPM3	<span>Edit</span>

### 2. Profile

You can view and update your;

- **Personal Information** – Additional guidance text has been added to 'Additional emails' field when editing your details.
- **Username** – This is used when logging into ProView, Checkpoint and other Thomson Reuters services.
- **Password** – This is used when logging into ProView, Checkpoint and other Thomson Reuters services.

THOMSON REUTERS OnePass PRODUCTS PROFILE SECURITY Hi, Natasha Sign out

Profile

**PROFILE SETTINGS**

- Personal information
- Username
- Password

**Personal information** Edit

**First name**  
Natasha

**Last name**  
James

**Email**  
natasha.james@thomsonreuters.com

**Additional emails**  
None

### Tip – Alternative Email

Use the Alternative email address to authorise others (such as administrators) to assist in managing your OnePass credentials. Authorised user(s) can then use “Forgot my Username” and “Forgot my Password” to recover username and reset password on the OnePass owners behalf.

### 3. Security

You can view and manage different security settings such as your security questions and alternative passwords

### Tip - Alternative Password

Use the Alternative Password to maintain security. Generate a temporary password for use on unsecured networks or to allow emergency or temporary access to your profile for another user within your organisation. Password is valid for 24 hours.

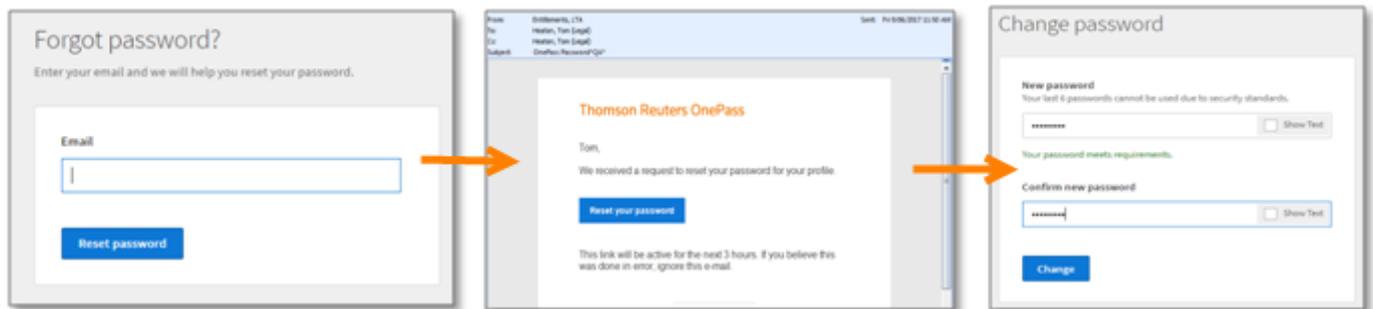
### 4

### Forgot Username and Password Flow

OnePass makes it easier when you forget your username or password. You are now sent an email with your username or an email with a link to reset your password.

For password resets

- ✓ Security answer no longer required.
- ✓ No temporary password required.
- ✓ Simple 3 step process for resetting passwords.
- ✓ Can be completed by additional authorised user (if set up an Alternate email)



The Forgot Username and Password flow is live.