Registering ProView with OnePass

Access to online Thomson Reuters services such as Checkpoint, ProView, Checkpoint World and Westlaw is granted using a unique 'Registration Key'. This is unique to you and each Thomson Reuters service you subscribe to.

To begin accessing a service, you must first activate your Registration Key by linking it to your OnePass profile. You will receive a Welcome email from Thomson Reuters Online Services with the details to activate your access. Contact supportANZ@tr.com if you have not received this email.

You will be directed through the applicable steps depending if you need to complete the one-time OnePass profile set up. Further guided instructions are provided below.

New OnePass User	Existing OnePass User

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

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

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

3. You will then be required to enter your registration keys 'Custom Label', 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.

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4. 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.
5. 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

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.
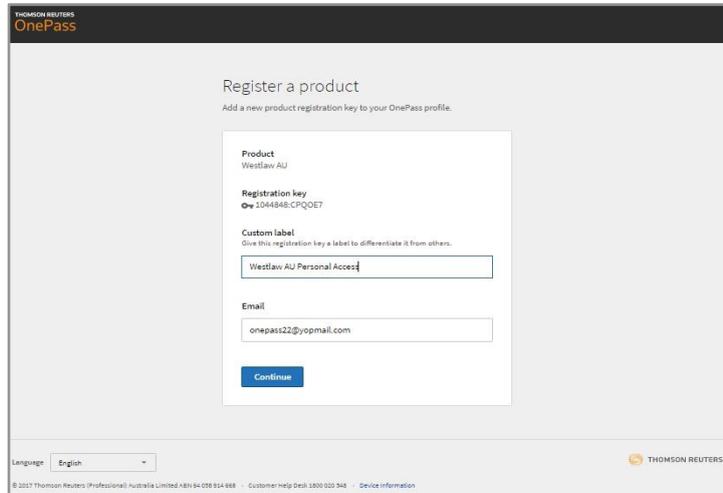
New OnePass User	Existing OnePass User

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

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' 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.

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.