

Registering Westlaw in OnePass

Coordinating Westlaw with Your OnePass Username and Password

A OnePass profile is the online record of the username and password you personally select to access Thomson Reuters Westlaw™ and other web-based Thomson Reuters products. Selecting your own username and password strengthens your ability to control secure access and ensures you are the only person who knows your OnePass username and password.

NEW TO WESTLAW

Activating Your Westlaw Registration Key

Once you have received your Westlaw® registration key via email*, you can either click the **Register** link from the email or follow these steps to add Westlaw to a OnePass profile.

NOTE: If you have an existing OnePass profile, skip this section and go to the Current OnePass User section on page 2.

- 1 Click **Create a OnePass profile** on the Westlaw Sign In page (Figure 1) to display the Create a OnePass Profile page (Figure 2).
- 2 Type your Westlaw registration key and your email address in the appropriate text boxes.
- 3 Assign a custom label to the Westlaw registration key. This is important in case you have more than one Westlaw registration key. A unique custom label is necessary to identify each research session with the appropriate registration key.
- 4 Click **Continue** to activate your Westlaw registration key.

Thomson Reuters Westlaw is available at westlaw.com

For assistance using Westlaw, call **1-800-REF-ATTY** (1-800-733-2889).

For free reference materials, visit legalsolutions.com/westlaw-support

Figure 1. Westlaw Sign In page

Figure 2. Create a OnePass Profile page

* Haven't received your Westlaw registration key email? Check your SPAM inbox, or contact Customer Service at 1-800-WESTLAW.



- 5 Click **Continue to Westlaw** to begin your research session.

NOTE: If a OnePass profile is already associated with your email address, you'll get a "registration complete" message and can click **Continue to Westlaw** to sign in.

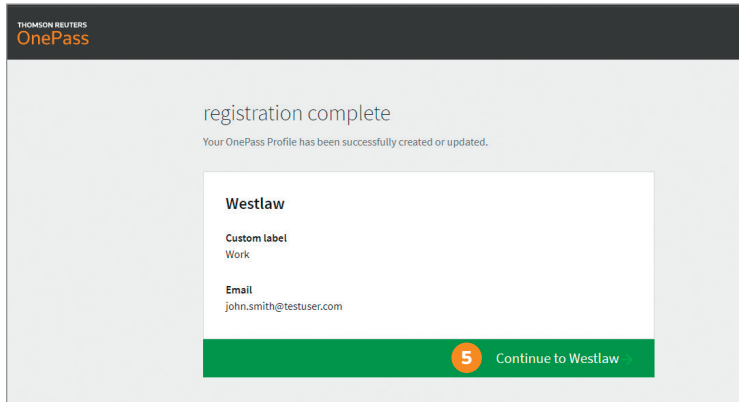


Figure 3. Registration Complete page

CURRENT ONEPASS USER

Updating Your OnePass Profile

To edit or update your OnePass profile, follow these steps:

- 1 Click **Update an existing OnePass profile** on the Westlaw Sign In page (Figure 4) to display the OnePass Sign In page (Figure 5).
- 2 Type your OnePass username and password in the appropriate text boxes and click **Sign In** to display the OnePass Products page (Figure 6).

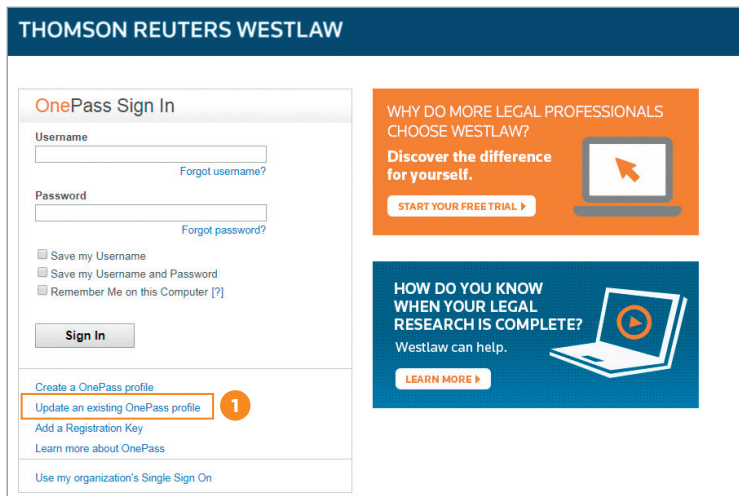


Figure 4. Westlaw Sign In page

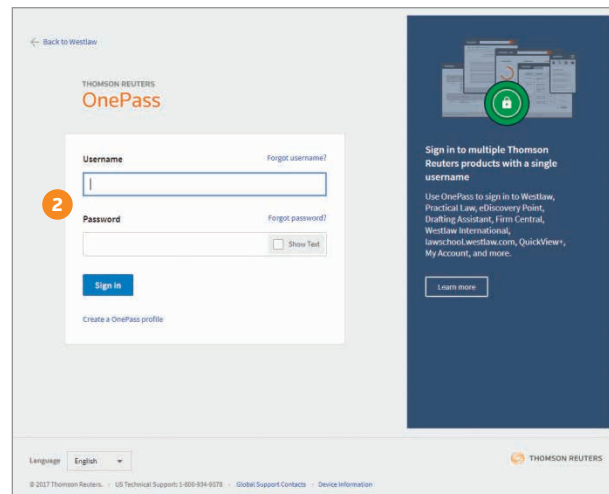


Figure 5. OnePass Sign In page

3 Click **Register a product** to select a product and add your registration key.

4 Click **Save** to return to the OnePass Products page.

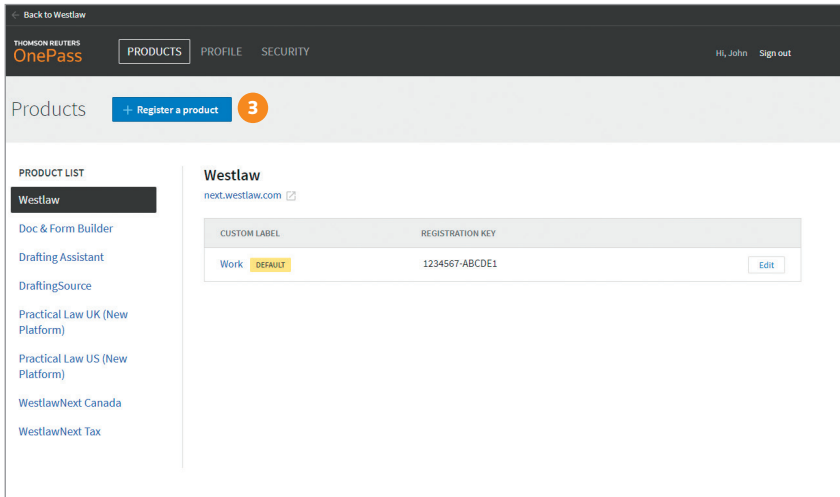


Figure 6. OnePass Products page

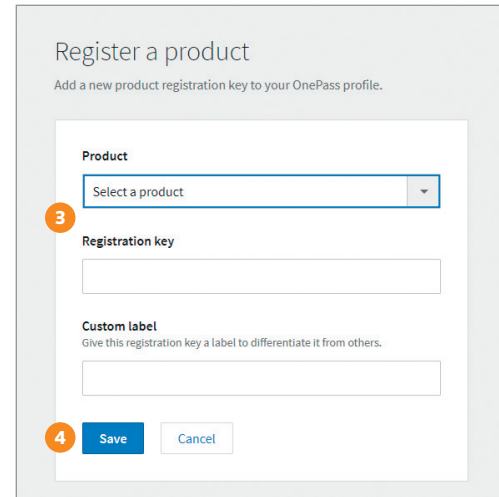


Figure 7. Register a Product page

5 If you want to update your Westlaw registration information, click **Westlaw** in your product list.

6 Click **Edit** to change the custom label for a Westlaw registration key or to update your Westlaw registration key.

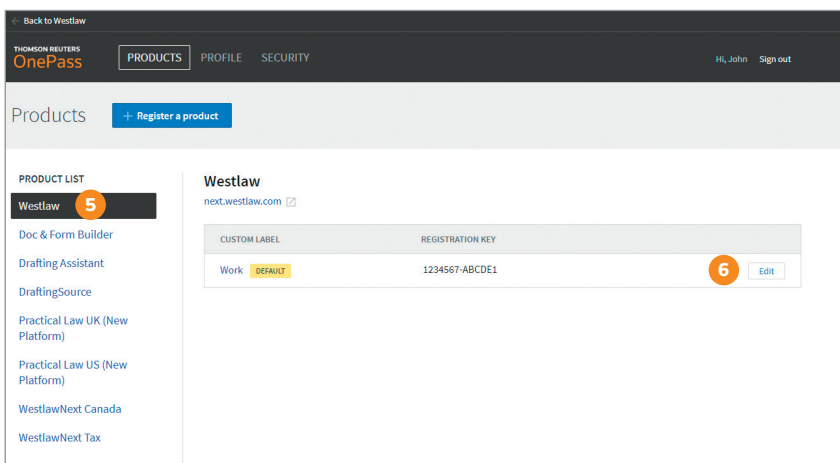


Figure 8. OnePass Products page

7 Click Save to return to the OnePass Products page.

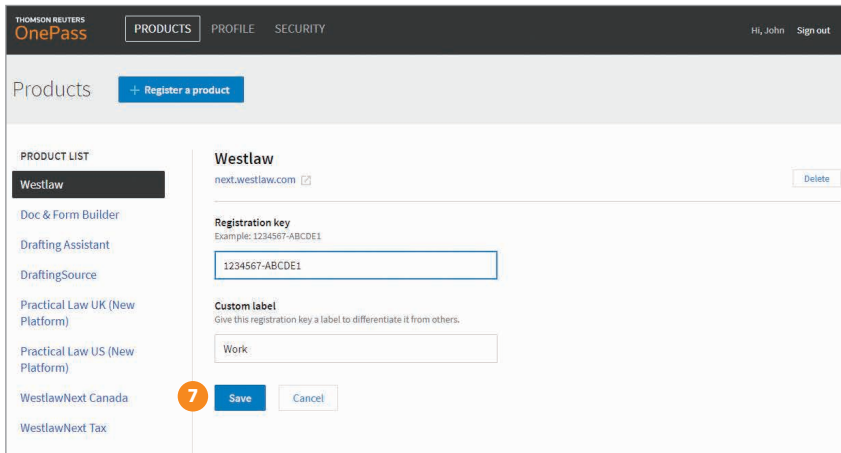


Figure 9. Edit a Product page

8 The Profile page (Figure 10) can be used to make updates to your personal information, username, or password.

9 To update your security settings, visit the Security page (Figure 11).

10 Click Back to Westlaw to begin your research session.

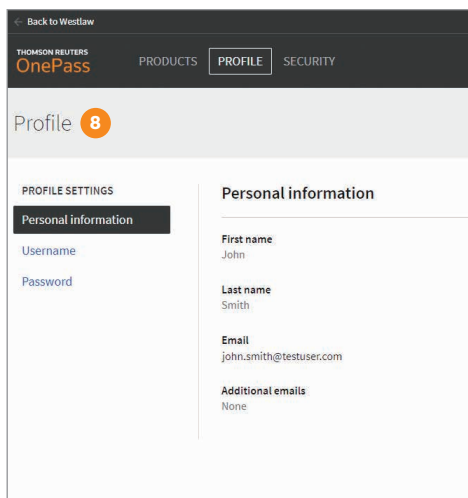


Figure 10. Profile page

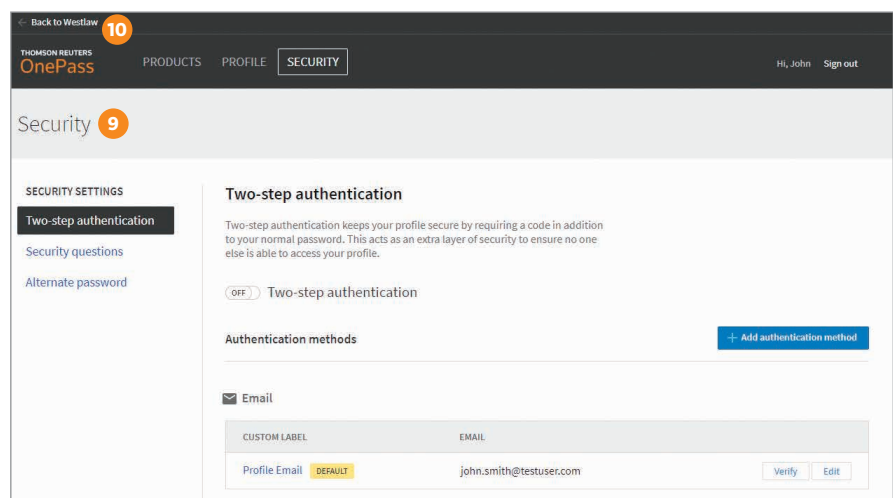


Figure 11. Security page

[Visit legalsolutions.com/westlaw](https://legalsolutions.com/westlaw)

For further assistance, contact a Customer Service representative at 1-800-WESTLAW (1-800-937-8529).

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