

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.

- 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.
- 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.

HOMSON REUTERS WESTLA	w	
		Create a OnePass profile
		Enter your product information and an email to begin.
OnePass Sign In	WHY DO MORE LEGAL PROFESSIONALS	
Username	CHOOSE WESTLAW?	Product
Forgot username?	Discover the difference for yourself.	Westlaw
Password		Registration key
Forgot password?	SIAR IOORFREETRICE	Example: 1234567-ABCDE1
Save my Username		
Save my Username and Password		Custom label
Remember Me on this Computer [?]	HOW DO YOU KNOW WHEN YOUR LEGAL	Give this registration key a label to differentiate it from others.
Sign In	RESEARCH IS COMPLETE?	
	westtaw can netp.	Email
Create a OnePass profile	LEARN MORE >	
Jpdate an existing OnePass profile		
Add a Registration Key		Continue
Learn more about OnePass		
Use my organization's Single Sign On		

Figure 1. Westlaw Sign In page

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



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 2. Create a OnePass Profile page

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.

nePass		
	registration complete	
	Your OnePass Profile has been successfully created or updated.	
	Westlaw Custom label Work	
	Email john.smith@testuser.com	
	5 Continue to Westlaw ->	

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).

THOMSON REUTERS WESTLAW	1	← Back to wetlaw	
OnePass Sign In Username Forgot username? Password Save my Username and Password? Save my Username and Password Remember Me on this Computer [?] Sign In Create a OnePass profile Update an existing OnePass profile Add a Registration Key	WHY DO MORE LECAL PROFESSIONALS CHOOSE WESTLAW? Discover the difference for yourself. START YOUR FREE TRIAL D HOW DO YOU KNOW WHEN YOUR LEGAL RESEARCH IS COMPLETE? Westlaw can help. LEARN MORE D	2	Cite Control Contro
Learn more about OnePass Use my organization's Single Sign On	_	Lenginger Egglah •	C THOMSON REUTERS

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.

 Back to westlaw 			
THOMSON REUTERS PRODUCTS		H.John Signout Register a product	
Products + Register a pr	oduct 3	Add a new product registration key to your OnePass profile.	
RODUCT LIST	Westlaw	Product	
Vestlaw	next.westlaw.com 🛛	Select a product	•
oc & Form Builder	CUSTOM LABEL REGISTRATION KEY	Registration key	
afting Assistant	Work DEFAULT 1234567-ABCDE1	Edit	
ractical Law UK (New latform) ractical Law US (New Platform)		Custom label Give this registration key a label to differentiate it from others.	
estlawNext Canada estlawNext Tax		4 Save Cancel	

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.

\leftarrow Back to Westlaw			
THOMSON REUTERS PRODUCT	S PROFILE SECURITY		Hi, John Sign out
Products + Register	a product		
PRODUCT LIST Westlaw	Westlaw next.westlaw.com		
Doc & Form Builder	CUSTOM LABEL	REGISTRATION KEY	
Drafting Assistant	Work DEFAULT	1234567-ABCDE1	6 Edit
DraftingSource			
Practical Law UK (New Platform)			
Practical Law US (New Platform)			
WestlawNext Canada			
WestlawNext Tax			

Figure 8. OnePass Products page

7 Click Save to return to the OnePass Products page.

THOMSON REUTERS PRODUC	TS PROFILE SECURITY	Hi, John Sign out
Products + Registe	r a product	
PRODUCT LIST Westlaw	Westlaw next.westlaw.com	Delete
Doc & Form Builder Drafting Assistant DraftingSource	Registration key Example: 1234567-ABCDE1 1234567-ABCDE1	
Practical Law UK (New Platform)	Custom label Give this registration key a label to differentiate it from others.	
Practical Law US (New Platform)	Work	
WestlawNext Canada WestlawNext Tax	7 Save Cancel	





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

0 Click Back to Westlaw to begin your research session.

Back to Westaw OMBON RBUTURS PRODUCTS PROFILE SECURITY	← Back to Westlaw 10 THOMSON REVTERS OnePass PRC	iducts profile Security	Hi, John Si
rofile 8	Security 🧕		
Personal information Personal information Username Password Last name Smith Email john.smith@testuser.com Additional emails None	SECURITY SETTINGS Two-step authentication Security questions Alternate password	Two-step authentication Iwo-step authentication keeps your profile secure by requiring a code to see is able to access your profile. Image: I	e in addition ure no one + Add authentication m

Figure 10. Profile page

Figure 11. Security page

Visit legalsolutions.com/westlaw

For further assistance, contact a Customer Service representative at **1-800-WESTLAW** (**1-800-937-8529**). The intelligence, technology and human expertise you need to find trusted answers.

