WESTLAW EDGE

How to create your username and password

What is OnePass?

OnePass is an online account that allows you to log in to multiple Thomson Reuters® products with one username and password. Once you have created your OnePass account, you can register any products to which you subscribe, including Westlaw Edge™. If you already use a OnePass username and password to log in to another Thomson Reuters product, see page 3 to learn how to add your Westlaw Edge subscription to your existing profile.

New to Westlaw Edge

LOGGING IN FOR THE FIRST TIME

Once you have received your Westlaw Edge registration via email, you can either click the Register link from the email or follow the steps below to log in.

NOTE: If you have not received your Westlaw Edge registration key email, check your SPAM inbox, contact Customer Service at +1 800 WESTLAW, or contact a member of your Thomson Reuters account team.

1. Go to westlaw.com/edge and click Create OnePass profile to begin:
   • Enter the Westlaw Edge Registration key you received via email.
   • Assign a Custom label to the registration key. If you have more than one Thomson Reuters product i.e. Westlaw Edge and Firm Central®, this unique label will help you identify which subscription you want to access.
   • Enter your Email address.
   • Click Continue.
2. Create your profile:
   - Enter your First name and Last name.
   - Enter your Email address. Enter it again in the Confirm email field.
   - Optionally, add Additional emails. These addresses, for example your paralegal, will receive account notifications.
   - Click the Continue button.

3. Complete your OnePass account:
   - Create a Username and Password. Ensure your password meets the requirements.
   - Select a Security question and create an Answer (answers are case-sensitive).
   - Click the Create button to create your OnePass account and activate your Westlaw Edge registration key.
   - Click Continue to Westlaw Edge to sign in and begin your research session.
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**Current OnePass User**

**ADD A NEW PRODUCT TO YOUR ONEPASS PROFILE**

If you already have a username and password, complete the following to edit or update your OnePass profile:

1. Click the *Update OnePass profile* link on westlaw.com/edge.
2. Enter your OnePass *Username* and *Password* and then click *Sign In*.

3. Click *Register a product*:
   - Select *Westlaw Edge* from the Product drop-down.
   - Enter the Westlaw Edge *Registration key* you received via email.
     *Note: If you have not received your Westlaw Edge registration key email, check your SPAM inbox or contact Customer Service at +1 800 WESTLAW.*
   - Assign a *Custom label* to the registration key. If you have more than one Thomson Reuters product i.e. Westlaw Edge and Firm Central, this unique label will help you identify which subscription you want to access.
   - Click *Save* when you are finished to activate your Westlaw Edge subscription.
   - Click *Continue to Westlaw Edge* to sign in and begin your research session.
Updating Your OnePass Profile

Use the **Profile** tab to update your personal information, username, or password.

![Profile Tab](image)

Use the **Security** tab to update your security settings, including two-step authentication and your security questions as well as generating a temporary alternate password.

![Security Tab](image)

Looking for More Information?

To sign into Westlaw Edge, visit [westlaw.com/edge](http://westlaw.com/edge).

For assistance using Westlaw Edge or creating your OnePass account, call the Reference Attorneys at **+1 800 REF ATTY** (+1 800 733 2889).

For additional training materials, visit [tr.com/westlawedge-training](http://tr.com/westlawedge-training).