

WESTLAW EDGE

REGISTERING WESTLAW EDGE IN ONEPASS

A OnePass profile is the online record of the username and password you personally select to access Thomson Reuters Westlaw Edge 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 Edge

ACTIVATING YOUR WESTLAW EDGE REGISTRATION KEY

Once you have received your Westlaw Edge registration via email, you can either click the **Register** link from the email or complete the following to add Westlaw Edge to a OnePass profile. If you have an existing One Pass profile, see **Current OnePass User** on page 4.

Note: If you have not received your Westlaw Edge registration key email, check your SPAM inbox or contact Customer Service at 1-800-WESTLAW.

1. Click the **Create OnePass profile** link on the Westlaw Edge Sign In window.

THOMSON REUTERS®

Westlaw Edge

Sign in using OnePass

Username [Forgot username?](#)

Password [Forgot password?](#)

Save username

Save username and password

Remember me [?](#)

Sign in

[Add registration key](#) [Create OnePass profile](#)

[Update OnePass profile](#) [Learn about OnePass](#)

Access with single sign-on

2. The Create a OnePass Profile window will appear.
 - Enter your Westlaw Edge **Registration key**.
 - Assign a **Custom label** to the registration key. If you have more than one Westlaw Edge registration key, this unique custom label will help you identify which registration key to use with each research session.
 - Enter your **Email** address.
3. Click the **Continue** button.

4. The Create Profile window will appear. First, enter your personal information.
 - Enter your **First name** and **Last name**.
 - The **Email** address you entered previously will be autopopulated. Enter it again in the **Confirm email** field.
 - Optionally, add **Additional emails**. These addresses will receive account notifications.
5. Click the **Continue** button.

6. Create your account credentials:
 - Create a **Username** and **Password**. Ensure your password meets the requirements
 - Select a **Security question** and create an **Answer** for it. Answers are case-sensitive.
7. Click the **Create** button to create your OnePass account and activate your Westlaw Edge registration key.

The screenshot shows the 'Create profile' page in the OnePass application, specifically the 'Security' tab. The page has a dark header with 'THOMSON REUTERS OnePass' and a navigation bar with 'Personal information' and 'Security'. The main content area is titled 'Create profile' and contains a 'Security' section with the following fields:

- Username:** A text input field with a note 'Your username is case sensitive.' and a requirement 'Between 8 and 70 characters'.
- Password:** A text input field with a 'Show' checkbox and requirements: 'Between 8 and 64 characters' and '2 of 4 character types' (Uppercase letter, Lowercase letter, Number, Special character (@ # \$), Other character (% ^ &)).
- Confirm password:** A text input field with a 'Show' checkbox.
- Security question:** A dropdown menu with the text 'Select a security question'.
- Answer:** A text input field.

At the bottom of the form are 'Back' and 'Create' buttons.

8. The Registration Complete window will appear. Click **Continue to Westlaw Edge** to sign in and begin your research session.

The screenshot shows the 'Registration complete!' window in the OnePass application. The page has a dark header with 'THOMSON REUTERS OnePass' and navigation links for 'PRODUCTS', 'PROFILE', 'SECURITY', and 'Sign out'. The main content area features a green checkmark icon and the text 'Registration complete!'. Below this is a white box containing the following information:

- Westlaw Edge**
- Custom label: Westlaw Edge
- Email: james@online.com

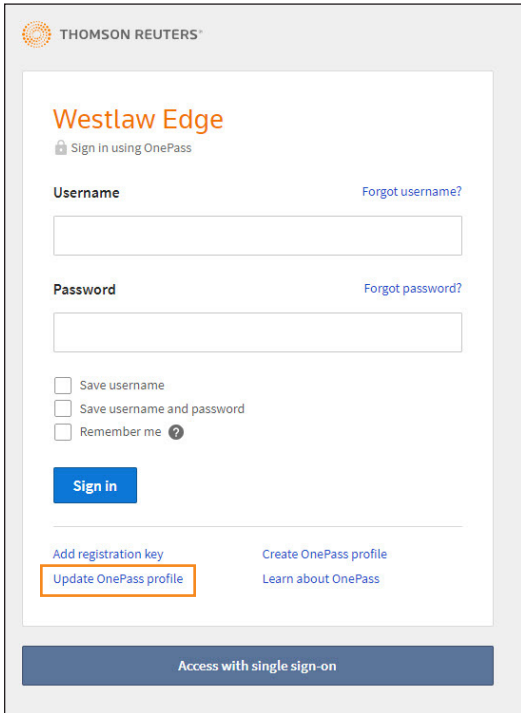
A green button with the text 'Continue to Westlaw Edge →' is located at the bottom of the white box.

Current OnePass User

UPDATING YOUR ONEPASS PROFILE

To edit or update your OnePass profile, complete the following:

1. Click the **Update OnePass profile** link on the Westlaw Edge Sign In window.



THOMSON REUTERS®

Westlaw Edge

Sign in using OnePass

Username [Forgot username?](#)

Password [Forgot password?](#)

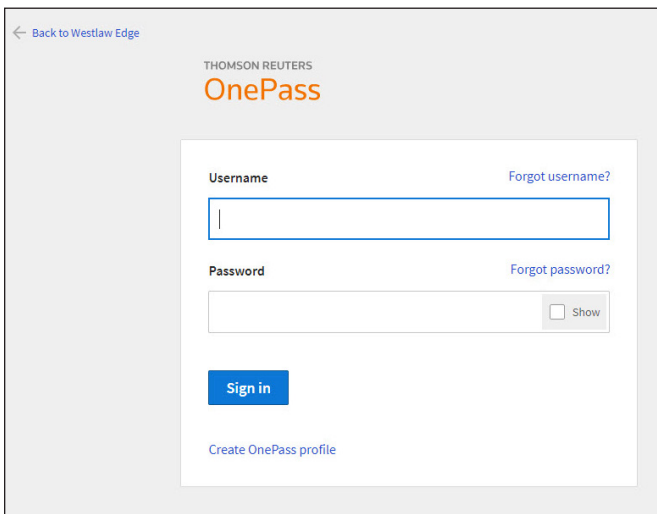
Save username
 Save username and password
 Remember me ?

Sign in

[Add registration key](#) [Create OnePass profile](#)
[Update OnePass profile](#) [Learn about OnePass](#)

Access with single sign-on

2. Enter your OnePass *Username* and *Password* and then click the **Sign In** button.



← Back to Westlaw Edge

THOMSON REUTERS
OnePass

Username [Forgot username?](#)

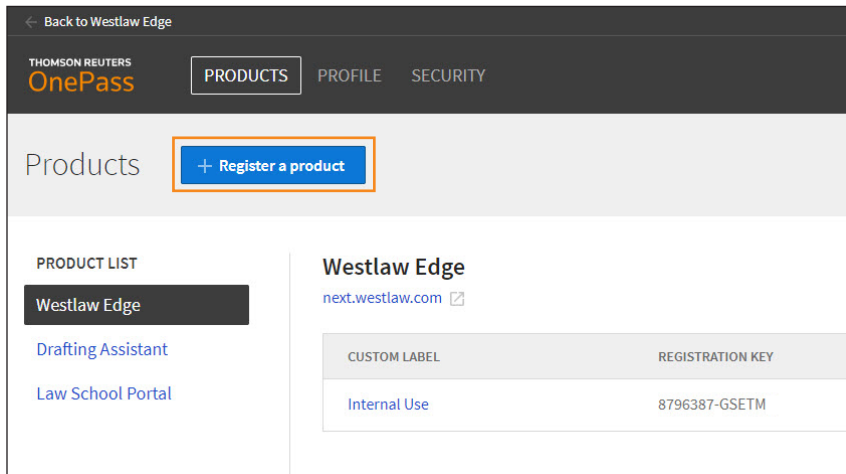
Password [Forgot password?](#)

 Show

Sign in

[Create OnePass profile](#)

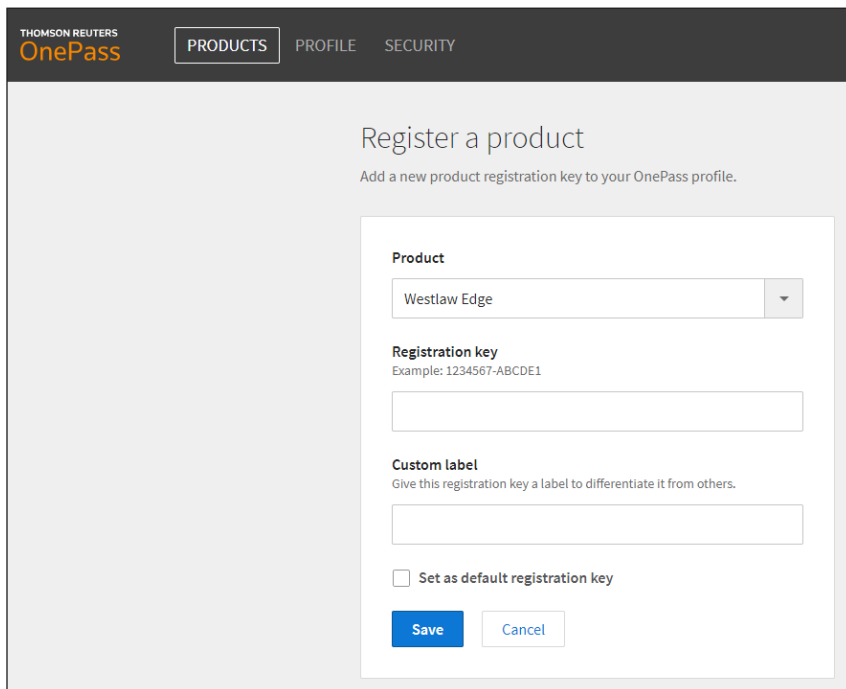
3. The OnePass Products window will appear. Click the **Register a product** button.



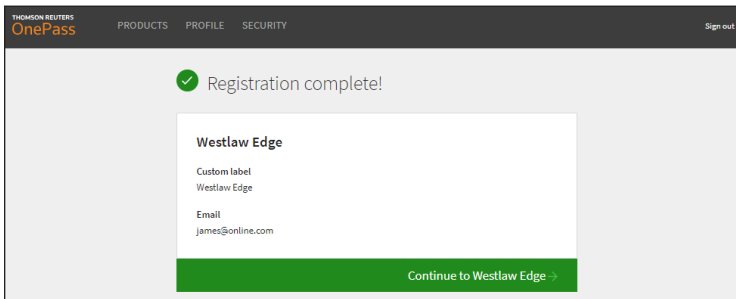
4. The Register a Product window will appear.

- Select *Westlaw Edge* from the Product drop-down.
- Enter your Westlaw Edge *Registration key*.
- Assign a *Custom label* to the registration key. If you have more than one Westlaw Edge registration key, this unique custom label will help you identify which registration key to use with each research session.

5. Click the **Save** button when you are finished.



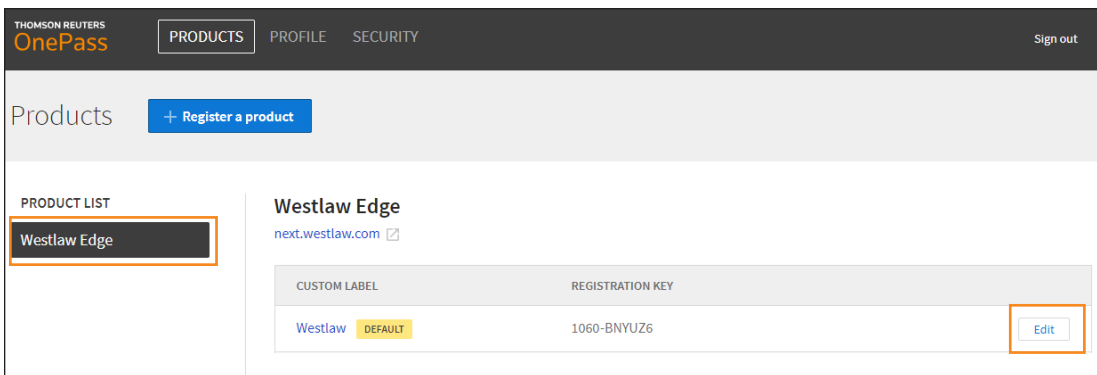
- The Registration Complete confirmation message will appear. Click **Continue to Westlaw Edge** to sign in and begin your research session.



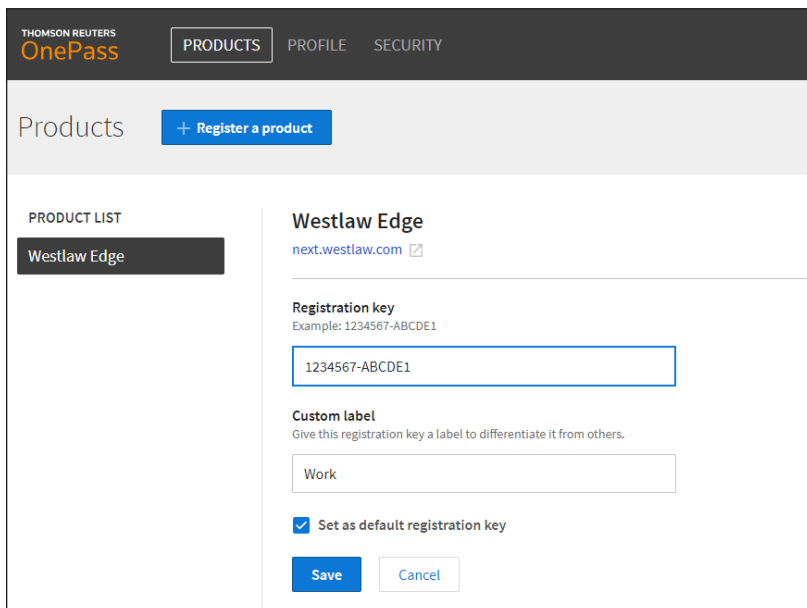
UPDATE YOUR EXISTING REGISTRATION KEY

If you already have a Westlaw or Westlaw Edge registration key and want to update it with a new registration key, complete the following:

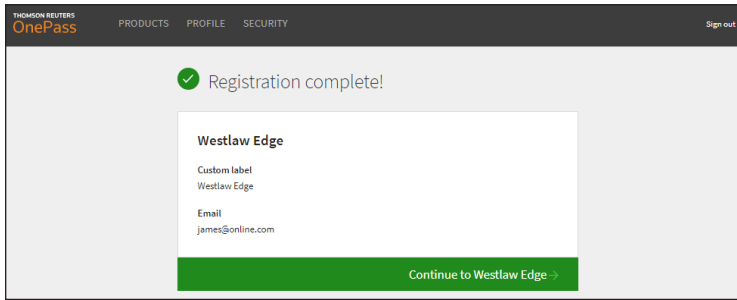
- Sign into your OnePass profile by clicking **Update OnePass profile** on the Westlaw Edge Sign In Page. Enter your username and password and then click the **Sign In** button.
- In the Product List in the left column, click **Westlaw Edge** and then click the **Edit** button for the registration key you want to change.



- Enter the appropriate *Registration key*. You can also change the *Custom label*.
- Click the **Save** button when you are finished.

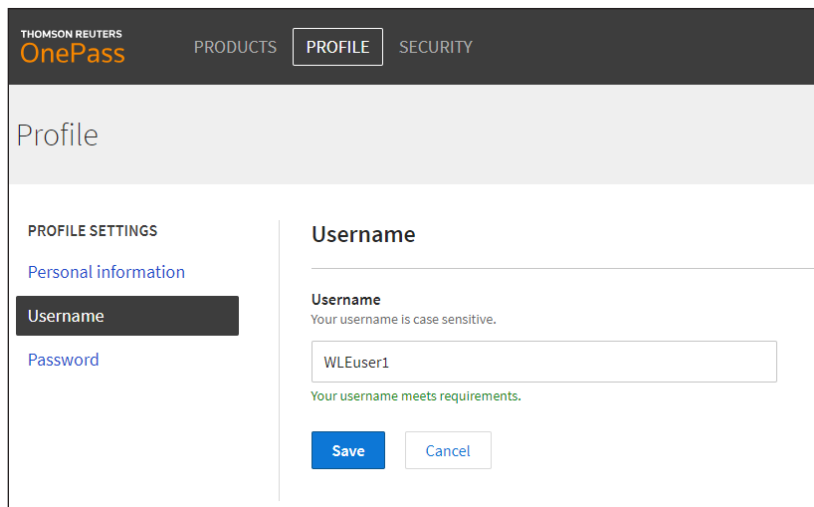


- The Registration Complete confirmation message will appear. Click **Continue to Westlaw Edge** to sign in and begin your research session.

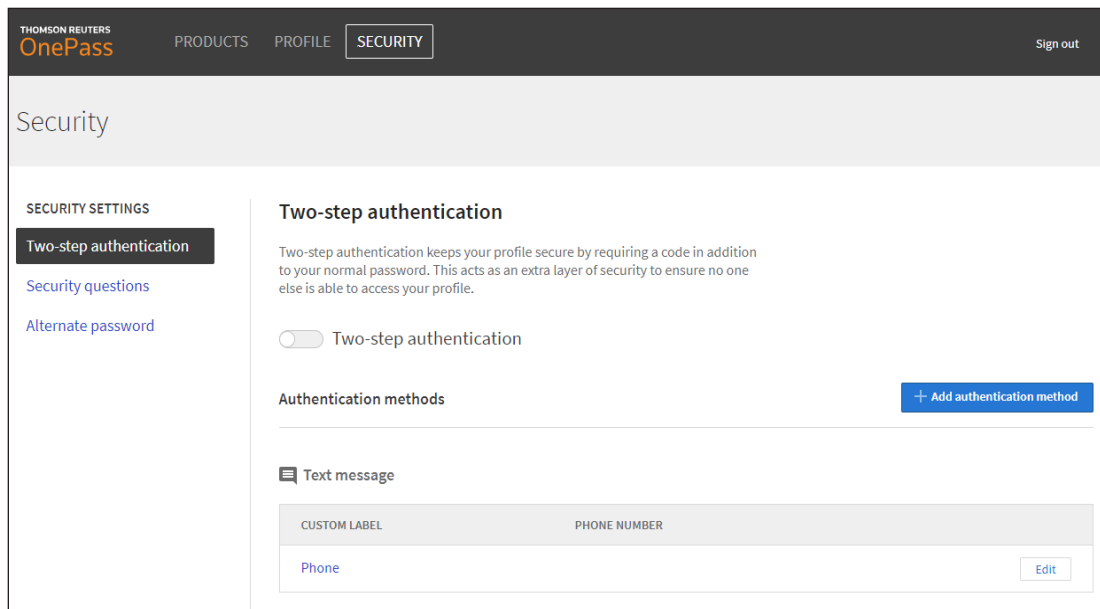


Other OnePass Windows: Profile and Security

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



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.



LOOKING FOR MORE INFORMATION?

Westlaw Edge is available on the Web at [westlaw.com/edge](https://www.westlaw.com/edge).

For assistance using Westlaw Edge, call the Insight Attorneys at 1-800-REF-ATTY (1-800-733-2889).

For free reference materials, visit legalsolutions.com/edge-training.

