

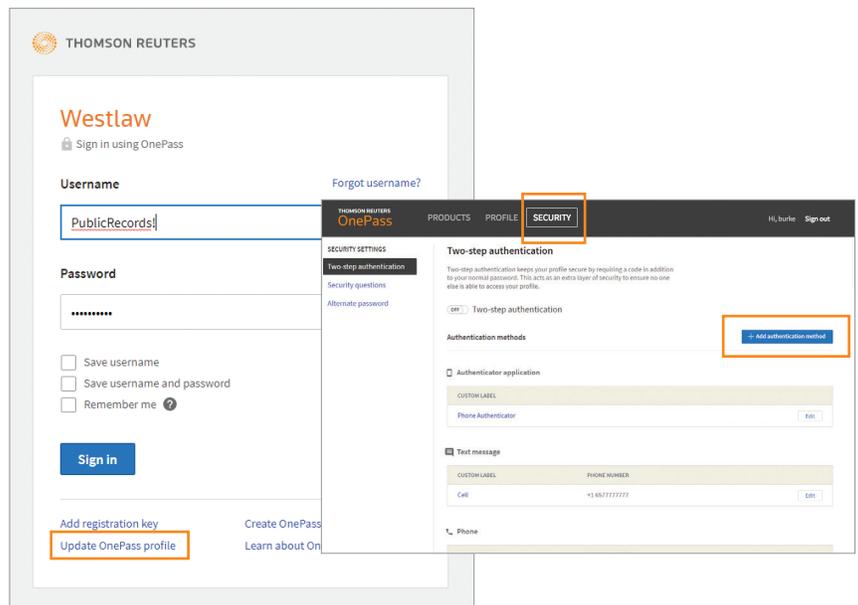
THOMSON REUTERS WESTLAW

TWO FACTOR AUTHENTICATION 2FA SETUP

Two Factor Authentication (2FA) keeps your Thomson Reuters Westlaw™ profile secure by requiring a code in addition to your normal OnePass password. This acts as an extra layer of security to ensure no one else is able to access your profile. Setting up 2FA is simple:

Go to westlaw.com, click **Update OnePass profile**, and sign in.

Click **SECURITY** at the top of the page, then, on the *Two-step authentication* page, click **Add authentication method**.

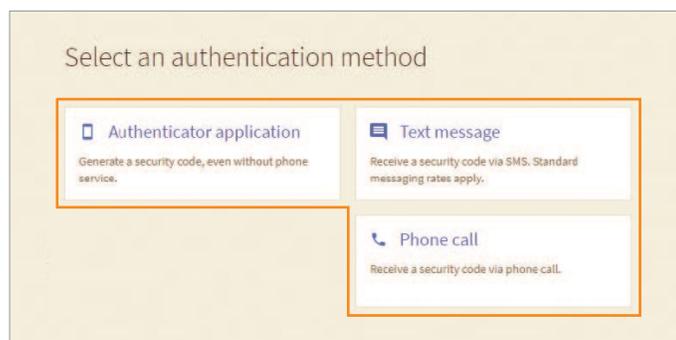


Select one of the following options to ensure easy access to Westlaw®:

- Authenticator application
- Text message
- Phone call

NOTE: It is recommended to set up authentication options across at least two devices when securing your account to ensure seamless access even if one device is not available. For example, using the Thomson Reuters authenticator app for two factor authentication on a phone and a tablet. Even better, set up multiple options too, including text or voice code to multiple devices.

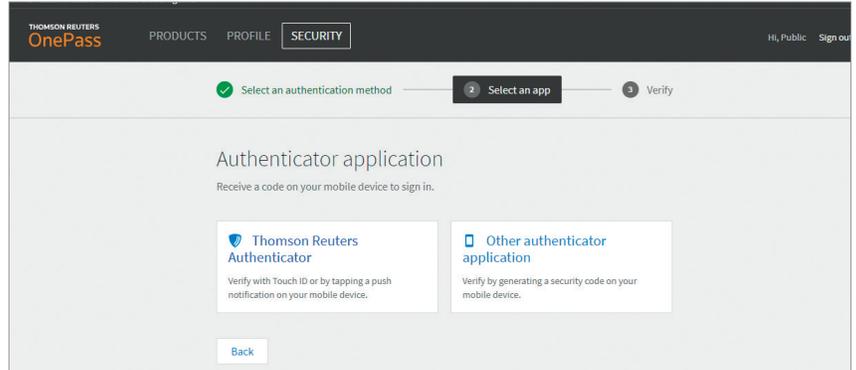
Details on how to set up all three are on the following pages.



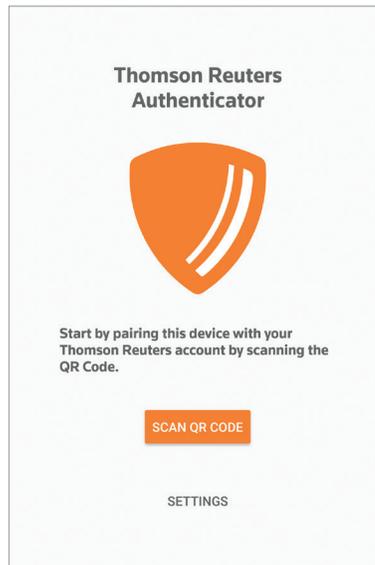
1. Setting up Authenticator Application

Once you've set it up, the Thomson Reuters Authenticator App is the most secure and easy-to-use option. You can download Thomson Reuters Authenticator from both the Apple® and Google Play™ stores.

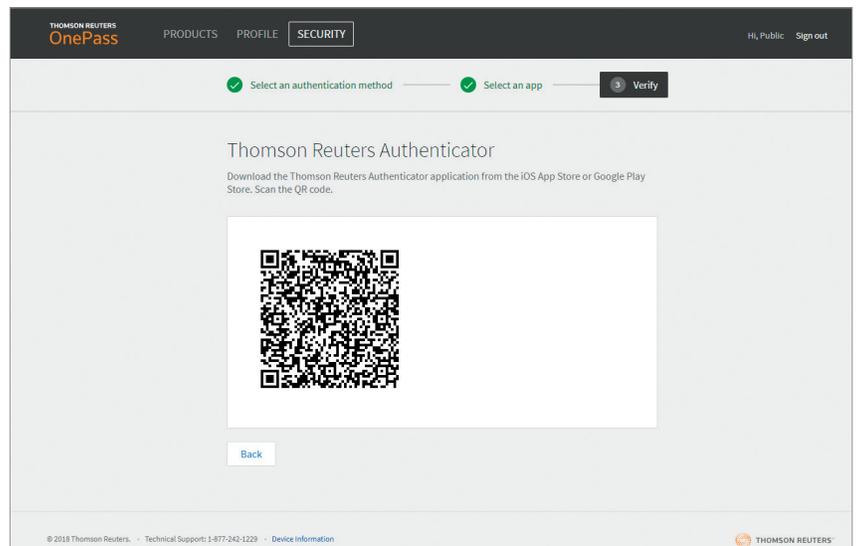
If you want to use other authentication applications, make sure they provide 6-digit codes. We also recommend accessing your authenticator on a device other than the one you use for Westlaw.



Once you have downloaded Thomson Reuters Authenticator, you can sync it easily to OnePass. Select **Scan QR Code**.

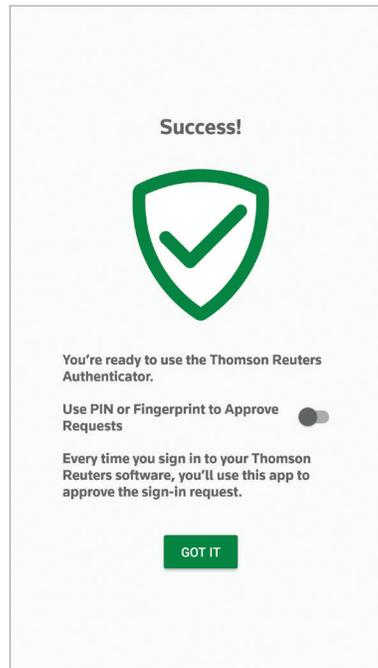


Hold your phone's camera up to the QR code, where the authenticator will recognize it and sync it to your OnePass.



Apple is a trademark of Apple Inc., registered in the U.S. and other countries.

You will receive this confirmation message on your phone. Click **Got It** and you will be ready to authenticate into Westlaw.



2. How to set up SMS Text Messaging

SMS Text Messaging will send your cell phone a text when you request it. The code will be good for 15 minutes.

To set up this option, enter the **Phone number** you'd like to use to receive the code. Add a name in the *Custom label* box that will help you remember which device you chose, then click **Send**.

The device you entered will receive a text message with the code. Enter that code into the *Security code* section, then click **Verify** to complete the process.

The image displays three overlapping screenshots of a mobile application interface for setting up SMS text messaging. The top screenshot shows a progress bar with three steps: "1. Select an authentication method" (checked), "2. Send code" (active), and "3. Verify". Below the progress bar, the screen is titled "Text message" and prompts the user to "Enter a phone number that receives text. Message and data rates may apply." The bottom screenshot shows the "Send code" screen with fields for "Country code" (set to "United States (+1)"), "Phone number", and "Custom label" (with a subtext "Give this authentication method a label"). A "Send" button is at the bottom right. The middle screenshot shows the "Verify" screen with a "Security code" field containing "966806" and a "Verify" button at the bottom right. A "Resend code" button is also visible.

3. How to set up Phone Number for Voice

The Phone Number for Voice option gives you the ability to have any phone called to receive a security code. When you choose this option, you will receive a call from an automated female voice that will give you your OnePass security code.

To set up this option, enter the **Phone number** you'd like to use to receive the code. Add a name in the *Custom label* box that will help you remember which phone you chose, then click **Send**.

The phone number you entered will receive a call with the code. Enter that code into the *Security code* section, then click **Verify** to complete the process.

The image shows two overlapping screenshots of the Westlaw 2FA setup process. The background screenshot is the 'Send code' step, showing a progress bar with 'Send code' selected. The form includes fields for 'Country code' (United States (+1)), 'Phone number', and 'Custom label'. A 'Send' button is at the bottom right. The foreground screenshot is the 'Verify' step, showing a progress bar with 'Verify' selected. It prompts the user to 'Enter the code that you received via phone call to *****5879 (Work)'. A 'Security code' field contains '622863'. 'Back', 'Resend code', and 'Verify' buttons are at the bottom.

Security Settings

You can choose to use one, two, or all three recommended security options for 2FA. It is recommended to enable at least two. If you choose to use all three, your *Security Settings* page will look similar to this.

Note – By default, Westlaw users will only need to go through two factor authentication after a public records search is run. Two factor authentication is not required to access any other area of Westlaw, unless users enable “two-step authentication” on the OnePass security page. If this is enabled, then users will be required to go through two factor authentication when signing on to Westlaw. However, this setting can always be disabled so that two factor authentication is only required after a public records search.

The image shows the 'SECURITY SETTINGS' page. The 'Two-step authentication' section is active. It includes a 'Two-step authentication' toggle, 'Authentication methods' with an 'Add authentication method' button, and three listed methods: 'Authenticator application' (Phone Authenticator), 'Text message' (Cell, +1 6577777777), and 'Phone' (Work, +1 6519999999). Each method has an 'EDIT' button.

Thank you for using Thomson Reuters Westlaw.

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