

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 that you are subscribed to, including Westlaw™. If you already use a OnePass profile to log in to another Thomson Reuters product, see page 3 to learn how to add your Westlaw subscription to your existing profile.

New to Westlaw

LOGGING IN FOR THE FIRST TIME

Once you receive your Westlaw registration key via email, you can click the **Register** link from the email or complete the following steps to log in.

NOTE: If you have not received your Westlaw 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 and click **Create OnePass** profile to begin:

- Enter the Westlaw **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 and Firm Central, this unique label will help you identify which subscription you want to access.
- Enter your **Email** address.
- Click **Continue**.

Back to Westlaw

THOMSON REUTERS
OnePass

Create a OnePass profile

Enter your product information and an email to begin.

Product
Westlaw

Registration key
Example: 1234567-ABCDE1

Custom label
Give this registration key a label to differentiate it from others.

Email

Continue

THOMSON REUTERS®

Westlaw

Sign in using OnePass

Username [Forgot username?](#)

Password [Forgot password?](#)

Save username
 Save username and password
 Remember me

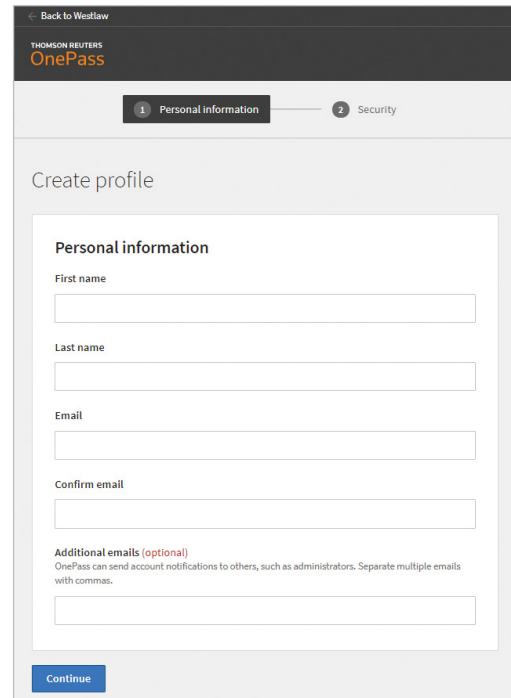
Sign in

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

Access with single sign-on

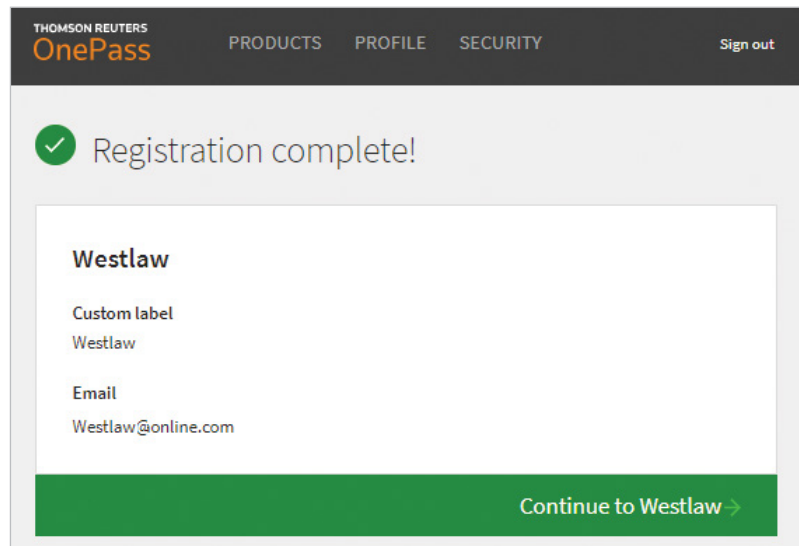
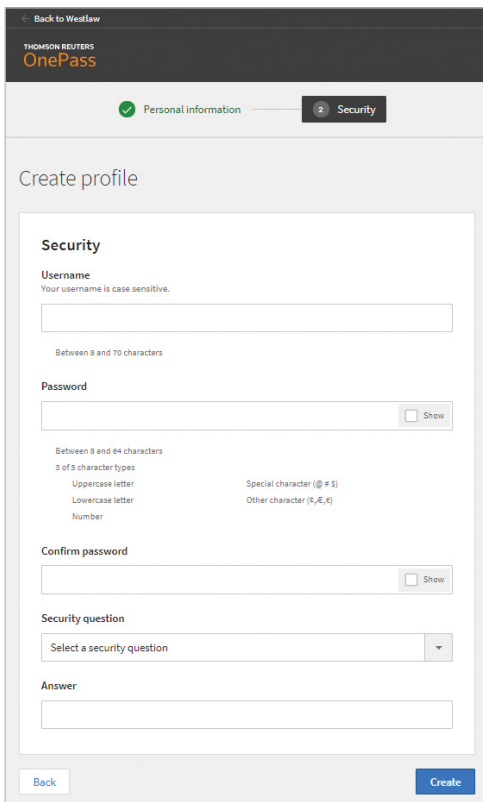
2. Create your profile:

- 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* for it (answers are case-sensitive).
- Click the **Create** button to create your OnePass account and activate your Westlaw registration key.
- Click **Continue to Westlaw** to sign in and begin your research session.

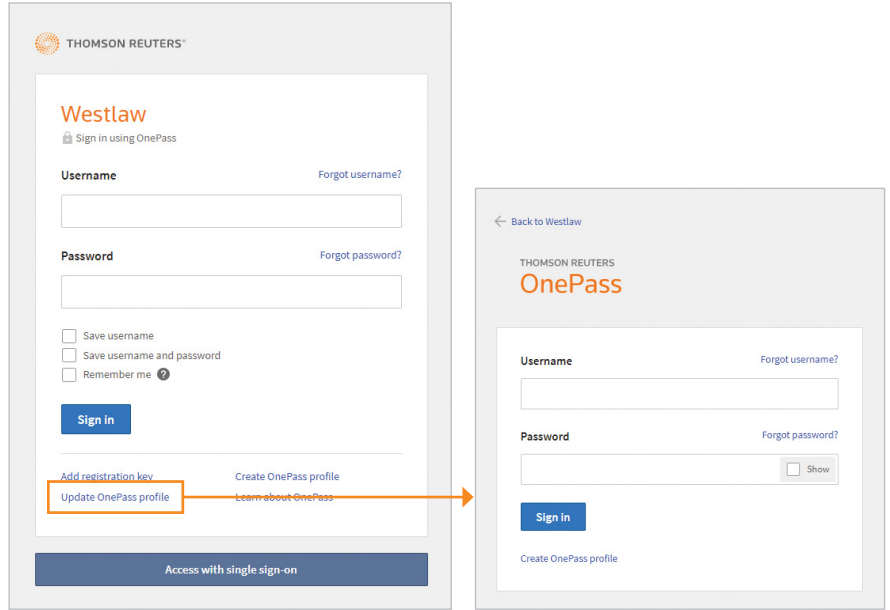


Current OnePass User

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

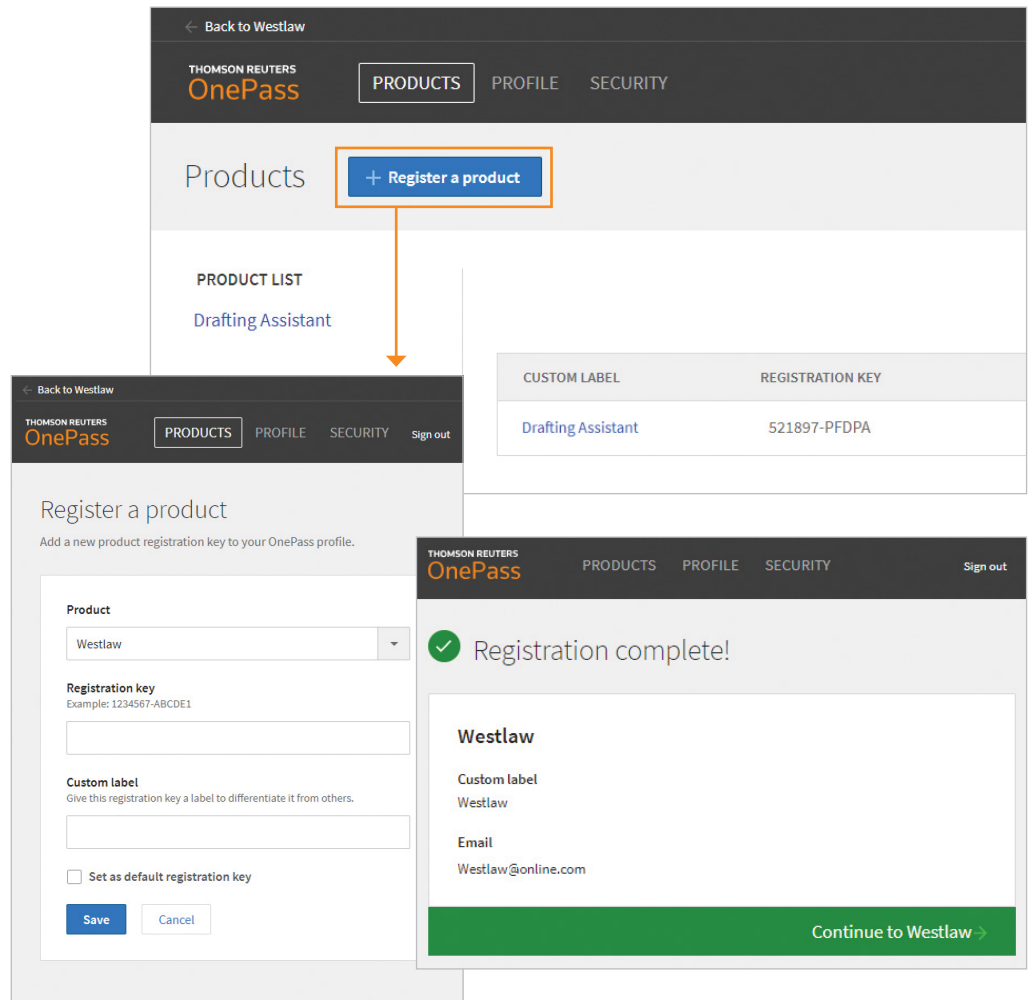


3. Click Register a product:

- Select **Westlaw** from the Product drop-down.
- Enter the Westlaw *Registration key* you received via email.

NOTE: If you have not received your Westlaw 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 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 subscription.
- Click **Continue to Westlaw** to sign in and begin your research session.



Updating Your OnePass Profile

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

Back to Westlaw

THOMSON REUTERS OnePass PRODUCTS PROFILE SECURITY Sign out

Profile

PROFILE SETTINGS

- Personal information
- Username**
- Password

Username

Your username is case sensitive.

WestlawUser

Your username meets requirements.

Save Cancel

Use the **Security** tab to update your security settings, including two-step authentication, your security question, and to generate a temporary alternate password.

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THOMSON REUTERS OnePass PRODUCTS PROFILE SECURITY Sign out

Security

SECURITY SETTINGS

- Two-step authentication**
- Security questions
- Alternate password
- Privacy

Two-step authentication

Two-step authentication keeps your profile secure by requiring a code in addition to your normal password. This acts as an extra layer of security to ensure no one else is able to access your profile.

Two-step authentication is disabled. Edit

Authentication methods + Add authentication method

✉ Email

CUSTOM LABEL	EMAIL
Profile Email	DEFAULT

Verify Edit

Looking for more information?

To sign into Westlaw, visit [westlaw.com](https://www.westlaw.com).

For assistance using Westlaw, call the Reference Attorneys at +1 800 REF ATTY (+1 800 733 2889).

For additional training materials, visit tr.com/westlaw-training.