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.
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.

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

Looking for more information?

To sign into Westlaw, visit [westlaw.com](http://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](http://tr.com/westlaw-training).