

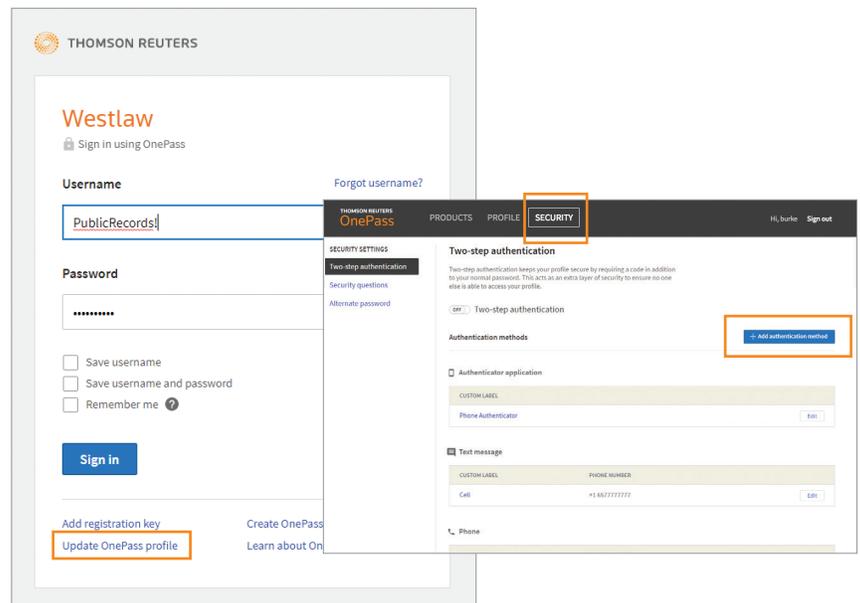
THOMSON REUTERS WESTLAW

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**.

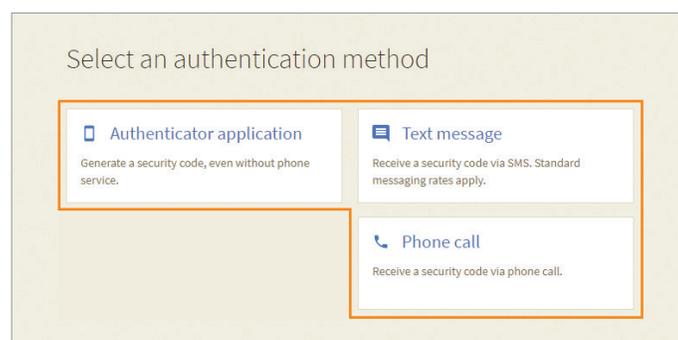


Select one of the following options to ensure easy access to Westlaw®:

- Authenticator application
- Text message
- Phone call

NOTE: We suggest you set up at least two of the three highly secure options listed above. That way, if you don't have access to one of the methods, you'll have a backup.

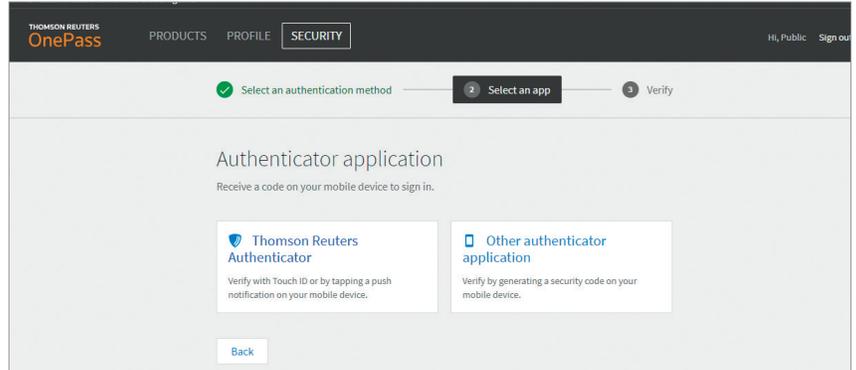
Details on how to set up all three are on the following pages.



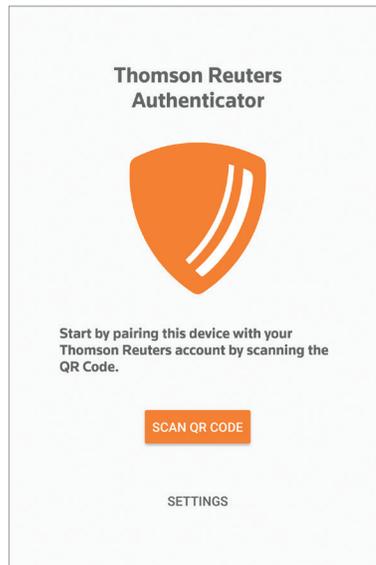
1. Setting up Authenticator Application

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.

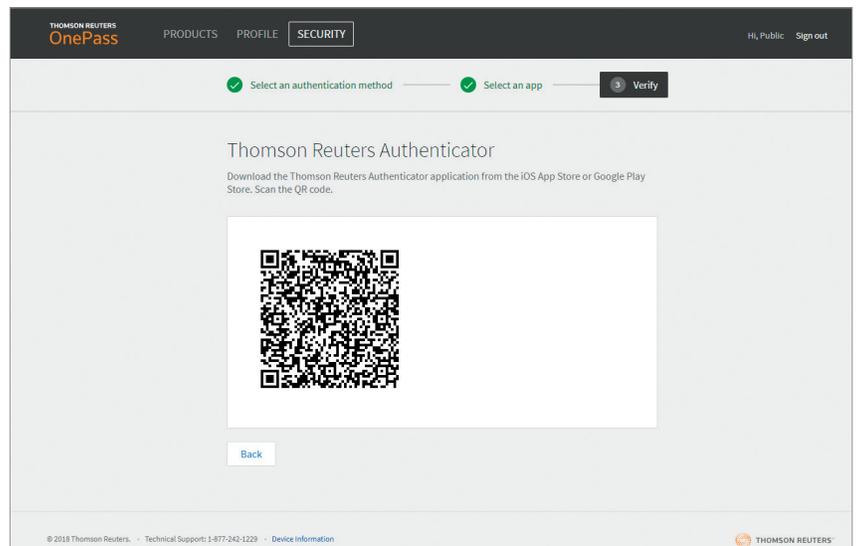
If you want to use other authentication applications, make sure they provide 6-digit codes. We also recommend accessing your authenticator on a device other than the one you use for Westlaw.



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

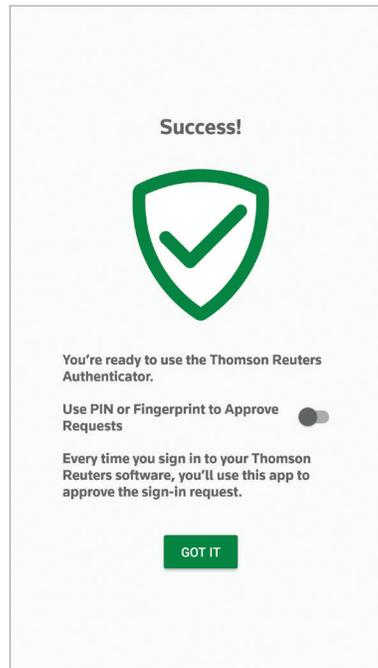


Hold your phone's camera up to the QR code, where the authenticator will recognize it and sync it to your OnePass.



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

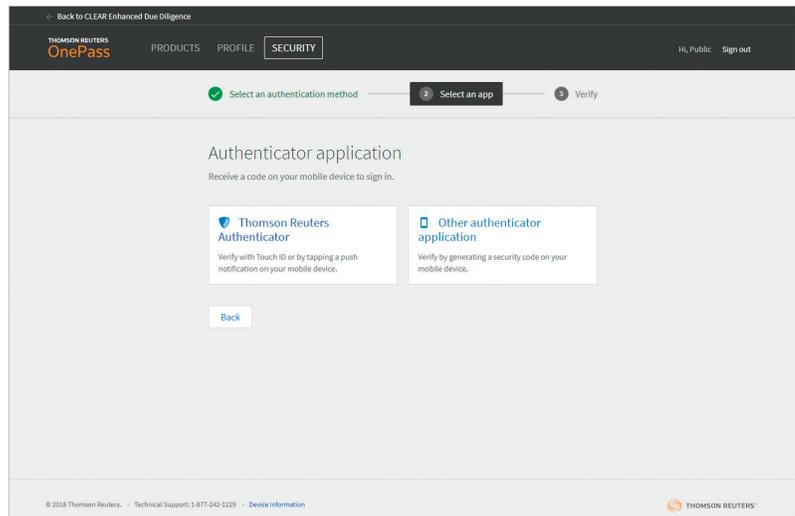
You will receive this confirmation message on your phone. Click **Got It** and you will be ready to authenticate into Westlaw.



Desktop Authenticator

You have the option to use Thomson Reuters Authenticator mobile application or other third party authenticator applications. If you do not have a mobile device that can run Thomson Reuters Authenticator, you can select any authenticator that provides 6 digits codes.

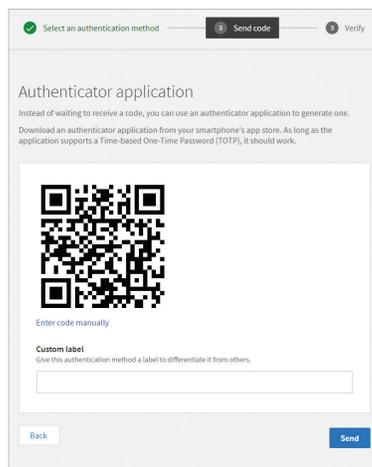
We have found that desktop authenticators like Authy and WinAuth provide 6 digit codes and work well with OnePass. To proceed, click **Other authenticator application**.



For Mobile Authenticator

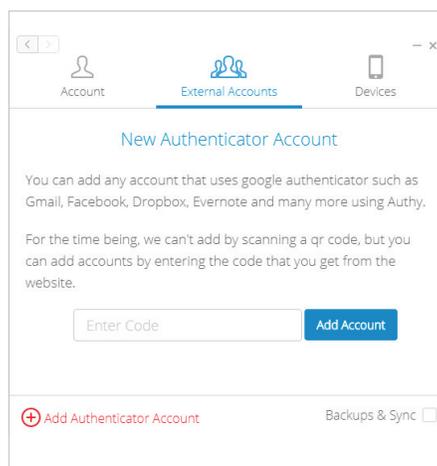
Once your authenticator has been set up on your device you can pair it with OnePass.

If your device cannot scan QR codes, select **Enter code manually** to receive your pairing code.



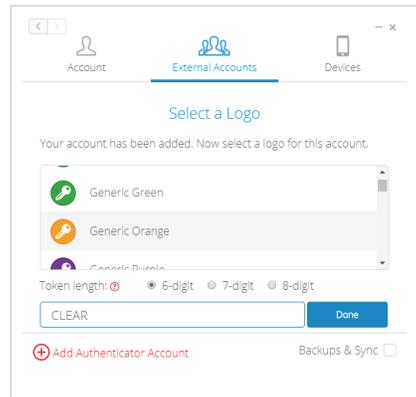
For Desktop Authenticator

In your desktop authenticator, type in the pairing code that OnePass provided to you. Then click **Add Account**, or your positive progress button.

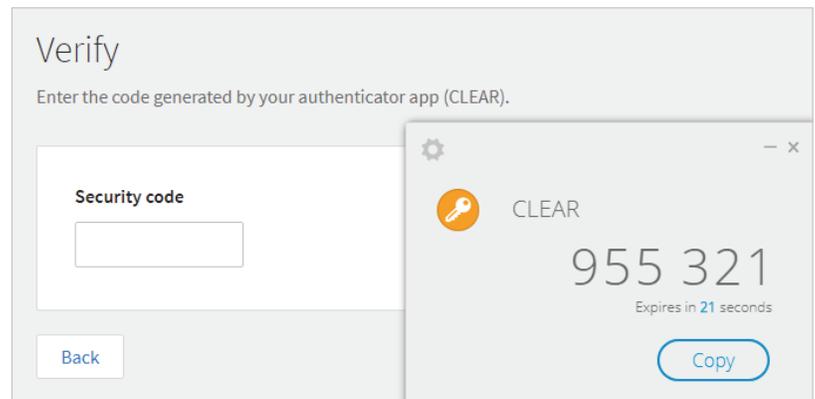


Make sure you label it something that you will remember. You should do the same for OnePass.

After this step, click **Send** on Onepass.

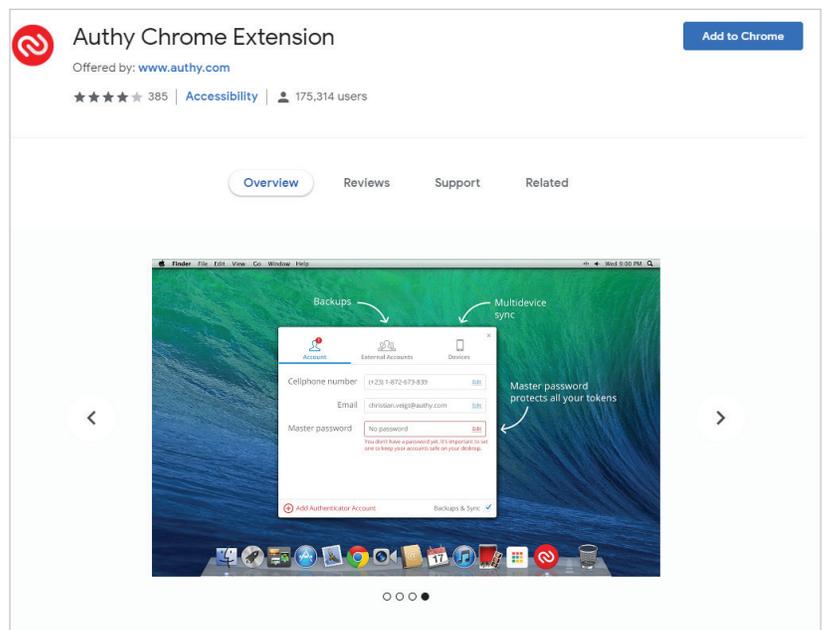


Enter the code in your desktop authenticator into the Security code box in OnePass.

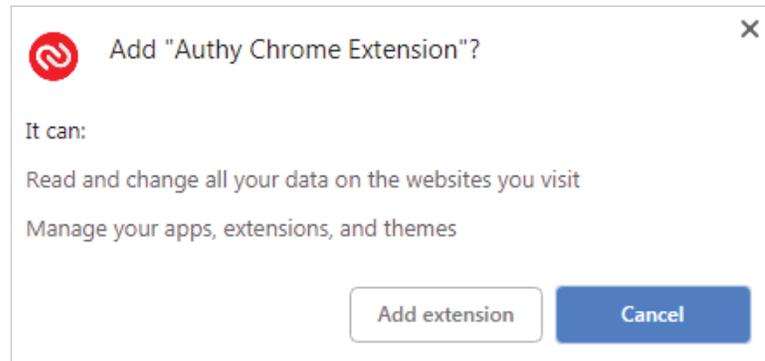


Chrome Extension

If you chose to use Authy, have Chrome, and would like to only have one application open to access, you can use an extension. Search for Authy on the Chrome extension store, or access it here.



You will see this pop-up. If you agree to the terms, select **Add extension**.



Authy will be accessible on your bar here, and will be usable to access public records.



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.

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 three overlapping screenshots of the authentication setup process:

- Top screenshot:** Shows the 'Phone' section with a progress bar at the top indicating '2 Send code' is the current step. The 'Send code' section includes a 'Country code' dropdown set to 'United States (+1)', a 'Phone number' input field, and a 'Custom label' input field. A 'Send' button is at the bottom right.
- Middle screenshot:** Shows the 'Verify' section with a progress bar at the top indicating '3 Verify' is the current step. It prompts the user to 'Enter the code that you received via phone call to *****5879 (Work)'. A 'Security code' input field contains the number '622863'. 'Back', 'Resend code', and 'Verify' buttons are at the bottom.
- Bottom screenshot:** Shows the 'Send code' section with a 'Send' button at the bottom right.

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.

Thank you for using Thomson Reuters Westlaw.

The image shows a screenshot of the 'SECURITY SETTINGS' page, specifically the 'Two-step authentication' section. It includes a 'Two-step authentication' toggle switch, a 'Security questions' section, and an 'Alternate password' section. The 'Two-step authentication' section is expanded, showing 'Authentication methods' with an 'Add authentication method' button. Below this, there are three sections for adding authentication methods:

- Authenticator application:** Shows a 'CUSTOM LABEL' of 'Phone Authenticator' with an 'EDIT' button.
- Text message:** Shows a 'CUSTOM LABEL' of 'Cell' and a 'PHONE NUMBER' of '+1 6577777777' with an 'EDIT' button.
- Phone:** Shows a 'CUSTOM LABEL' of 'Work' and a 'PHONE NUMBER' of '+1 6519999999' with an 'EDIT' button.

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