

UPDATE AN EXISTING ONEPASS



How to add a new Thomson Reuters product to your existing OnePass

This example uses our Tax and Accounting database CheckPoint, but the process is the same for Westlaw NZ, Proview and Westlaw International.

- ➔ When you have the registration key (i.e. password details) for the new product, go to: <https://onepass.thomsonreuters.com>
- 1. Click *Update an existing OnePass profile*
- 2. Enter your OnePass username and password and click *Sign On*
- 3. Click *Manage Products* on the left sidebar
- 4. Enter your registration key and, if you like, a "Friendly Name", then click *Save*.
- ➔ When you have confirmation that the registration key has been saved, click *Sign Out* on the left sidebar.
- ➔ If you have any problems at this stage, please call 0800 10 60 60 or contact service@thomsonreuters.co.nz
- ➔ Go to the Thomson Reuters online product you want to use:
 - www.westlaw.co.nz
 - www.proview.thomsonreuters.com
 - www.westlawinternational.com
 - www.checkpoint.thomsonreuters.com

- ➔ Click the *Use OnePass* link to access the OnePass Sign In page and log in.
- ➔ The first time you access a new product you may be prompted to set your preferences. Please follow the prompts and save or update your information. You will then be directed to the product's Home Page