

# CREATING A ONEPASS FOR WESTLAW NZ

A OnePass account is a username and password, created by you, that is used to sign in to Westlaw NZ. The setup of your OnePass and is quick and easy – just follow the steps below.

➔ [Click here](#)

1. Enter the numerical registration key and corresponding password you have been given by Thomson Reuters – most likely contained in a welcome email by us.

➔ Make sure you enter your credentials like this:

1981571:XHYT18 (note the colon)

❖ *FOR IP ACCESS ONLY: If you are used to automatically logging in to Westlaw NZ (via IP access) and have created your own user profile for this, you can enter your email address and password to create a OnePass:*

*me@test.com:password*  
(note the colon)

2. Enter Westlaw NZ as your “Friendly Name”

3. Enter your email address and click continue

4. Enter your details to create a OnePass username and password.

➔ *There are some security requirements for choosing a username and password – you can see these when you click into the respective fields.*

5. Choose a security question that can be used to recover your details if you ever forget them.

➔ Click Save. You have successfully created a OnePass! You can click “Return to Westlaw NZ” to sign in with your new details.

OnePass

Westlaw NZ

## register a new profile

To start the registration process, please enter the information below. This information is needed for us to verify that there isn't already a profile registered within OnePass, and will be used as a starting point for the new profile.

### Westlaw NZ Username and Password

Username:Password

Example: Username:Password

### Friendly Name [What's This?](#)

### Email Address

Continue

Return To Westlaw NZ



OnePass

Westlaw NZ

General Settings

## Register a new OnePass Profile

Register for a new Profile within OnePass by entering the information below.

### Your Information

First Name

Last Name

Email Address  
lina.wiezowski@gmail.com

Confirm Email Address  
Must be same as Email Address field

Alternate Email Address(es) (Optional)  
Comma Separated

### Username and Password

Username

Password

Confirm Password  
Must be same as Password field

### Security Question

If you forget your OnePass username or password, we will ask you this question

Select a question

Answer

Create Profile

