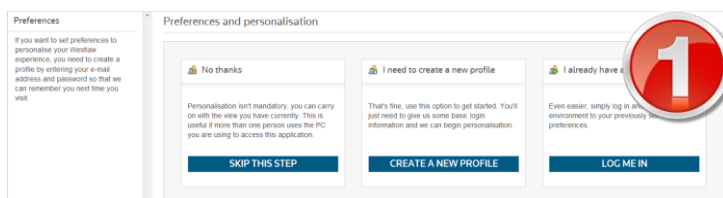


Westlaw NZ has a number of access options. One of these is IP-based access (Internet Protocol). This is where users are authenticated via their organisation's IP address without them needing to enter a username and password. So IP-based access doesn't work outside the organisation's IP address range. We call these IP users.

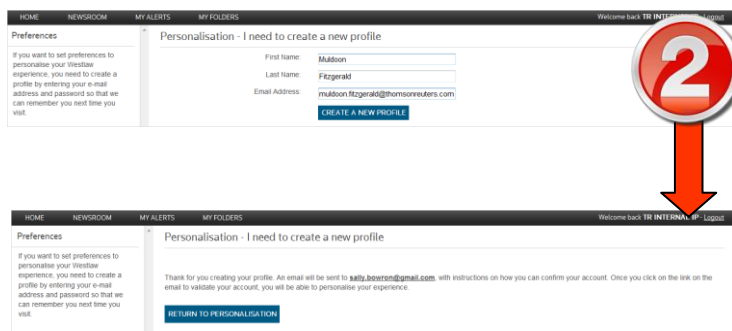
However, many of Westlaw NZ's features, such as Preferences, QuickLinks, Folders, History and Alerts, require use of a username and password. This is what IP Personalisation (IPP) allows. It allows IP-based users to create a username and password to make use of all Westlaw NZ's features. The process is a onetime registration and provides users and organisations with the best of both IP and traditional username and password access.

The setup of your OnePass IPP is quick and easy – just follow the steps below.

1. Log on to Westlaw NZ & Click on "Preferences" or go to <http://www.westlaw.co.nz/maf/wlnz/app/preferences/change>, then click on the middle option, "Create A New Profile."



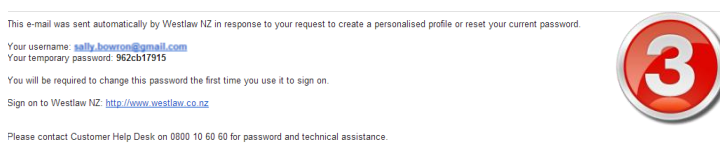
2. Enter First Name, Last Name & Email and click "Create A New Profile".



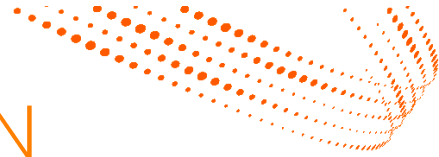
- ➔ You will see a confirmation screen stating "Thank for you creating your profile. An email will be sent to [the email address you provided], with instructions on how you can confirm your account. Once you click on the link on the email to validate your account, you will be able to personalise your experience."

- ➔ Close your browser and open your email service.

3. Locate the registration email from Westlaw NZ. Click the "Sign on to Westlaw NZ" link provided to complete the registration process.



*Continued over page.*



4. Enter your information in the fields you see on screen.

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

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

- ➔ Click Create Profile – You have successfully personalised your IP access. From now on you can log on using OnePass details to identify yourself.

- ➔ On the left you will see a blue box with a confirmation message stating “Your OnePass Profile has been successfully created.”

You can continue managing this OnePass Profile by using the menu options above, click “Sign Out” to manage another OnePass Profile, or click the “Return To” button above.

5. Click on “Return to Westlaw NZ”
6. Enter your newly created OnePass username and password, then tick “Save My Username and Password”.

- ➔ Click Sign In – you are IP Personalised!