

OnePass

1. You will receive a welcome email from Thomson Reuters Online Services.
Click 'Westlaw New Zealand Legal Subscribers Click Here' button

The screenshot shows an email from Thomson Reuters with the following content:

THOMSON REUTERS Activate Your Online Access

Dear [FIRST_NAME] [LAST_NAME]

Welcome!

This email provides access to your new Thomson Reuters online service.

Your Account Details
[SAP_CUSTOMER_NUMBER]
[SAP_CUSTOMER_NAME]

Registration Key
[PRISM_ID1];[PRISM_ID2]

To get started, simply click the relevant button below and follow the prompts.

Westlaw NZ Legal subscribers **CLICK HERE** | **Checkpoint NZ** Tax & Accounting subscribers **CLICK HERE**

After you have completed the process, click the link below to log in

www.westlaw.co.nz | www.checkpointnz.co.nz

Terms that apply to your use of the service:
[Purchased access](#) | [Trial access](#)

NEED HELP?

Activating Access / Registering with OnePass
[View our User Guides & Videos](#)

User Guides & Training Webinars
[Visit our Training Site](#)

Community for Online Users
[Visit Online Insider](#)

© 2015 THOMSON REUTERS NEW ZEALAND LIMITED

GST No. 62 690 569

- 2 You will be redirected to the OnePass site. Your unique registration key will be automatically populated in the 'Registration Key' field.
- 3 You will then be required to enter your service's Friendly Name eg: Westlaw NZ, as well as your email address.
- 4 Click Continue.

The screenshot shows the OnePass registration form with the following fields and content:

OnePass

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 Registration Key
 x
Example: 1234567-ABCDE1

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

Email Address

Setting up a OnePass for the first time

5. You will be taken to a page asking you to register a new OnePass Profile.

Here you will be asked to populate the fields with your details.

Populate your information. The 'email address' field will be populated with the email address entered in the previous screen.

Choose a username and a password. Please note the requirements for each below. Confirm your password.

Already have a OnePass profile? [Update your profile](#)

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

Confirm Email Address

Alternate Email Address(es) (Optional)

Please note the username and password requirements for OnePass below.

Username Requirements	Password Requirements
<ul style="list-style-type: none">- Must be between 8 and 70 characters- Contain 1 of the below character classes	<ul style="list-style-type: none">- Must be between 8 and 16 characters- Contain 3 of the below character classes
Character Classes	Character Classes
<ul style="list-style-type: none">- Uppercase letters (A, B, C...)- Lowercase letters (a, b, c...)- Numbers (1, 2, 3...)- Special characters (i.e. @, -, #, \$, %)- Other characters (i.e. Æ, €)	<ul style="list-style-type: none">- Uppercase letters (A, B, C...)- Lowercase letters (a, b, c...)- Numbers (1, 2, 3...)- Special characters (i.e. @, -, #, \$, %)- Other characters (i.e. Æ, €)
Notes	Notes
<ul style="list-style-type: none">- The username is case sensitive	<ul style="list-style-type: none">- The password is case sensitive

Username and Password

Username

Password

Confirm Password

You must then complete the 'Security Question' section before clicking on the 'Create Profile' button.

Security Questions

OnePass requires three security questions and answers to better protect your account.

Select a Security Question

Answer

Select a Security Question

Answer

Select a Security Question

Answer

User must answer all security questions. These questions and answers will assist later, should a user forget their password.

You will then be taken to the 'One Pass General Settings' screen, which will inform you that your OnePass profile was successfully created and the relevant registration key added.

Select "Return to Westlaw NZ" to be redirected back to the Westlaw NZ Login page.