

OnePass User Guide(For New User)

1. [Click here to login to Westlaw Asia](#)

THOMSON REUTERS

Westlaw Asia

Sign in using OnePass | Not OnePass user?

Username [Forgot username?](#)

Password [Forgot password?](#)

 Show

Save username
 Save username and password

Sign in

[Add registration key](#) [Create OnePass profile](#)
[Update OnePass profile](#)

Regular Westlaw Login

EXCLUSIVE ADVANTAGES of OnePass

Your single and secure login tool for Thomson Reuters online services

- One profile for multiple Thomson Reuters products
- More control and security for you
- Personalise your account to add user preferences, create annotations, save documents and more

Learn more >>

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2. Create a OnePass profile

Enter:

*Registration Key: Type in your Westlaw Asia User Name and Password separated with a colon(:) - for example, if your User Name is 1103181 and your password is IMPNS3 you will type 1103181: IMPNS3 into the Registration Key box

*Custom Label – Free Text input for product differentiation in OnePass

*Email Address: Email address for creating OnePass profile

Click “Continue”

← Back to Westlaw Asia

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Create a OnePass profile

Enter an email to begin.

Product
Westlaw Asia

Registration key
Example: 1234567:ABCDE1
1103181:IMPNS3

Custom label
Give this registration key a label to differentiate it from others.
Westlaw Asia

Email
xxx.xxx@thomsonreuters.com

Continue

3. Create Profile by entering personal information, click “Continue”

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1 Personal information — 2 Security

Create profile

Personal information

First name

Last name

Email

Confirm email

Additional emails (optional)
OnePass can send account notifications to others, such as administrators. Separate multiple emails with commas.

4. Complete Security Section

*Password length **between 8 and 16 characters**

Must include below 3 character types:

-Numbers,

-Lowercase letter,

-Other character (ç, Æ, €)

-Uppercase letter,

-Number Special character (@#\$)

Click “Create”

The screenshot shows the 'Create profile' page in the Thomson Reuters OnePass system. The page is divided into two steps: 'Personal Information' (completed) and 'Security' (current step). The 'Security' section contains the following fields:

- Username:** A text input field containing 'Thomson Reuters'. Below it, a green message states 'Your username meets requirements.'
- Password:** A password input field with masked characters (dots). To the right is a 'Show' checkbox. Below it, a green message states 'Your password meets requirements.'
- Confirm password:** A second password input field with masked characters and a 'Show' checkbox.
- Security question:** A dropdown menu with the selected question 'Who was your first employer?'.
- Answer:** A text input field containing 'Thomson Reuters'.

At the bottom of the form, there are two buttons: a 'Back' button and a 'Create' button. The 'Create' button is highlighted with a red box.

5. OnePass account set up complete.

The screenshot shows the Thomson Reuters OnePass user interface. At the top, there is a dark navigation bar with the OnePass logo on the left and navigation links for PRODUCTS, PROFILE, and SECURITY in the center. On the right side of the navigation bar, the user is identified as 'Hi, Mieke' with a 'Sign out' link. The main content area has a light gray background and features a large green checkmark icon followed by the text 'Registration complete!'. Below this, a white box displays the account details for 'Westlaw Asia', including a 'Custom label' of 'Westlaw Asia' and an 'Email' address of 'mieko.so@thomsonreuters.com'. A prominent green button with the text 'Continue to Westlaw Asia' and a right-pointing arrow is positioned at the bottom of this box. Further down, the section 'Two-step authentication' is introduced, explaining that it adds an extra layer of security. A blue link labeled 'Set up two-step authentication' is provided at the end of this section.

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PRODUCTS PROFILE SECURITY

Hi, Mieke Sign out

✓ Registration complete!

Westlaw Asia

Custom label
Westlaw Asia

Email
mieko.so@thomsonreuters.com

Continue to Westlaw Asia →

Two-step authentication

Two-step authentication keeps your profile secure by requiring a code in addition to your normal password. This acts as an extra layer of security to ensure no one else is able to access your profile.

[Set up two-step authentication](#)