

# OnePass: Registering Your Westlaw® Password

## Setting Up Your Westlaw Username and Password with OnePass

A OnePass account is the online record of the username and password you personally select to access Westlaw. Selecting your own username and password strengthens your ability to control access to Westlaw; you will be the only person who knows them. **Note** The following steps cover accessing a OnePass account via Westlaw. Accessing OnePass via another West service may differ.

### Creating a OnePass Account

To create a OnePass account from the Sign On with Westlaw Password page (Figure 1), follow these steps:

1. Click **Switch to OnePass Sign On** to display the Sign On with OnePass page (Figure 2). Then click **Register my Westlaw Password** to display the Enter Westlaw Password/Online ID page (Figure 3).
2. Type your Westlaw password in the *Westlaw Password/Online ID* text box.
3. Type your e-mail address in the *Email Address* text box. Click **Continue** to display the Create a New OnePass Account page (Figure 4).
4. Type your first name and last name in the appropriate text boxes.
5. Type your e-mail address in the *Confirm Email Address* text box.

For assistance with OnePass, call **1-800-WESTLAW** (1-800-937-8529).

For more information about OnePass, visit [west.thomson.com/support/customer-service/onepass](http://west.thomson.com/support/customer-service/onepass).

Sign On with Westlaw Password

Westlaw Password/Online ID:

Client ID:

Save this password

Return to last research trail

**Sign On**

**Switch to OnePass Sign On**

**Make the switch to OnePass**

What is OnePass?

**Don't have an account?**

Westlaw by Credit Card

**Technical Support**

1-800-WESTLAW (1-800-937-8529)

Figure 1. Sign On with Westlaw Password page

Sign On with OnePass

OnePass Username:

OnePass Password:

Client ID:

Remember Username

Remember Username & Password

Return to last research trail

**Sign On**

**Switch to Westlaw Password Sign On**

**Help**

Forgot Username or Password?

**Register my Westlaw Password**

Edit or Update OnePass Account

Do I have a OnePass Account?

What is OnePass?

**Don't have an account?**

Westlaw by Credit Card

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Figure 2. Sign On with OnePass page

OnePass

Enter Westlaw Password/Online ID

Enter your Westlaw Password/Online ID and Email Address. We will look you up in our system and help you get started doing your research.

Westlaw Password/Online ID:

Example: 1234567890

Email Address:

**Continue**

[Return to Westlaw](#)

Figure 3. Enter Westlaw Password/Online ID page

OnePass

Create a New OnePass Account

Your Westlaw Password/Online ID has been added. Complete the rest of the fields below to create a new OnePass Account.

Do you already have an existing OnePass Account? [Click here to log in and update your account.](#)

**Step 1: Your Information**

Westlaw Password Online ID: 3456789-ABCDEZ

WestlawNext Registration Key:

**First Name:**

**Last Name:**

**Email Address:**

**Confirm Email Address:**

**Step 2: Create OnePass Username and Password**

Create a OnePass username and password to use when accessing any OnePass registered Thomson Reuters product.

**OnePass Username:**

**OnePass Password:**

**Confirm OnePass Password:**

**Username and Password Requirements**

- Minimum of 8 characters in length
- Username can be any letter, number or character combination
- Password cannot exceed 16 characters and must include 3 of the following
  - Uppercase letters (A, B, C)
  - Lowercase letters (a, b, c)
  - Numbers (1, 2, 3)
  - These special characters (@, -, \_)
- Password Examples: Pass\_word, pass-Word, p@ssword1

Note: Username and password are case sensitive

**Step 3: Select Security Question**

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

Select a question:

Your Answer:

**Create Account and Sign On**

[Return to Westlaw](#)

Figure 4. Create a New OnePass Account page

**Note** Your current password assigned to you by West remains as your online ID. Westlaw usage charges will continue to be associated with this identifying number on your West invoice.

6. Type a unique username in the *OnePass Username* text box. Usernames must be at least eight characters in length and can be composed of any combination of letters, numerals, or characters.
7. Type a unique password in the *OnePass Password* text box. Passwords must be between eight and 16 characters in length. They must include at least three of the following four characters:
  - uppercase letters
  - lowercase letters
  - numerals
  - special characters: period ( . ), at ( @ ), hyphen ( - ), or underscore ( \_ )
8. Type the password again in the *Confirm OnePass Password* text box.
9. Under *Select Security Question*, choose a security question from the drop-down list (e.g., *What is your city of birth?*) and type your answer in the *Your Answer* text box.
10. Click **Create Account and Sign On** to display the Sign On with OnePass page.

### Updating Your Username and Password

If you have an existing OnePass account, you may need to access it and update your username and password to meet the new, more stringent requirements. To update your current username and password, follow these steps:

1. At the Sign On with OnePass page (Figure 2), click **Edit or Update OnePass Account** to display the Update/Manage Your Existing OnePass Account page.
2. Type your current username in the *OnePass Username* text box and your current password in the *OnePass Password* text box. Then click **Update Account**.
3. If you need to update your username, type a new username in the *OnePass Username* text box. Usernames must be at least eight characters in length and can be composed of any combination of letters, numerals, or characters.
4. If you need to update your password, type a new password in the *OnePass Password* text box. Passwords must be between eight and 16 characters in length. They must include at least three of the following four characters:
  - uppercase letters
  - lowercase letters
  - numerals
  - special characters: period ( . ), at ( @ ), hyphen ( - ), or underscore ( \_ )
5. Type the new password again in the *Confirm OnePass Password* text box.
6. Under *Security Question*, you can change the security question or your answer.
7. Click **Update Account and Sign On** to display the Sign On with OnePass page.

**Note** If your username and password are automatically entered for a Westlaw session and you access sensitive content, such as public records, during that session, you will be asked to retype your password.

### Tips for Creating a Memorable Username and Password

Use these tips to create a memorable username and password that satisfy OnePass requirements.

- **Make it lengthy.** The longer the username or password, the more protection it provides.
- **Add complexity.** Combine uppercase and lowercase letters, numerals, and symbols. Do not use sequences (e.g., 12345678), repeated characters (e.g., zzzzzzzz), or adjacent letters on your keyboard (e.g., qwertyui).
- **Create a username and a password that are easy to remember.** Use a combination of letters, numerals, and symbols that is easy for you to remember, but hard for others to guess.
- **Usernames must be unique.** Your username must differ from all other usernames registered in OnePass.