

WestlawNext™

Your WestlawNext Registration Key

Coordinating WestlawNext with Your OnePass Username and Password

WestlawNext™ requires a OnePass username and password. If you have an existing OnePass account, you will need to add WestlawNext to it. If you do not yet have a OnePass account, you will need to set one up. It is a simple process. The actual steps, however, depend on your current status with West.

New Westlaw Subscribers and New WestlawNext Subscribers

If you are a new Westlaw® user and a new WestlawNext user, you will receive both your Westlaw password/online ID and your WestlawNext registration key via e-mail.

If You Do Not Have a OnePass Account

To create a OnePass account from the WestlawNext sign-on page (Figure 1), follow these steps:

1. Click **How do I activate my Registration Key?** to display the Enter Registration Key page (Figure 2).
2. Type your WestlawNext registration key in the *WestlawNext Registration Key* text boxes and click **Continue** to display the Create a New OnePass Account page (Figure 3).

Figure 1. WestlawNext sign-on page

Figure 2. Enter Registration Key page

Figure 3. Create a New OnePass Account page

WestlawNext is available on the Web at next.westlaw.com.

For technical assistance, call West Customer Technical Support at **1-800-WESTLAW** (1-800-937-8529).

For search assistance, call the West Reference Attorneys at **1-800-REF-ATTY** (1-800-733-2889).

For free reference materials, visit west.thomson.com/westlaw/guides.



3. Type your first name and last name in the appropriate text boxes.
4. Type your e-mail address in the *Confirm Email Address* text box.
5. 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.
6. 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 (_)
7. Type the password again in the *Confirm OnePass Password* text box.
8. 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.
9. Click **Create Account and Sign On** to display the WestlawNext sign-on page.

If You Create a OnePass Account via Westlaw First

If you have already created a OnePass account via Westlaw, click **How do I edit or update my OnePass account?** on the WestlawNext sign-on page to display the Update/Manage Your Existing OnePass Account page. Type your current OnePass username and password and click **Update Account**. Make any changes you want to your OnePass account (if any) and click **Update Account and Sign On** to display the WestlawNext sign-on page.

Current Westlaw Subscribers New to WestlawNext

If you are a current Westlaw subscriber who has added a subscription to WestlawNext, you will receive an e-mail message containing your WestlawNext registration key.

If You Do Not Have a OnePass Account

If you do not have an existing OnePass account, follow steps 1 through 9 above.

If You Have a Weak OnePass Username or Password

If you have an existing OnePass account, but the username and password do not meet current OnePass requirements, click **How do I edit or update my OnePass account?** on the WestlawNext sign-on page to display the Update/Manage Your Existing OnePass Account page. Type your current OnePass username and password and click **Update Account**. Make any changes you want to your OnePass account (if any) and click **Update Account and Sign On** to display the WestlawNext sign-on page.

If You Have a Strong OnePass Username and Password

If you have an existing OnePass account, and the username and password meet current OnePass requirements, click **How do I edit or update my OnePass account?** on the WestlawNext sign-on page to display the Update/Manage Your Existing OnePass Account page. Type your current OnePass username and password and click **Update Account**. Make any changes you want to your OnePass account (if any) and click **Update Account and Sign On** to display the WestlawNext sign-on page.