

# OnePass Quick Reference Card

OnePass is your personally created Username and Password which you can use across multiple Thomson Reuters websites and products (such as *Westlaw Canada*, *Taxnet Pro* and *ProView*). It is also the online account where this information is stored. OnePass provides enhanced security with the added convenience of being able to reset your sign-on credentials without having to contact Carswell.

When you purchase or register for new Thomson Reuters online products, you will need to update your OnePass in order to login to those products.

## Creating a OnePass Account

1. On your product's Sign On page, click **Register/Edit Username and Password**.
2. Select the **Register** button on the **Register/Manage OnePass** account page.

The screenshot shows the OnePass registration interface for Taxnet Pro. The page has a dark blue header with 'OnePass' on the left and 'Taxnet Pro' on the right. Below the header, the page is divided into two main sections: 'register' and 'manage onepass'.  
In the 'register' section, there is a sub-header 'register' and a paragraph explaining that a OnePass Profile is a username and password for multiple Thomson Reuters applications. Below this, there is a link 'Learn more'. A button labeled 'Register' is highlighted with an orange border. Below that is a link 'Not sure if you have a Profile?' with a 'Check' button.  
In the 'manage onepass' section, there is a sub-header 'manage onepass'. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a link 'Forgot your username or password?'. A 'Sign In' button is located below the links. At the bottom of this section is a 'Return To Taxnet Pro' button.  
The footer of the page includes copyright information: '© 2012 Thomson Reuters. Technical Support: 1-800-387-5164 option 2'. It also lists language options: 'English | Español | Français | Português'. The Thomson Reuters logo is in the bottom right corner.

Figure 1

3. Enter your registration key, friendly name and your email address. The friendly name is simply a name you provide for the key. *Westlaw Canada* and *TaxnetPro* are examples of friendly names if you have subscriptions to these products. Click **Continue**.

### 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.

Registration Id  
  
Example: 1234567ABCD

Friendly Name for the Registration Id

Email Address

Figure 2

4. Complete the fields on this registration form and click **Create Profile** to return to the sign on page of the product for which you are registering.

### 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  
Must be same as Email Address field

Alternate Email Address(es) (Optional)  
Comma Separated

**Username and Password**

Username

Password

Confirm Password  
Must be same as Password field

**Security Question**

If you forget your OnePass username or password, we will ask you this question  
Select a question

Answer

Figure 3

## Update Your OnePass

1. On your product's Sign On page, click **Register/Edit Username and Password**.
2. Sign-in to your OnePass account from the **Register/Manage OnePass** account page.

OnePass Taxnet Pro

**register**

A OnePass Profile is a username and password that can be used across multiple Thomson Reuters applications including Taxnet Pro, Thomson Reuters ProView eReader, and more.  
[Learn more](#)

Don't have a OnePass Profile?

Not sure if you have a Profile?

**manage onepass**

Username

Password

[Forgot your username or password?](#)

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Figure 4

3. Click **Manage Products** located on the left side and then click **Add a New Registration Id/Key**.

OnePass Taxnet Pro

General Settings  
**Manage Products**  
Electronic Payments  
Sign Out

Your Profile  
Username  
Email Address

**Manage Products**

Manage the products that you are registered for, and their registration keys.

**Taxnet Pro Registration Information**

Registration Id	Friendly Name	Preferred	Actions
10032885VRGC	TaxnetPro	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

[Add a new Registration Id](#)

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Figure 5

4. Enter your new registration id/key and friendly name. The friendly name is simply a name you provide for the key. *Westlaw Canada* and *TaxnetPro* are examples of friendly names if you have subscriptions to these products. If you wish to make this your default id/key, then click the **Preferred** checkbox. Click **Save**.

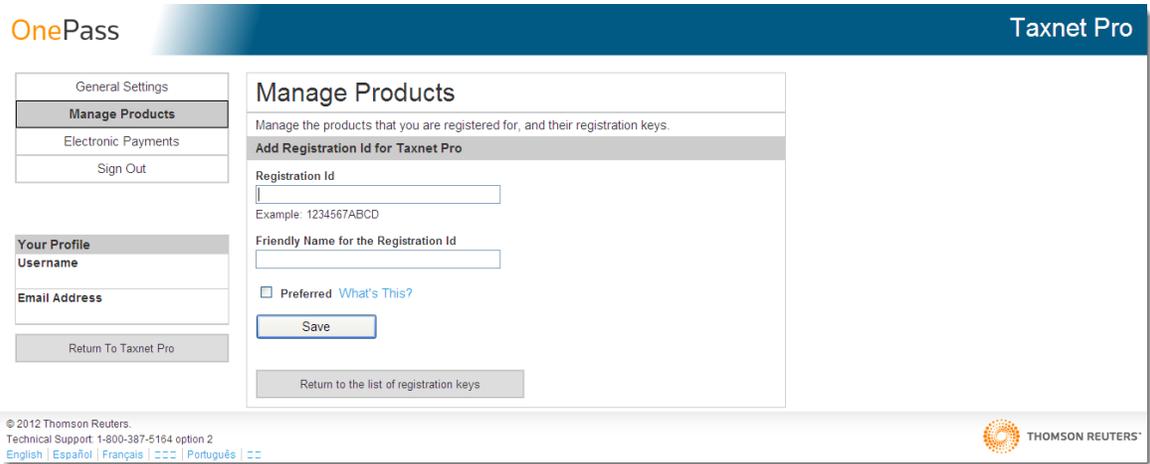


Figure 6

## Check for OnePass

Not sure if you have a OnePass account? You may verify this through the **Register/Manage OnePass Account** page.

1. On your product's Sign On page, click **Register/Edit Username and Password**
2. Click the **Check** button in the register section on the left side.

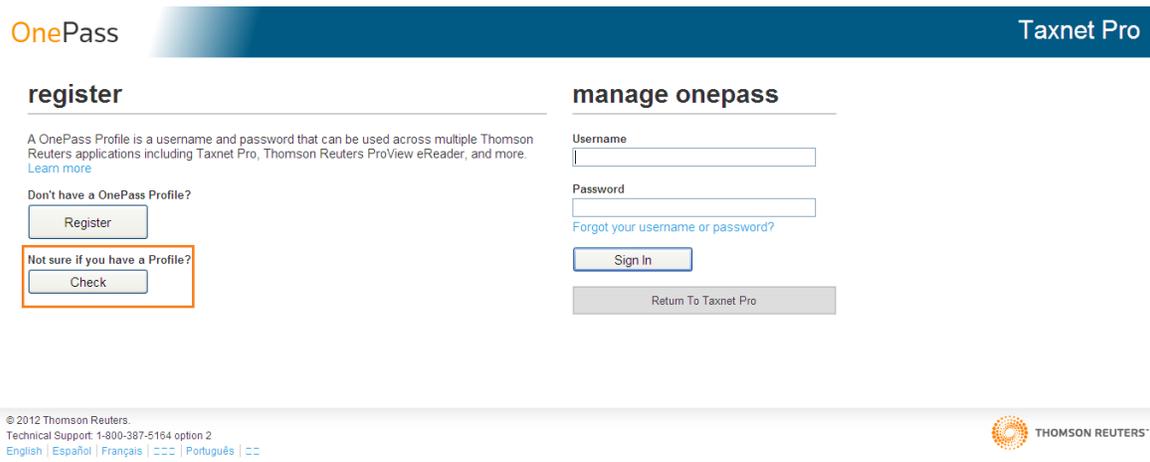


Figure 7

3. Enter the email address you believe is associated with the account and click **Check**.

### check for an existing profile

Using the email address entered below, we will try and find a OnePass Profile that matches.

Email Address

Check

Return To Taxnet Pro

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Figure 8

- If your email address is associated with a OnePass account, you will receive the following message:

### email address found

The specified email address was found in the system.

Click the link below to return to Taxnet Pro, or enter your OnePass username and password to modify your OnePass Profile.

Return To Taxnet Pro

### manage onepass

Username

JohnSmith@123!

Password

[Forgot your username or password?](#)

Sign In

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Figure 9

- However, if your email address is not associated with a OnePass account, you will receive the following message and the opportunity to register your registration id/key. Please refer to the **Creating a OnePass Account** section above for more detailed instructions.

## register a new profile

The email address you entered doesn't exist in any OnePass 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.

Registration Id

Example: 1234567ABCD

Friendly Name for the Registration Id

Email Address

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**Figure 10**

For assistance with OnePass, call Technical Support  
(1-800-387-5164)

For more information about OnePass, visit:  
<http://www.carswell.com/support/onepass>