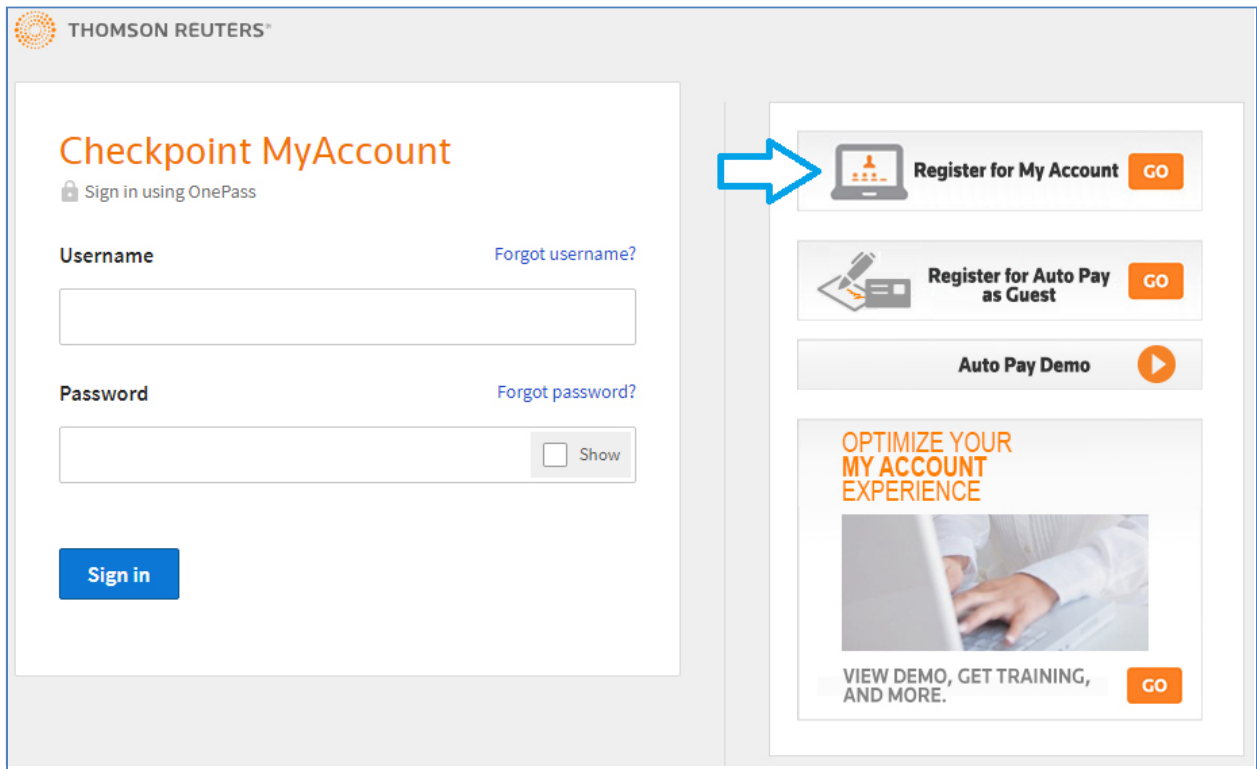


Checkpoint MyAccount Registration With a Registration key – Customer *does not* have a OnePass ID

To associate Checkpoint MyAccount to your OnePass account with a registration key, you must obtain a registration key by contacting Checkpoint Technical Support at 1-800-431-9025 option 4.

1. Go to <http://checkpointaccount.tax.thomsonreuters.com/>
2. Click Register for My Account.



3. Select Register with a Registration Key.

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Checkpoint MyAccount

REGISTER FOR MY ACCOUNT.

Enter Account Number:

Enter Invoice Number:

Email Address:
Confirm Email Address:
For full functionality, please use a valid business email address.

[Register with a Registration Key](#)  **CANCEL** **NEXT**

4. Enter your Registration Key. Click Next.


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Checkpoint MyAccount

REGISTER FOR MY ACCOUNT.

Step One

Registration Key: 

To Obtain a Registration Key, Please contact Customer Service.

[Self Register with Account Information](#) **CANCEL** **NEXT** 

5. Enter your email address. Click Next.
- Note:** The system checks the email address to see if a OnePass profile exists. If a profile is not found, you will be prompted to create a OnePass profile.

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Checkpoint MyAccount

REGISTER FOR MY ACCOUNT.

Step One

Registration Key:

To Obtain a Registration Key, Please contact Customer Service.

Step Two

Email Address:

Confirm Email Address:

For full functionality, please use a valid business email address.

[Self Register with Account Information](#)

6. Enter all OnePass profile fields. Click Create Profile.

OnePass

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

General Settings

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)

Username and Password

Username

Password

Confirm Password

Security Questions

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

Select a Security Question

Answer

Select a Security Question

Customer

Email Address
customer2@cpafirm.com

Confirm Email Address
customer2@cpafirm.com

Alternate Email Address(es) (Optional)
Comma Separated

Username and Password

Username
JonathanQCustomer

Password
●●●●●●●●

Confirm Password
●●●●●●●●

Security Questions

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

Select a Security Question
What is your city of birth? ▼


Answer
Anytown USA

Select a Security Question
What is your mother's maiden name? ▼

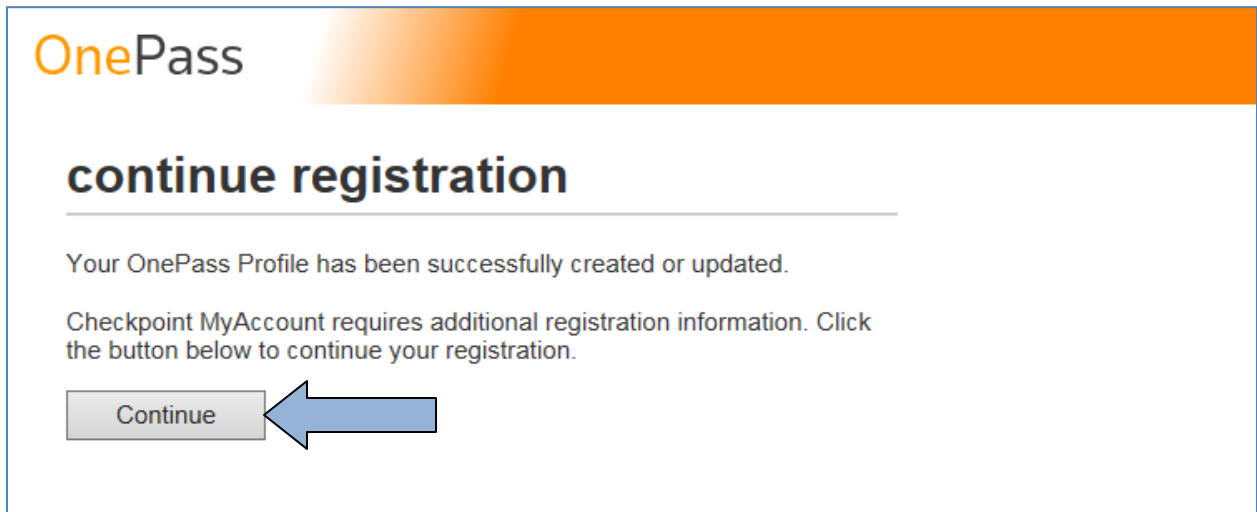
Answer
Smith

Select a Security Question
What was the street name of the house in which you grew up? ▼

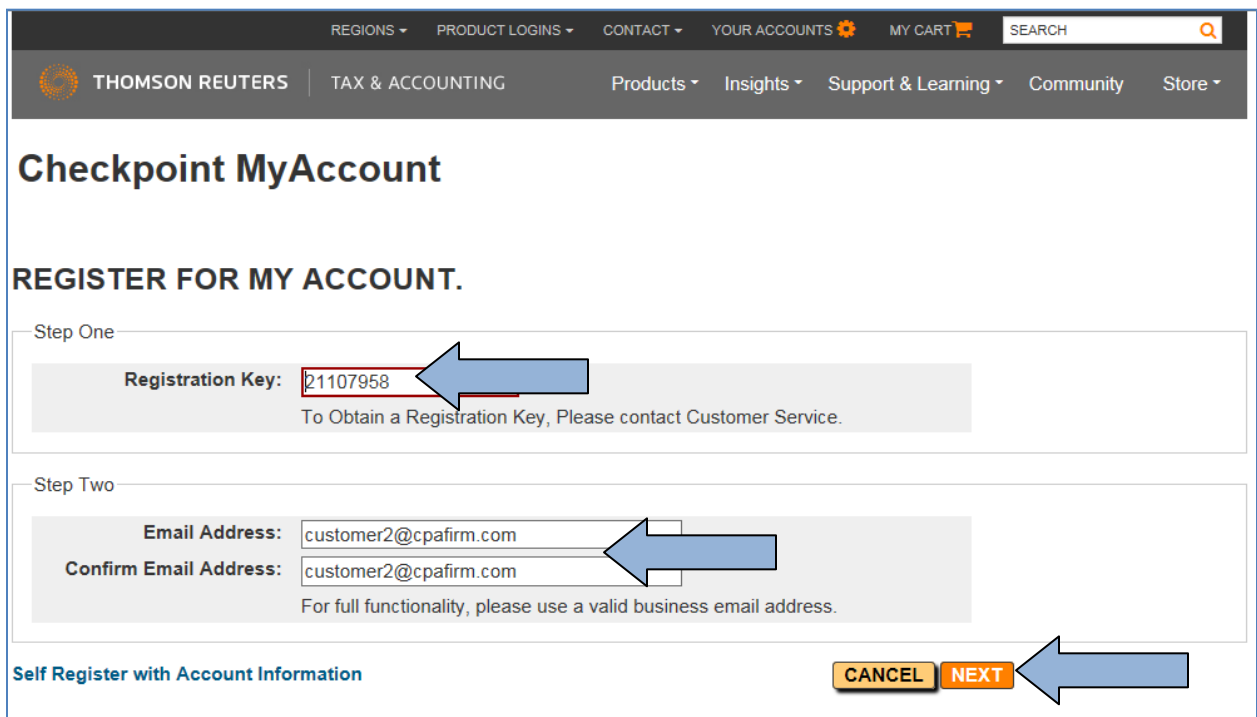
Answer
Main Street x

Create Profile 

7. A system message appears saying “Your OnePass Profile has been successfully created or updated”. Click Continue.



8. The system returns you to the Register for MyAccount page:
 - a. Step One: The system auto-populates the Registration Key. Click Next.
 - b. Step Two: Enter the email address that was entered for your OnePass Profile. Click Next.
 - c. Step Three: Enter the newly created OnePass User Name/Password. Click Next.



- d. Step Three: Enter the newly created OnePass User Name/Password. Click Next.

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Checkpoint MyAccount

REGISTER FOR MY ACCOUNT.

Step One

Registration Key:

To Obtain a Registration Key, Please contact Customer Service.

Step Two

Email Address:

Confirm Email Address:

For full functionality, please use a valid business email address.

Step Three

Username:

Password:

We have determined that the email address entered above has an existing OnePass account. Please enter your username/password to complete your registration. [Forgot Username or Password? »](#)

[Self Register with Account Information](#)

9. Agree to the Terms and Conditions. Click Submit.

The screenshot shows the 'Checkpoint MyAccount' registration interface. At the top, there is a navigation bar with links for 'REGIONS', 'PRODUCT LOGINS', 'CONTACT', 'YOUR ACCOUNTS', and 'MY CART'. Below this is a secondary navigation bar with 'THOMSON REUTERS TAX & ACCOUNTING' and links for 'Products', 'Insights', 'Support & Learning', 'Community', and 'Store'. The main header includes the 'Checkpoint MyAccount' logo, an 'Invoice Search' field, and the user name 'Jonathan Customer'. The main content area is titled 'MY ACCOUNT TERMS AND CONDITIONS'. It displays the user's name 'Jonathan Customer' and a welcome message: 'Welcome to My Account, your web source for information about your account.' Below this is a section for 'My Account Terms and Conditions' with a scrollable text area containing the following text: 'By registering for My Account, Licensee agrees/agreed to receive one or more OnePass passwords. Licensee is solely responsible for maintaining the security of all OnePass passwords and for any access to information obtained on My Account through Licensee OnePass by Licensee's personnel, whether or not Licensee has knowledge of or authorizes such access. By accessing My Account via OnePass, the accessing party certifies that they are either the Licensee or an authorized representative of Licensee with express authority of Licensee to have access to information and data contained on My Account; including, but not limited to, billing and account information, Checkpoint passwords, etc. Licensee and/or authorized representative(s) with Licensee's express authority is responsible for contacting Thomson Reuters (Tax & Accounting) Inc. ("TRTA") for additional OnePass passwords or notifying TRTA when passwords should be revoked. TRTA reserves the right to terminate OnePass passwords. ONEPASS AND MY ACCOUNT ARE PROVIDED "AS IS,"'. To the right of the text area is a 'Printer Friendly' link. Below the terms is a checkbox labeled 'I Agree' with a blue arrow pointing to it. To the right of the checkbox are two buttons: 'CANCEL' and 'SUBMIT', with a blue arrow pointing to the 'SUBMIT' button. At the bottom, a red error message reads: 'You must agree to My Account's terms and conditions before you can use the service.'

You now have access to your registered account.

10. If you have access to multiple accounts and you want to access them with the same OnePass ID, you must contact Customer Service at 1-800-431-9025 Option 2.