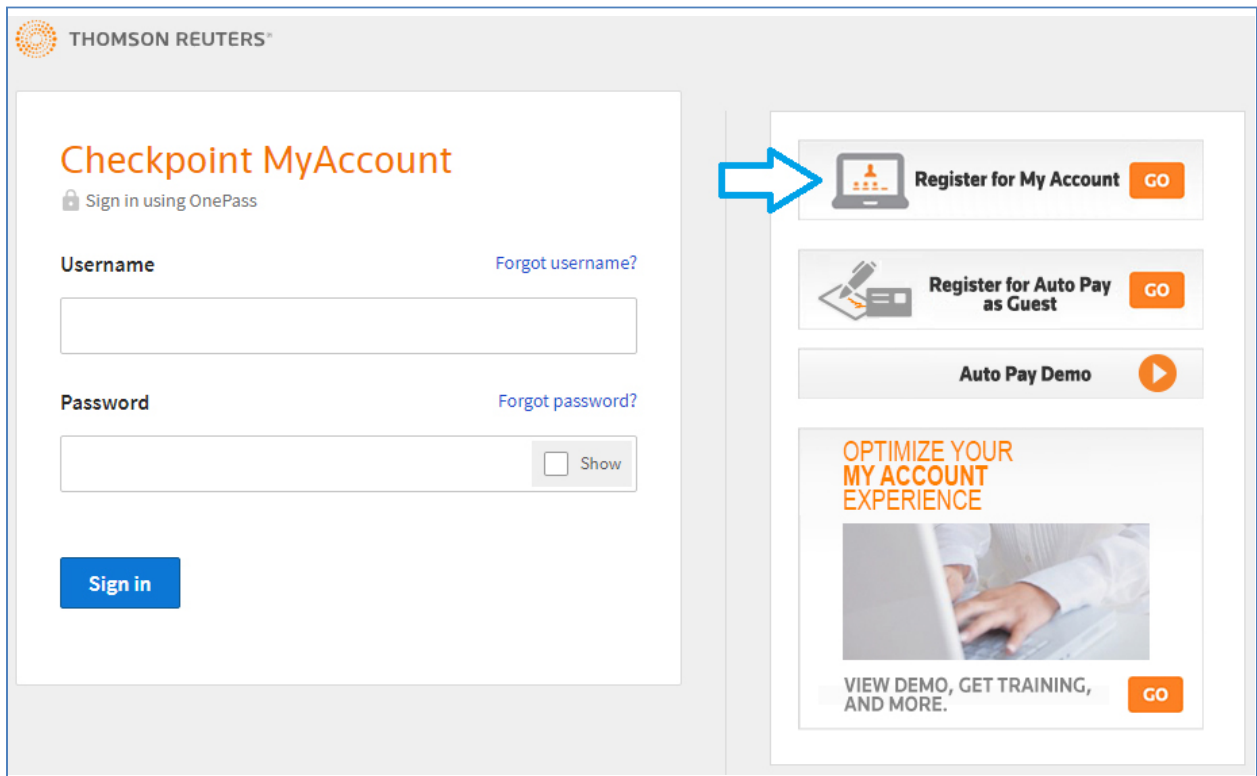


Checkpoint MyAccount Registration With a Registration key – Customer has an existing OnePass ID

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 Registration Key. Click Next.

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Agent: Sunny Hattan (0001787) SAP Environment: TR2

Checkpoint MyAccount


Internal

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 does a check against the email address to see if a OnePass profile exists. Since you already have a OnePass profile, you just need to complete the Checkpoint MyAccount registration.

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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: x

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

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

6. Enter your 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](#)

7. 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', 'MY CART', and a search bar. 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 area includes the 'Checkpoint MyAccount' logo, an 'Invoice Search' field, and the user name 'Jane Customer'. The central content area is titled 'MY ACCOUNT TERMS AND CONDITIONS'. It displays the user's name 'Jane 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 terms is a 'Printer Friendly' link. At the bottom of the terms area, there is a checked checkbox labeled 'I Agree' with a blue arrow pointing to it from the left. To the right of the checkbox are two buttons: 'CANCEL' and 'SUBMIT', with a blue arrow pointing to the 'SUBMIT' button from the right. Below these elements is a red error message: 'You must agree to My Account's terms and conditions before you can use the service.'

You now have access to your registered account.

7. 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.