

## **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 and then option 1.

1. Go to <http://checkpointaccount.tax.thomsonreuters.com/>.
2. Select Register Now.

Checkpoint MyAccount

Sign in with OnePass

Username:

Password:

[Forgot Username or Password?](#)

**Sign In**

First Time MyAccount User?  
Click **Register Now** 

Information for Users of Microsoft © Internet Explorer browser prior to Version 10

OPTIMIZE YOUR  
**MY ACCOUNT**  
EXPERIENCE



VIEW DEMO, GET TRAINING,  
AND MORE.

**GO**

3. Select Register with a Registration Key.

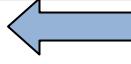
REGISTRATION

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.

Step One

Registration Key:  

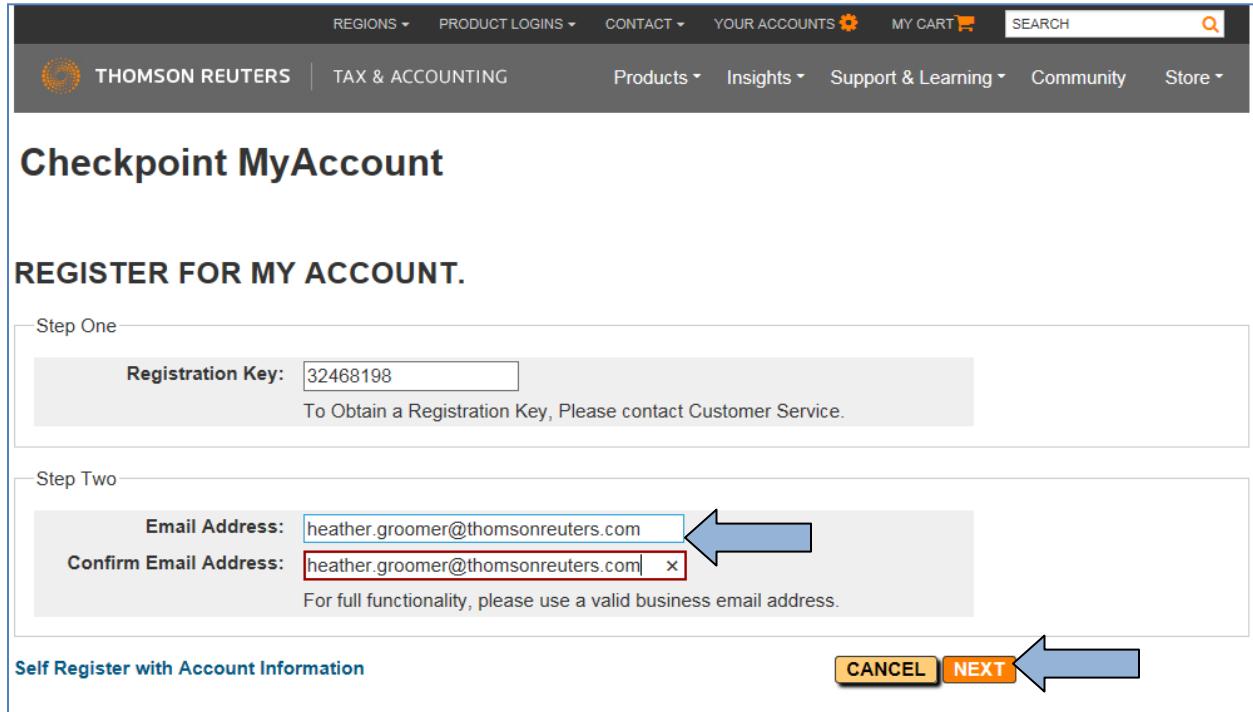
To Obtain a Registration Key, Please contact Customer Service.

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.



The screenshot shows the 'Checkpoint MyAccount' registration process. At the top, there is a navigation bar with links for 'REGIONS', 'PRODUCT LOGINS', 'CONTACT', 'YOUR ACCOUNTS', 'MY CART', 'SEARCH', 'THOMSON REUTERS', 'TAX & ACCOUNTING', and 'Products', 'Insights', 'Support & Learning', 'Community', 'Store'. The main title 'Checkpoint MyAccount' is displayed, followed by 'REGISTER FOR MY ACCOUNT.' Below this, the 'Step One' section contains a 'Registration Key' field with the value '32468198' and a note: 'To Obtain a Registration Key, Please contact Customer Service.' The 'Step Two' section contains 'Email Address' and 'Confirm Email Address' fields, both containing the value 'heather.groomer@thomsonreuters.com'. A blue arrow points from the 'Email Address' field to the 'NEXT' button. Below the fields, a note says 'For full functionality, please use a valid business email address.' At the bottom, there are 'Self Register with Account Information' and 'NEXT' buttons, with a blue arrow pointing to the 'NEXT' button. There are also 'CANCEL' and 'NEXT' buttons.

6. Enter your OnePass User Name/Password. Click Next.

REGISTRATION KEY: 32468198

To Obtain a Registration Key, Please contact Customer Service.

Step Two

Email Address: heather.groomer@thomsonreuters.com

Confirm Email Address: heather.groomer@thomsonreuters.com

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

Step Three

Username: JaneQCustomer

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](#)

**CANCEL** **NEXT**

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

The screenshot shows the 'Checkpoint MyAccount' registration page. At the top, there is a navigation bar with links for 'REGIONS', 'PRODUCT LOGINS', 'CONTACT', 'YOUR ACCOUNTS', 'MY CART', 'SEARCH', 'THOMSON REUTERS', 'TAX & ACCOUNTING', 'Products', 'Insights', 'Support & Learning', 'Community', and 'Store'. Below the navigation bar, the page title 'Checkpoint MyAccount' is displayed, along with a 'Invoice Search' field and a 'Jane Customer' profile link. The main content area is titled 'MY ACCOUNT TERMS AND CONDITIONS'. It includes a sub-section for 'Jane Customer' and a welcome message: 'Welcome to My Account, your web source for information about your account.' A section titled 'My Account Terms and Conditions:' contains a detailed legal text about OnePass password usage. To the right of this text is a 'Printer Friendly' link. At the bottom of the text area is a red message: 'You must agree to My Account's terms and conditions before you can use the service.' Below this message are two buttons: 'CANCEL' and 'SUBMIT'. A large blue arrow points from the 'I Agree' checkbox to the 'SUBMIT' button. Another blue arrow points from the 'SUBMIT' button back to the 'You must agree...' message.

**Checkpoint MyAccount**

Invoice Search

Jane Customer

## MY ACCOUNT TERMS AND CONDITIONS

Jane Customer

Welcome to My Account, your web source for information about your account.

**My Account Terms and Conditions:**

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,"

[Printer Friendly](#)

I Agree

**SUBMIT** **CANCEL**

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.