Checkpoint MyAccount Self Registration – You do not have a OnePass ID

2. Select Register Now.

![Checkpoint MyAccount Registration](image_url)
3. Enter Account Number, Invoice Number, and Email Address. Click Next

**Note:** The system will check 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.
OnePass Profile Screen:
4. Complete all of the OnePass profile fields and click Create Profile. **Note:** Once you complete all the fields a message appears saying “Your OnePass Profile has been successfully created or updated”.

5. Click Continue.
6. You now return to the Register for MyAccount page.
7. Enter your newly created OnePass User Name/Password. Click Next.
8. Agree to the Terms and Conditions. Click Submit.

9. You now have access to your account and you are on the MyAccount screen.

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.