

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

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

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## Checkpoint MyAccount

**Sign in with OnePass**

Username:

Password:

[Forgot Username or Password?](#)

**Sign In**

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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. 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.

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## Checkpoint MyAccount

### REGISTER FOR MY ACCOUNT.

Enter Account Number: 007102125

Enter Invoice Number: 15594939

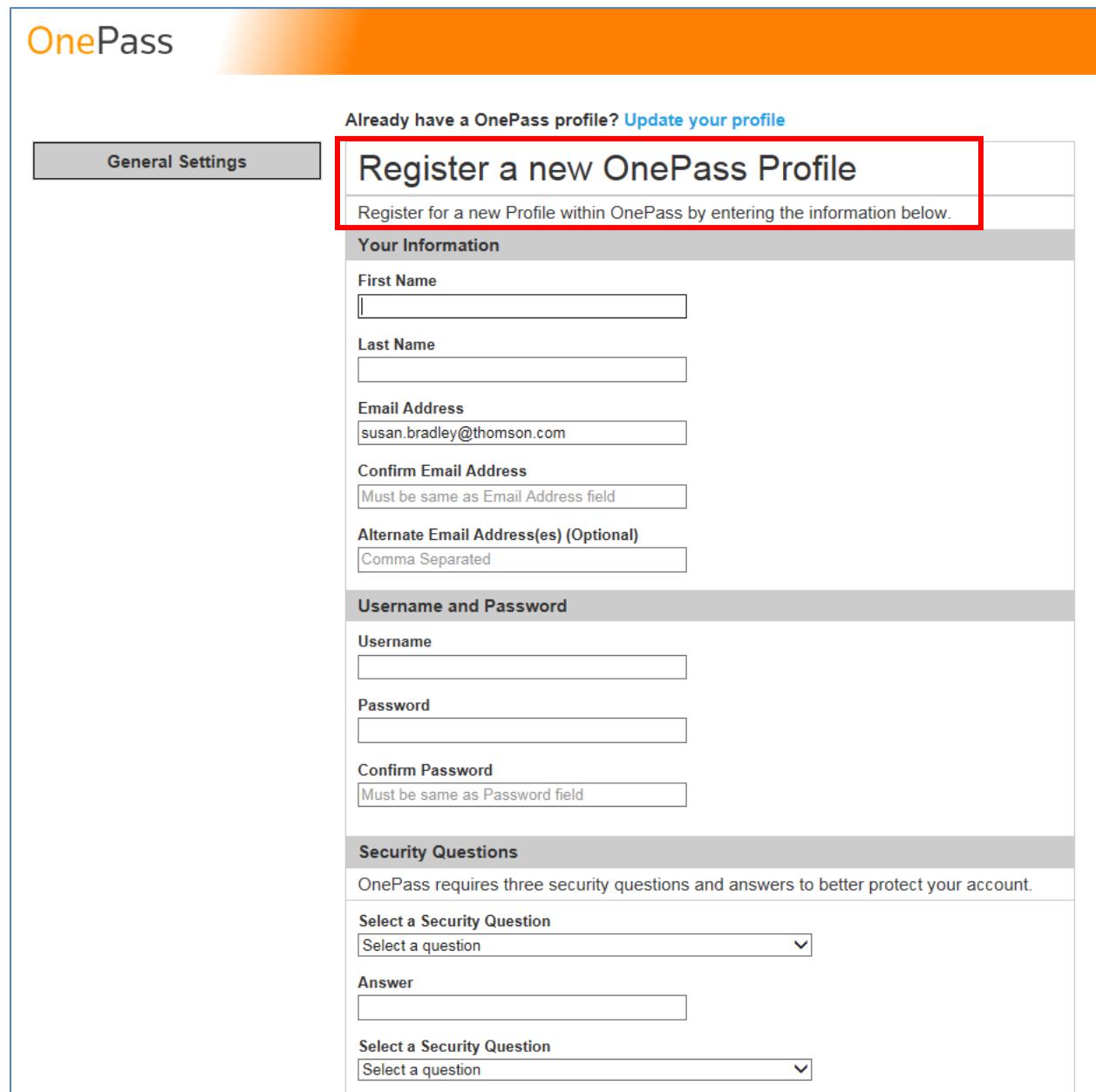
Email Address: susan.bradley@thomson.com

Confirm Email Address: susan.bradley@thomson.com

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

Register with a Registration Key

## OnePass Profile Screen:



The image shows a screenshot of the OnePass Profile Screen. At the top, there is a header bar with the text "OnePass" in orange. Below the header, there is a navigation bar with a "General Settings" button. The main content area is titled "Register a new OnePass Profile" and contains a sub-instruction "Register for a new Profile within OnePass by entering the information below." The form is divided into several sections: "Your Information" (First Name, Last Name, Email Address, Confirm Email Address, Alternate Email Address(es) (Optional)), "Username and Password" (Username, Password, Confirm Password), and "Security Questions" (Select a Security Question, Answer, Select a Security Question). The "Register for a new Profile within OnePass by entering the information below." instruction is highlighted with a red box.

General Settings

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

### 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

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.

**Alternate Email Address(es) (Optional)**  
Comma Separated

**Username and Password**

**Username**  
SusanBradley

**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? 

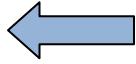
**Answer**  
Anytown USA

**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

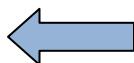
**Create Profile** 

## continue registration

Your OnePass Profile has been successfully created or updated.

Checkpoint MyAccount requires additional registration information. Click the button below to continue your registration.

[Continue](#)



6. You now return to the Register for MyAccount page.
7. Enter your newly created OnePass User Name/Password. Click Next.

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### Checkpoint MyAccount

**REGISTER FOR MY ACCOUNT.**

Step Two

Username: SusanBradley

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? »](#)

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

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

Checkpoint MyAccount

Invoice Search

Susan Bradley

## MY ACCOUNT TERMS AND CONDITIONS

Susan Bradley

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

CANCEL SUBMIT

You must agree to My Account's terms and conditions before you can use the service.

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.