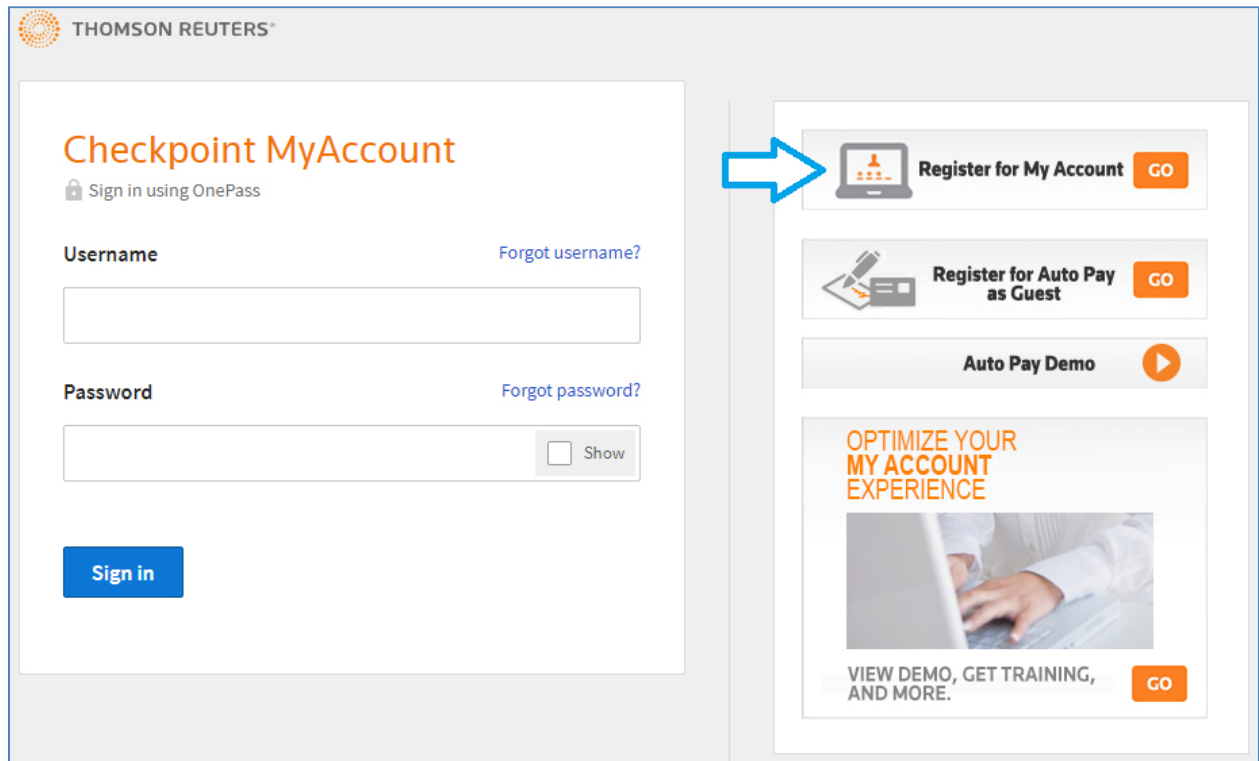


Checkpoint MyAccount Self Registration – You *do not* have a OnePass ID

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



THOMSON REUTERS®

Checkpoint MyAccount

Sign in using OnePass

Username [Forgot username?](#)

Password [Forgot password?](#)

 Show


[Sign in](#)

[Register for My Account](#) [GO](#)

[Register for Auto Pay as Guest](#) [GO](#)

[Auto Pay Demo](#) [▶](#)

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:

Enter Invoice Number:

Email Address:

Confirm Email Address:

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

[Register with a Registration Key](#)

OnePass Profile Screen:

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

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)

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

Answer

Select a Security Question

Answer

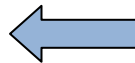


continue registration

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

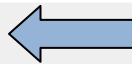
REGISTER FOR MY ACCOUNT.

Step Two

Username: 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](#)



8. 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', along with 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 'Susan Bradley'. The main content area is titled 'MY ACCOUNT TERMS AND CONDITIONS'. It displays the user's name 'Susan Bradley' 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:' which contains a scrollable text box with 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 scrollable text is a 'Printer Friendly' link. Below the terms and conditions is a checkbox labeled 'I Agree' which is checked. To the right of the checkbox are two buttons: 'CANCEL' and 'SUBMIT'. Two blue arrows point from the 'SUBMIT' button back to the 'I Agree' checkbox. At the bottom of the page, a red error message reads: '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.