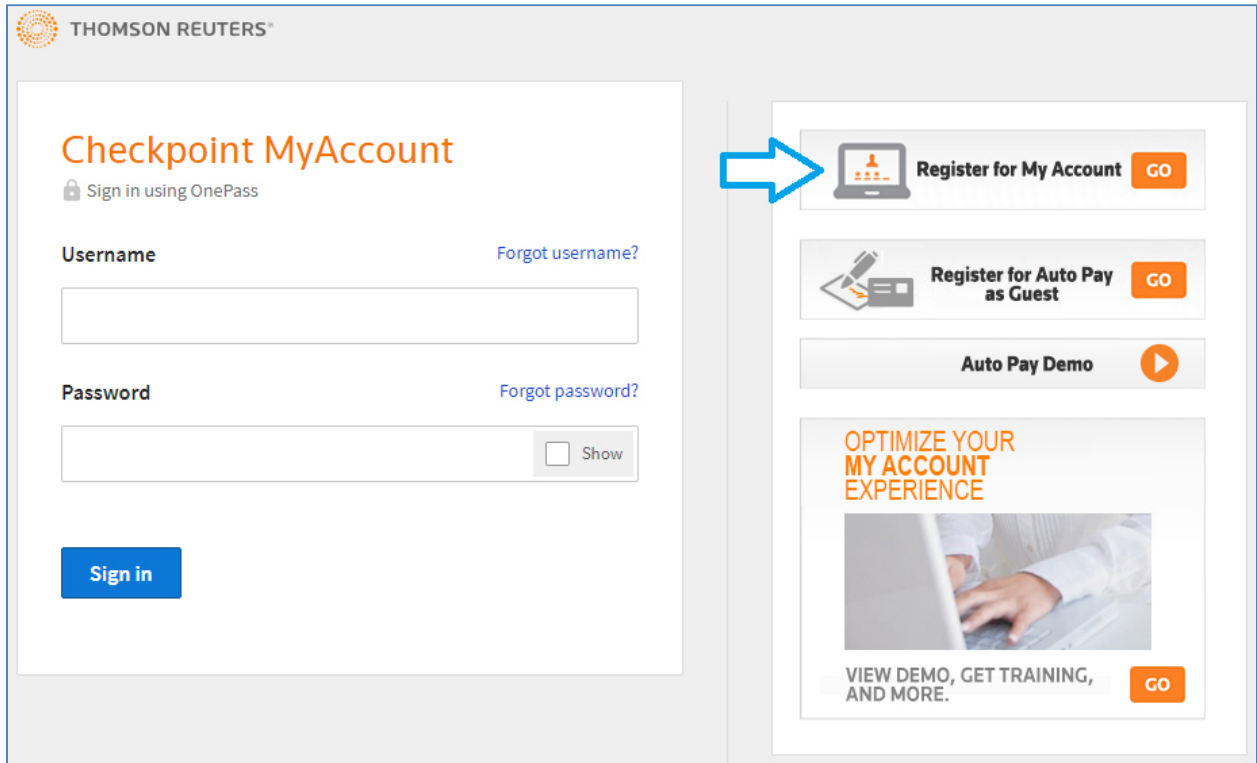


## Checkpoint MyAccount Self Registration – You have a OnePass ID

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 does a check against the email address to see if a OnePass Profile exists. Since a profile is found, you only need to complete the Checkpoint MyAccount registration to associate MyAccount with your already existing OnePass account.

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## Checkpoint MyAccount

### REGISTER FOR MY ACCOUNT.

Enter Account Number:

Enter Invoice Number:

Email Address:

Confirm Email Address:  x

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

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

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

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## Checkpoint MyAccount

Account Home Invoice Details Subscription List Product Questions Contact Us Logout

### 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](#) CANCEL NEXT

5. 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', and a search box. 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' box, and the user name 'Suzy Customer'. The main content area is titled 'MY ACCOUNT TERMS AND CONDITIONS'. It displays the user's name 'Suzy Customer' and a welcome message: 'Welcome to My Account, your web source for information about your account.' Below this is a section titled 'My Account Terms and Conditions:' followed by a scrollable text box 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 text box is a 'Printer Friendly' link. Below the text box is a checkbox labeled 'I Agree' with a blue arrow pointing to it. To the right of the checkbox are two buttons: 'CANCEL' and 'SUBMIT', with a blue arrow pointing to the 'SUBMIT' button. 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.'

You now have access to your registered account.

6. 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.