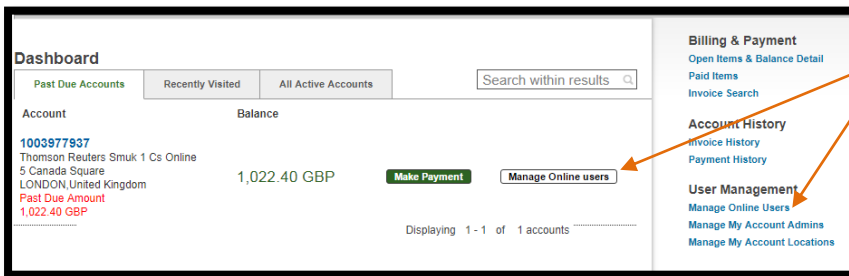


# THOMSON REUTERS LEGAL UKI MY ACCOUNT

## MANAGING USERS

My Account enables you to:

- View a list of all of your users
- Add new users for Westlaw & Practical Law
- Delete users
- Change the subscriptions users have access to
- Reset passwords for Westlaw & Practical Law
- Reset passwords for other OnePass products



**Dashboard**

Past Due Accounts | Recently Visited | All Active Accounts | Search within results

Account: 1003977937  
Thomson Reuters Smuk 1 Cs Online  
5 Canada Square LONDON United Kingdom  
Balance: 1,022.40 GBP  
Buttons: Make Payment | Manage Online users

Displaying 1 - 1 of 1 accounts

**Account History**  
Open Items & Balance Detail  
Paid Items  
Invoice Search

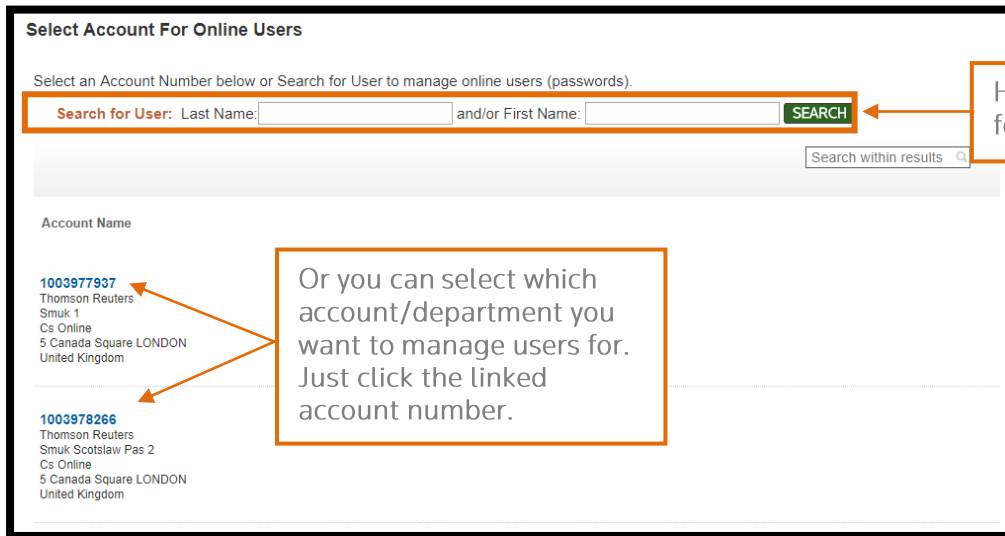
**User Management**  
Manage Online Users  
Manage My Account Admins  
Manage My Account Locations

From the My Products menu, select "Manage Online Users"

If you are viewing your Account page then select Online Users from the People menu

Account Home | Billing & Payment | **People**

Online Users | My Account Administrators | My Account Administrator Locations



**Select Account For Online Users**

Select an Account Number below or Search for User to manage online users (passwords).

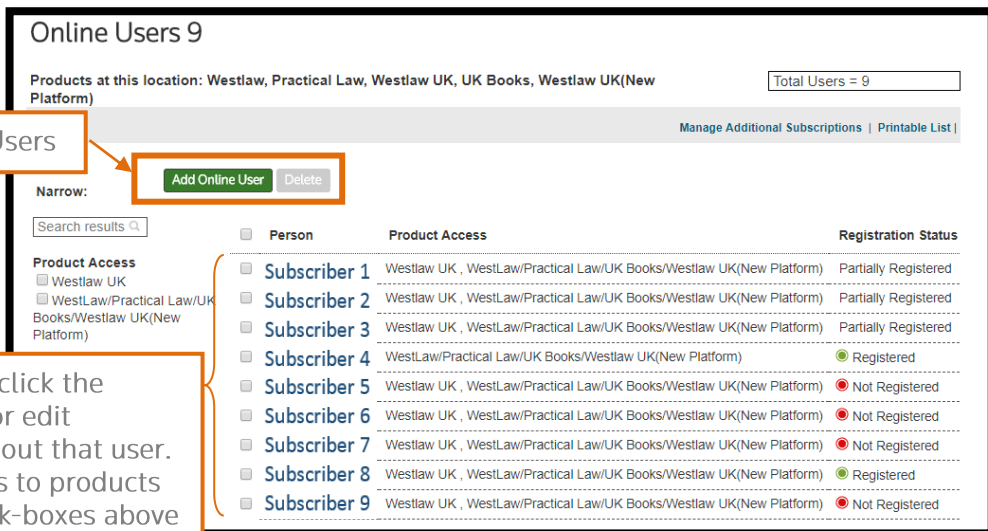
Search for User: Last Name: [ ] and/or First Name: [ ] SEARCH

Account Name

- 1003977937  
Thomson Reuters  
Smuk 1  
Cs Online  
5 Canada Square LONDON  
United Kingdom
- 1003978266  
Thomson Reuters  
Smuk Scotslaw Pas 2  
Cs Online  
5 Canada Square LONDON  
United Kingdom

Here you can search for a user

Or you can select which account/department you want to manage users for. Just click the linked account number.



**Online Users 9**

Products at this location: Westlaw, Practical Law, Westlaw UK, UK Books, Westlaw UK(New Platform) | Total Users = 9

Buttons: Add Online User | Delete

Narrow: [ ]

Person	Product Access	Registration Status
<input type="checkbox"/> Subscriber 1	Westlaw UK, WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Partially Registered
<input type="checkbox"/> Subscriber 2	Westlaw UK, WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Partially Registered
<input type="checkbox"/> Subscriber 3	Westlaw UK, WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Partially Registered
<input type="checkbox"/> Subscriber 4	WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Registered
<input type="checkbox"/> Subscriber 5	Westlaw UK, WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered
<input type="checkbox"/> Subscriber 6	Westlaw UK, WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered
<input type="checkbox"/> Subscriber 7	Westlaw UK, WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered
<input type="checkbox"/> Subscriber 8	Westlaw UK, WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Registered
<input type="checkbox"/> Subscriber 9	Westlaw UK, WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered

Add or Delete Users

List of users – click the name to view or edit information about that user. Filter by access to products using the check-boxes above

Registration status:

**Green** – has registered for all products and has signed on

**Red** – has not yet started the registration process.

Partially registered if they have started but not yet completed the process.

## ADDING NEW USERS

**ADD ONLINE USER**

**Basic Information**

\* First Name  Middle  \* Last Name

\* Email (Required):

Send registration email to user

End Date :

**Product Access**  
Select the products to which this online user will be given access.

- Westlaw
- Practical Law
  - PRACTICAL LAW UK LAW DEPARTMENT PLUS
- Westlaw UK
- UK Books **Select All**
  - IDS BRIEF PDF TRIAL
  - IDS BRIEF TRIAL
  - WESTLAW UK IDS EMPLOYMENT HB
- Westlaw UK(New Platform) **Select All**
  - ANNOTATED STATUTES
  - LAW REPORTS PDF
  - WESTLAW UK CONTENT ON PRACTICAL LAW

Fill in all of the information required by the template.

Enter in an End Date if you want access to cease on a specified date

Enter in the users email address.  
Make sure to check the box if you would like them to receive their access details directly otherwise only you will receive the email.

Select the products you wish this user to have access to

You can Submit this new user or Submit and add another.

The access details will be sent to the Administrator, and to the end user if you have checked the "Send Registration Email to User" box.

You can track whether they have registered by using the status icons on the Manage Online Users screen.

## DELETING USERS

Narrow:

Search results

Person	Product Access	Registration Status
<input type="checkbox"/> Subscriber 1	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Partially Registered
<input type="checkbox"/> Subscriber 2	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Partially Registered
<input type="checkbox"/> Subscriber 3	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Partially Registered
<input type="checkbox"/> Subscriber 4	WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Registered
<input type="checkbox"/> Subscriber 5	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered
<input checked="" type="checkbox"/> Subscriber 6	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered
<input checked="" type="checkbox"/> Subscriber 7	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered
<input type="checkbox"/> Subscriber 8	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Registered
<input type="checkbox"/> Subscriber 9	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered

Select the User(s) you wish to Delete by using the check boxes and click Delete

Are you sure you would like to delete user(s)?

End Date

You can choose to end access immediately, or specify a day for access to cease

## EDITING AND RESETTING ACCESS FOR USERS

From the Manage Users page, you can see a summary of what products they have access to.

[Manage Additional Subscriptions](#) | [Printable List](#) |

Narrow: Add Online User Delete

Search results

**Product Access**

 Westlaw UK  
 WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)

<input type="checkbox"/>	Person	Product Access	Registration Status
<input type="checkbox"/>	<b>Subscriber 1</b>	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Partially Registered
<input type="checkbox"/>	<b>Subscriber 2</b>	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Partially Registered
<input type="checkbox"/>	<b>Subscriber 3</b>	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Partially Registered
<input type="checkbox"/>	<b>Subscriber 4</b>	WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Registered
<input type="checkbox"/>	<b>Subscriber 5</b>	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered
<input type="checkbox"/>	<b>Subscriber 6</b>	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered
<input type="checkbox"/>	<b>Subscriber 7</b>	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered
<input type="checkbox"/>	<b>Subscriber 8</b>	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Registered
<input type="checkbox"/>	<b>Subscriber 9</b>	Westlaw UK , WestLaw/Practical Law/UK Books/Westlaw UK(New Platform)	Not Registered

Click on a users name to see information about that user.

### Subscriber 1

Contact ID: 15760552

Edit Delete

Edit information about this user (first/last name and email address) or Delete this user

Manage the products this user has access to

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**Product Information**

OnePass Subscriber 1

subscriber@firm.com

User Name: subscriber@firm.com

[Send Forgot Password Email ?](#)

[Create Temporary Password ?](#)

Password Expiration: Not Set

Expiration Reason: N/A

Last Changed On:

Product	Nickname	Registration Key	Online ID	End Date	Last Logon
Westlaw	PL PPI war room	9263261-SKISG2	9263261		
Practical Law	PL PPI war room	9263261-SKISG2	9263261		
UK Books	PL PPI war room	9263261-SKISG2	9263261		
<ul style="list-style-type: none"> <li>IDS BRIEF PDF TRIAL</li> <li>IDS BRIEF TRIAL</li> <li>WESTLAW UK IDS EMPLOYMENT HB</li> </ul>					
Westlaw UK(New Platform)	PL PPI war room	9263261-SKISG2	9263261		
<ul style="list-style-type: none"> <li>WESTLAW UK CONTENT ON PRACTICAL LAW</li> </ul>					

### Online Users 9

Products at this location: Westlaw, Practical Law, Westlaw UK, UK Books, Westlaw UK(New Platform) Total Users = 9

Manage Additional Subscriptions
Printable List

Narrow: Add Online User Delete

If you want to enable access to a product for multiple users then click Manage Additional Subscriptions from the user list page. You can then select a product and tick which users to apply it to.