

## IP PERSONALISATION

IP Personalisation allows IP User to customise their IP access. This is done by creating a personal IP restricted profile that allows access to Preferences, Favourites, Folders, History and Alerts. The process is a onetime registration and provides users and organisations with the best of both IP and Traditional Username & Password access.

To personalize IP Users can follow these steps:

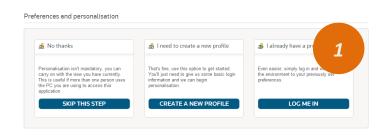
- Log on to Westlaw AU & Click on "Preferences" or go to <a href="http://www.westlaw.com.au/maf/wlau/app/preferences/change">http://www.westlaw.com.au/maf/wlau/app/preferences/change</a>, then click on "Create A New Profile.
- 2. Enter First Name, Last Name & Email and click "Create A New Profile".
- → You will see a confirmation screen stating

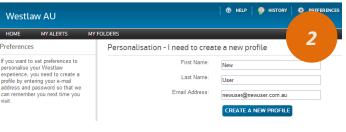
  "Thank for you creating your profile. An email will be sent to .......@.....com, with instructions on how you can confirm your account. Once you click on the link on the email to validate your account, you will be able to personalise your experience."
- → Open your email service.
- 3. Locate the registration email from Westlaw AU and click on the "click here" link to complete the registration.
- 4. Enter your information in the fields you see on screen.

There are some security requirements for choosing a username and password – you can see these when you click into the respective fields.

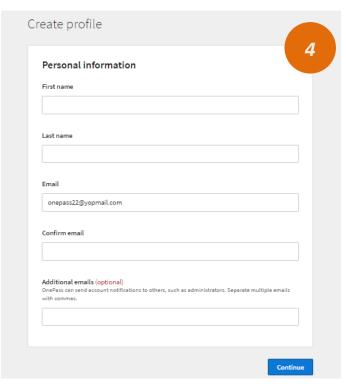
Choose a security questions that can be used to recover your details if you ever forget them.

→ You have successfully personalised your IP access. From now on you can log on using OnePass details to identify yourself.





Cc
Subject: Your Westlaw AU Registration Details
This e-mail was sent automatically by Westlaw AU in response to your request to create a personalised profile  Please click here to complete the registration of your personalised profile.
If the above link doesn't work, please copy and paste the following URL into the browser:
https://onepassqa.thomsomeuters.com/v2/new/create? regid=new.user@vopmail.com/kbv1L5cv12&productid=WLAU&Email=new.user@vopmail.com&fn=New&ln=User&retumTo=
Please contact Customer Help Desk on 1800 020 548 for password and technical assistance.







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- You will see a confirmation screen stating
- 5. You can now go to Westlaw AU to login.
- 6. Enter your newly created OnePass Username & Password then tick "Save My Username & Password" or "Remember Me on this computer" if you don't want to go via the login screen each time.
- Click Sign In you are IP Personalised!

