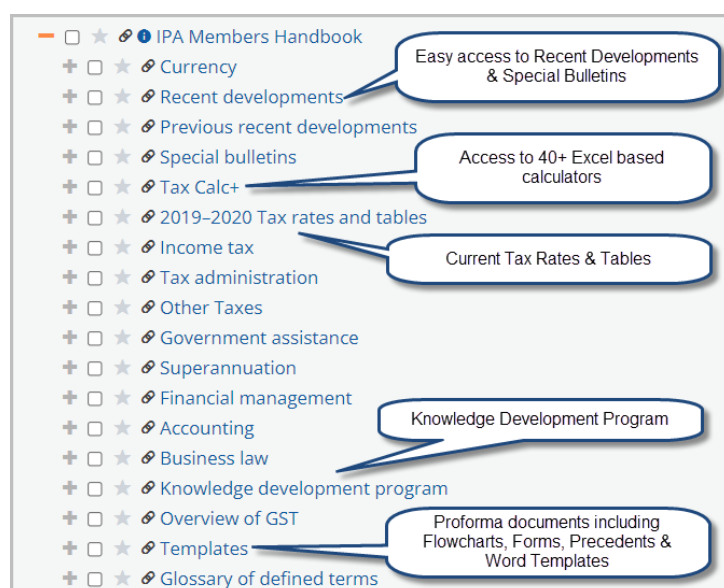


Checkpoint AU

IPA Members Handbook

The IPA Members Handbook on Checkpoint locates key content and provides an enhanced functionality to efficiently manage information that is important. The IPA Members Handbook provides fast solutions on everything from taxation and business law to accounting and government assistance. It also includes instant access to Tax rates and tables, proforma documents, 40+ calculators, checklists, special bulletins, and an easy-to-use Knowledge Development program.

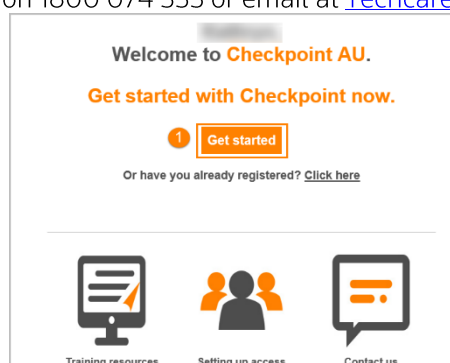
The learning modules are designed to help you develop your understanding and increase your knowledge and skills in relation to core technical areas. The time spent completing these modules can be put toward your CPD/CPE requirements.



Accessing the Handbook in Checkpoint

You must register for a **Onepass** before you can log into Checkpoint.
To register:

1. Click the **Get Started** link provided in the Welcome to Checkpoint email sent by Thomson Reuters.
Note: If you have not received your Welcome email or require assistance, please contact the Support team on 1800 074 333 or email at Techcare.anz@thomsonreuters.com



2. Launch the Checkpoint website at www.checkpointau.com.au.
Note: Save the Checkpoint web address as a favourite.
3. At the login page, enter your **Username** and **Password**.
Note: Save your credentials by selecting one of the **Save/Remember me** options.

4. Select the **Sign In** button.

Hint: Use the **Forgot username? / Forgot password?** links if you have forgotten login details or if you are unsure if you have already registered for a Onepass.

5. Select **Home** from the black menu bar



6. Navigate the **My Products** list

7. Select the **IPA Members Handbook** from

- a. The list of products or
- b. Select the **View more products** link if the product is not appearing in the list (depending on the alphabetical place).

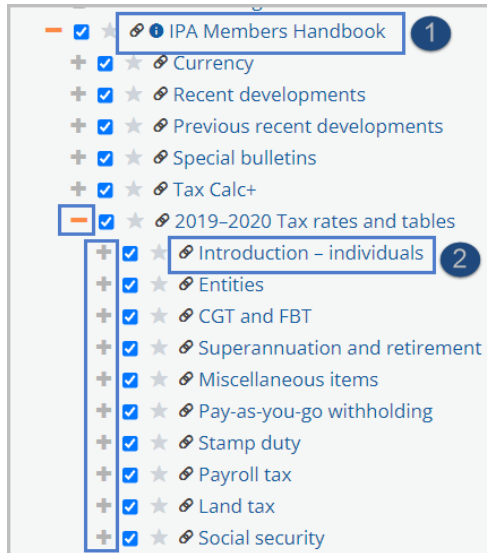


8. From the **Research** screen, browse through the **Handbook** or search for a specific item

Browsing the Handbook

To browse through the Handbook:

1. Select the '+' icon to expand a section of the Handbook
Note: The '+' is replaced with a '-' (hyphen) when at the document level
2. Select the title of the document to view



3. Click the orange links within the document to move to other areas of the document/handbook
4. Use the links within the Document in Context panel on the left of the screen to move to other documents in the section
5. Use the Document left/right arrow keys to move to the next document in the section.

Searching for Key Terms in the Handbook

To search through the Handbook:

1. Enter your search term(s) into the **Free Text** field
Note: For help searching, select the **Hints** icon
2. Select the **Search** button

3. From the **Results** screen you can:
 - a. Review result information and click to open
 - b. Refine your search
 - c. Change to Tree of Contents view to see exactly where each result is located in the Handbook.
 - d. Use the links in the Search Summary panel to move back to previous steps in your search.

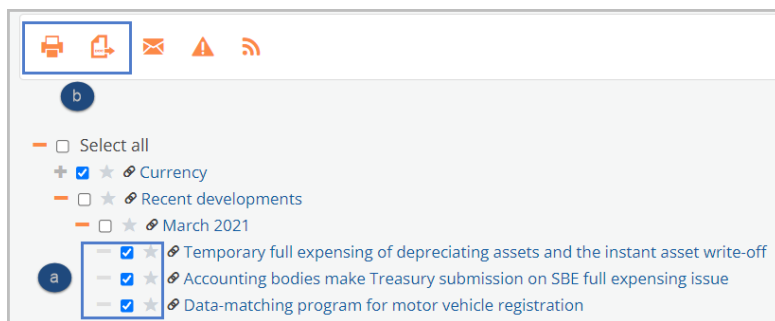
Managing Results – Print or Export

There are two options to manage results.

1. From the Document screen:
 2. Select the **Print** icon from the white tool bar or
 3. Select the **Export** icon from the white tool bar

Note: A .pdf or Word document will be generated

2. From the Table of Contents:
 - a. Tick the boxes of the section/documents required
 - b. Select the **Print** or **Export** icon



Further Resources & Support

- Click [here](#) to access the Checkpoint Support portal
- For technical support, contact our Support team on 1800 074 333 / techcare.anz@thomsonreuters.com
- Click [here](#) to register for a Checkpoint training session.