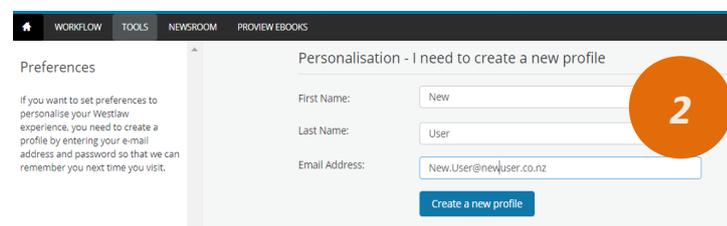
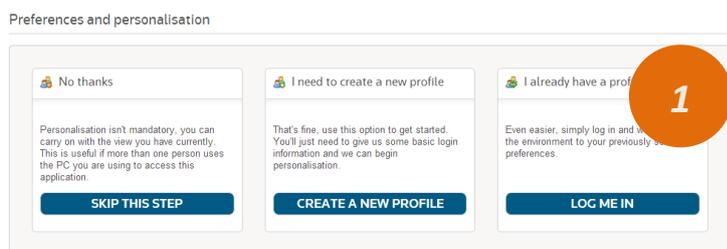




IP Personalisation allows IP User to customise their IP access. This is done by creating a personal IP restricted profile that allows access to Preferences, Favourites, Folders, History and Alerts. The process is a onetime registration and provides users and organisations with the best of both IP and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

To personalize IP Users can follow these steps:

1. Log on to Westlaw NZ & Click on "Preferences" or go to <http://www.westlaw.co.nz/maf/wlnz/app/preferences/change>, 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 you creating your profile. An email will be sent to@....co.nz, 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 NZ and click on the "click here" link to complete the registration.



Your Westlaw NZ Registration Details

WestlawNZ@thomsonreuters.com

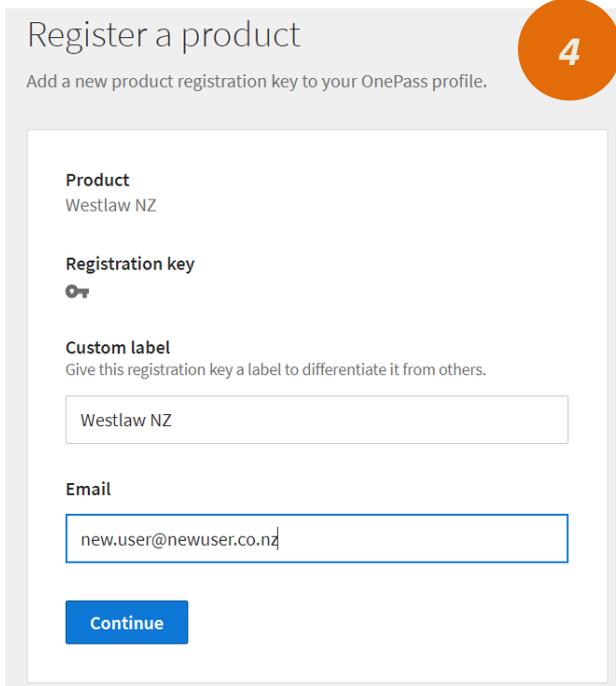
This e-mail was sent automatically by Westlaw NZ in response to your request to create a profile. (Red circle with number 3)

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://onepass.thomsonreuters.com/v3/new?regid=elizabeth.odom%40thomsonreuters.com%3AqgOr5qYBXR&productid=WL.NZ&Email=elizabeth.odom%40thomsonreuters.com&fn=New&ln=User&returnTo=https%3A%2F%2Fwww.westlaw.co.nz/maf/app/authentication/logmein&name=Westlaw%20NZ>

Please contact Customer Help Desk on 0800 10 60 25 for password and technical assistance.





- ➔ You will see a confirmation screen stating
- 5. You can now go to Westlaw NZ 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!

