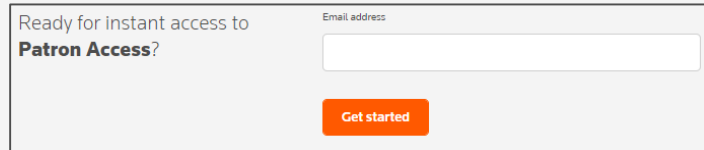


# Westlaw Registration for Library Patrons

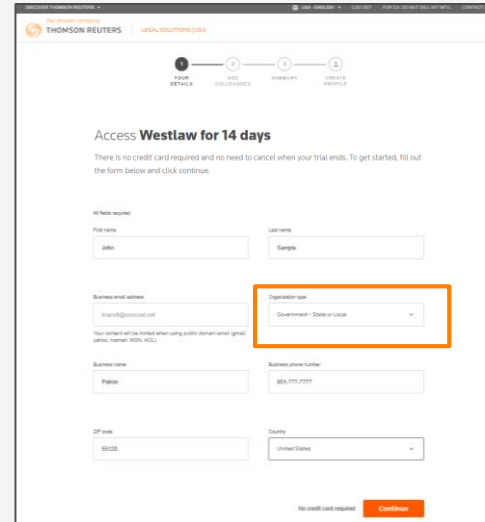
Instructions for access to Westlaw and Practical Law for 14 days

- 1 Access the Westlaw trial page and enter your email address.  
<https://legal.thomsonreuters.com/en/c/remote-patron-access>



Ready for instant access to **Patron Access?** Email address  **Get started**

- 2 Enter your contact information. **In the Organization Type field, select Government – State or Local.**



Access **Westlaw for 14 days**  
There is no credit card required and no need to cancel when your trial ends. To get started, fill out the form below and click continue.

All fields required

First name  Last name

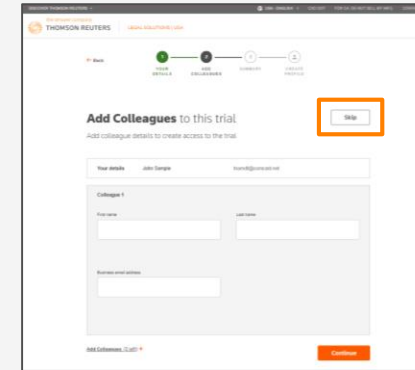
Business email address  **Organization type**

Business name  Business phone number

ZIP code  Country

**Continue**

- 3 Skip the “Add Colleagues” page



**Add Colleagues to this trial**  
Add colleague details to create access to the trial

Your details John Sample jsmith@comcast.net

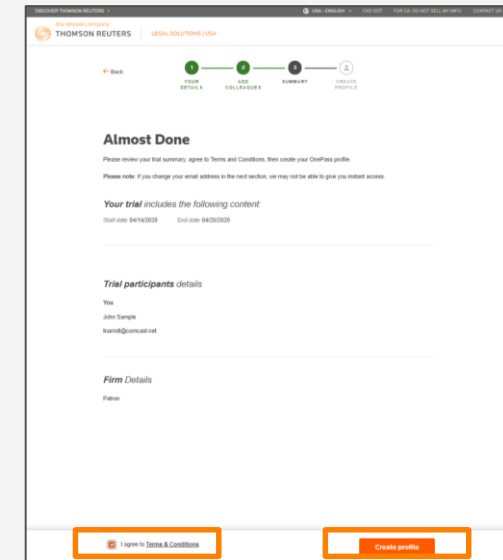
Colleague 1

First name  Last name

Business email address

**Skip** **Continue**

- 4 Click “I agree to Terms & Conditions” and click Create Profile



**Almost Done**  
Please review your trial summary, agree to Terms and Conditions, then create your OnePass profile.  
Please note: If you change your email address in the next section, we may not be able to give you instant access.

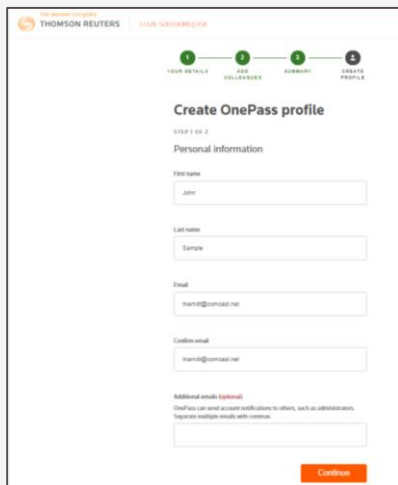
**Your trial includes the following content:**  
Start date: 04/14/2020 End date: 04/28/2020

**Trial participants details**  
Yes  
John Sample  
jsmith@comcast.net

**Firm Details**  
Patron

**I agree to Terms & Conditions** **Create profile**

- 5 & 6 Create OnePass Profile and complete security fields



**Create OnePass profile**  
STEP 1 OF 2  
Personal information

First name

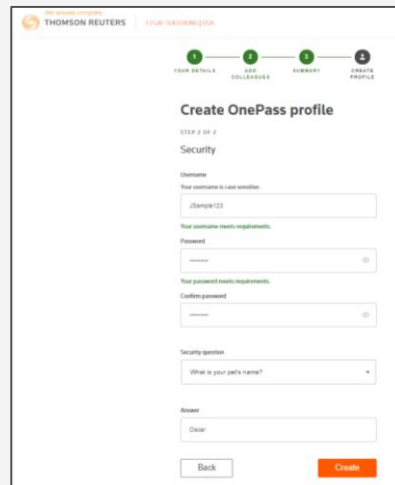
Last name

Email

Confirm email

Additional email (optional)  
OnePass can send a second notification to others, such as an administrator. Separate multiple emails with commas.

**Continue**



**Create OnePass profile**  
STEP 2 OF 2  
Security

Username

Your username meets requirements.

Password

Your password meets requirements.

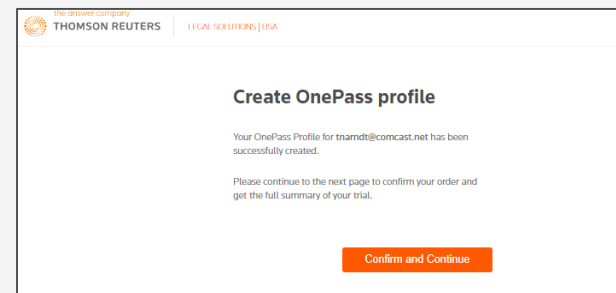
Confirm password

Security question

Answer

**Back** **Create**

- 7 Confirm your OnePass profile



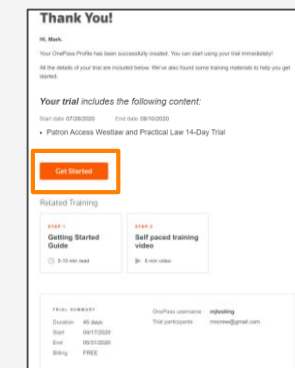
**Create OnePass profile**

Your OnePass Profile for jsmith@comcast.net has been successfully created.

Please continue to the next page to confirm your order and get the full summary of your trial.

**Confirm and Continue**

- 8 Click “Get Started” and start searching on Westlaw!



**Thank You!**

Hi Mark,  
Your OnePass Profile has been successfully created. You can start using your trial immediately!  
All the details of your trial are included below. We've also found some training materials to help you get started.

**Your trial includes the following content:**  
Start date: 07/28/2020 End date: 08/10/2020  
• Patron Access Westlaw and Practical Law 14-Day Trial

**Get Started**

Related Training

**Getting Started Guide** **Self-paced training videos**

5-10 min read 45 min video

FILED: 05/14/2020 OnePass username: jsmith Trial participants: jsmith@comcast.net  
Duration: 45 min Start: 04/17/2020 End: 04/28/2020 Price: FREE

**Please Read:**

- Do not select Pro Se or Law Student in the Organization Type field
- Users must select Government – State or Local in the Organization Type field
- The email used by users cannot be known to the Thomson Reuters system