

Managing Your Westlaw Paralegal Passwords Online

The Password Management feature within My Account at west.thomson.com allows you to easily manage your Westlaw paralegal passwords. You can use the Password Management feature to

- view a list of active Westlaw passwords
- update or deactivate current Westlaw passwords
- request replacement Westlaw passwords

Registering for My Account

The first time you use My Account, you must register and set up a custom username and password. Go to west.thomson.com and click **My Account** at the top of the page. Click **Register Now** at the next page. Type your account number in the *Enter Account #* text box and click **Continue**. At the next page, type your information in the appropriate text boxes and click **Continue**.

Note: If you have already registered, type your username and password in the text boxes in the *Sign In* section and click **Go**.

My Account is available on the Web at west.thomson.com.

For technical assistance, call West Customer Technical Support at **1-800-WESTLAW** (1-800-937-8529).

For general questions concerning My Account, call West Customer Service at **1-800-328-4880**.

Click **My Account** to display the sign in page.

Registration page for My Account

Click **Register Now** to register and set up a username and password.

If you are already registered, type your username and password in the text boxes and click **Go**.

Accessing Your Account Information

Once you have registered, go to west.thomson.com and click **My Account**. Then type your custom username and password in the text boxes and click **Go**. The My Account page is displayed. This page shows the account management information you can now access, including billing information, online passwords, order information, and reports.

My Account page

Under *Online Passwords* in the left frame, click **Manage Passwords** to display the Password Management page. Click any of the links under *Password Management* to easily manage your West account. You can add passwords, edit contact information, change passwords, deactivate passwords, view the password holder list, and manage preferences.

To find the password for a particular individual, type the individual's first or last name or both in the text boxes in the *Search All Locations* section and click **Search**.

Password Management page