

# Thomson Reuters (Tax & Accounting) Inc. ("TRTA")

## My Account – Registration (10/05/2018)

An email invitation must be received from TRTA to set up user access to My Account. The email provides a registration link and other useful information about My Account.



**INTRODUCING...**  
**MY ACCOUNT - AN ONLINE BILLING AND INVOICE MANAGEMENT SYSTEM**

Dear Thomson Reuters Customer

In our effort to provide value-added services for our customers, we are offering My Account, an online billing and invoice management system for **ONESOURCE, GoSystem Tax RS, Checkpoint World and Digita** products.

With My Account, you'll have one online place to manage all of your information. My Account will enable you to:

- View invoices and detailed charges
- Make payments and view payment history
- View subscriptions
- Manage account details
- Control who has access to My Account
- eBilling - you can sign up to receive your invoices automatically via email

**REGISTER**

We know how important it is to keep your Thomson Reuters (Tax & Accounting) Inc. information secure and confidential. We secure My Account access with OnePass which will enable you to log in using a single username and password. To create your OnePass profile and begin accessing your account information, please click on the registration link below and follow the on-screen instructions

[Register](#) for My Account

If you already have a OnePass log in, please use the same username and password for Registration.

If the link above does not work, please copy and paste the following URL:  
<http://myaccount.thomsonreuters.com/taxandaccounting/AccessControl/AccessControl/InvitedRegistration>  
into your browser and enter your Registration Key: **1234567** and email id to continue to the My Account registration process. Please note the registration key will expire after you complete your registration.

**LOG IN**

After you have registered for My Account, go to <http://myaccount.thomsonreuters.com/taxandaccounting> (Please bookmark this page.) and sign-in using your OnePass username and password.

If you have any questions about My Account or need assistance using the site, you can contact Thomson Reuters (Tax & Accounting) Inc. Billing Group by email/phone.

U.S: [WSS.CustomerService@ThomsonReuters.com](mailto:WSS.CustomerService@ThomsonReuters.com) or [TaxAcctng.WSSAcctrec@ThomsonReuters.com](mailto:TaxAcctng.WSSAcctrec@ThomsonReuters.com) 1-800-327-8829 Options: 5-1

Regards,  
Thomson Reuters (Tax & Accounting) Inc. ("TRTA")



Click [Register](#) to display the registration page.

The *MyAccount Registration page* is displayed. The registration key and email address are pre-populated from the information shown in the registration email.

## MY ACCOUNT

U.S Contact | U.K Contact | U.S Phone Number: 1-800-327-8829 option 5-1 | U.K Phone Number: 08450 180910 option 4. Or 01395 270273 option 4

### REGISTER FOR MY ACCOUNT.

Step One

**Registration Key:**

To Obtain a Registration Key, Please contact Customer Service.

Step Two

**Email Address:**

**Confirm Email Address:**

For full functionality, please use a valid business email address.

**CANCEL** **NEXT**

For detailed instructions about the registration process, please [click here](#).

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Verify the email address is correct and click **NEXT** to continue with the registration.

If the user's email address is connected to an existing OnePass profile, the user will be prompted to sign in to My Account with their OnePass credentials. If the user does not have a OnePass profile, the user will be prompted to create a new OnePass profile.

Note: At the end of the MyAccount registration process, all users will be required to read and accept the terms and conditions before access to My Account can be granted.

## CREATE A ONEPASS PROFILE

A OnePass Profile is a required, secure profile that creates a user id and password to log into My Account. The creation of a profile in One Pass is a “one-time” event; for every visit to My Account thereafter, the user will use their OnePass user id and password.

Enter your personal information and click **Continue**.

[← Back to Tax & Accounting - My Account](#)

THOMSON REUTERS  
**OnePass**

1 Personal information — 2 Security

### Create profile

#### Personal information

**First name**

**Last name**

**Email**

**Confirm email**

**Additional emails (optional)**  
OnePass can send account notifications to others, such as administrators. Separate multiple emails with commas.

**Continue**

Enter the login information that you want to use as your OnePass credentials and click **Create**.

← Back to Tax & Accounting - My Account

THOMSON REUTERS  
**OnePass**

✓ Personal information — 2 Security

## Create profile

### Security

**Username**  
Your username is case sensitive.

Between 8 and 70 characters

**Password**

 Show

Between 8 and 64 characters

3 of 5 character types

Uppercase letter

Lowercase letter

Number

Special character (@ # \$)

Other character (¢,£,€)

**Security question**

Select a security question

Back

Create

Note: With successful creation of a OnePass Profile, an email from TRTA will be sent stating successful creation of a OnePass Profile.

To complete the My Account registration process, click **Continue to Tax & Account – My Account**.

THOMSON REUTERS  
**OnePass** PRODUCTS PROFILE SECURITY Hi, Your Sign out

## Continue My Account Registration

Your OnePass Profile has been successfully created.

To complete the registration, Click Continue to sign on to Tax & Accounting - My Account.

### Tax & Accounting - My Account

**Email**  
your.name@email.com

**Continue to Tax & Accounting - My Account →**

### Two-step authentication

Two-step authentication keeps your profile secure by requiring a code in addition to your normal password. This acts as an extra layer of security to ensure no one else is able to access your profile.

[Set up two-step authentication](#)

## MY ACCOUNT TERMS AND CONDITIONS REQUIREMENT

You must read the terms and conditions and click the I Agree checkbox. Click Submit to complete the MyAccount registration process.

## MY ACCOUNT

### MY ACCOUNT TERMS AND CONDITIONS

Your Name

Welcome to My Account, your web source for information about your account.

#### My Account Terms and Conditions:

- Limited License.** Subject to the terms and conditions herein, Thomson Reuters (Tax & Accounting) Inc. ("TRTA") grants you a revocable, non-exclusive, non-transferable, limited license to access and use MyAccount, including any updates thereto that TRTA makes generally available to all users. By accessing MyAccount, you agree to abide by the terms and conditions herein ("the Agreement"), and to be responsible for your breach of those terms which causes harm and/or damage to TRTA. You may not reverse engineer, decompile, disassemble or otherwise attempt to discern the source code of the components of MyAccount, nor may you reproduce all or any portion of the components of MyAccount.
- Security.** You are solely responsible for maintaining the security of your link(s) to access

[Printer Friendly](#)

I Agree

CANCEL SUBMIT



## ACCESSING MY ACCOUNT

After the OnePass Profile is created and terms accepted, the My Account information for the account will be visible.



Users can also change their OnePass password by logging into My Account and then using **MY ACCOUNT ADMIN->My OnePass Profile**.

Anytime you need to access [My Account](#) sign in with a OnePass username and password.

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### Tax & Accounting - My Account

Sign in using OnePass

Username [Forgot username?](#)

Password [Forgot password?](#)

  Show

[Sign in](#)

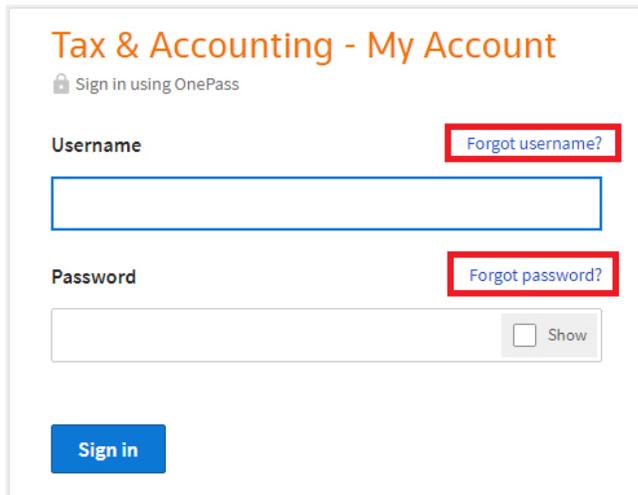
[Register for My Account](#) [GO](#)

OPTIMIZE YOUR **MY ACCOUNT** EXPERIENCE

[VIEW TRAINING AND MORE. \[PDF\]](#) [GO](#)

## FORGOT USERNAME OR FORGOT PASSWORD

At the login page for My Account, users can select the hyperlink for **Forgot username?** or **Forgot password?**.



**Tax & Accounting - My Account**  
Sign in using OnePass

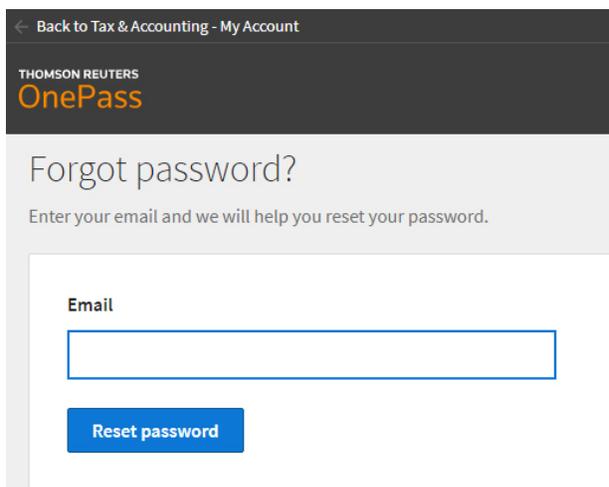
Username [Forgot username?](#)

Password [Forgot password?](#)

  Show

**Sign in**

The user must correctly provide their OnePass email and may be required to answer a security question posed by OnePass. The system sends the requested information (username or password) to the email the user provided, if valid. If additional assistance is needed, a phone number for technical support is displayed in the footer of the page: **OnePass support: 1-800-327-8829 Option 5-1.**



[Back to Tax & Accounting - My Account](#)

THOMSON REUTERS  
**OnePass**

### Forgot password?

Enter your email and we will help you reset your password.

Email

**Reset password**

## CONTACT SUPPORT

Customers can contact support with any questions or concerns.

**1-800-327-8829 Options 5-1** or [taxacctng.wssacctrec@thomsonreuters.com](mailto:taxacctng.wssacctrec@thomsonreuters.com) or [wss.CustomerService@thomsonreuters.com](mailto:wss.CustomerService@thomsonreuters.com)