



# How to register on Case Center

Welcome to Case Center. To use Case Center and gain access to cases, you need to register an account. Start your registration on the URL for your instance, or use the link provided in your invitation to be brought to the landing page of your URL.

## REGISTER

1. To register, enter your Case Center URL in your preferred browser. Case Center works on up-to-date HTML5-compliant internet browsers, including Google Chrome, Mozilla Firefox, Microsoft Edge, and Safari.
2. Select **Register** from your Case Center instance's landing page. Find it under the **Log On** button.

**Case Center Log On**

User Name or Email

Password

Remember me next time

[Forgotten password](#)

**Log On**

Don't have an account? [Register](#) now

## ACCOUNT INFORMATION

3. Fill in your information on the **Account Information** page. A red **X** will appear next to any required information and change to a green checkmark once complete.

Enter a **User Name** that is between 5 and 30 characters.

Enter and confirm your email. If you received an email invitation, register with the email that received the invitation.

Enter and confirm your password. Passwords should be at least 8 characters and contain an upper case letter, a lower case letter, a number, and a special character. For example: 'TopSecret82'.

4. Select Register at the bottom of the page once all X's have turned to green checkmarks.

Language

Title (Mr, Mrs, ...)  ✓

First Name  ✓

Last Name  ✓

User Name  ✗ Enter a user name.

Cell phone

Email  ✗ Please enter your email address.

Confirm Email  ✗ Confirmation email does not match original

Hide Email  Do not display my email address when showing me on the list of people for a case.

Password  ✓

Show Password:

Confirm Password  ✗ Please type the password again.

**Data Protection**

West Publishing Corporation, 610 Opperman Drive, Eagan, MN 55123 ("TR") is the owner of the CaseLines cloud-based evidence sharing Service and is committed to protecting your privacy. We will only use your information in accordance with our [Data Privacy Policy](#).

If you have consented to us doing so, from time to time we may contact you by email with details of offers or promotions about products and services of interest to you or to help us improve our service through customer research.

**Terms and Conditions of Use**

To protect all our customers use of any CaseLines services are governed by the [Terms and Conditions of use](#).

I have read and agree to be bound by the terms and conditions above. ✓

I consent to you providing me with business and marketing information.

**Register**

✗ Please check your entries above.

## EMAIL CONFIRMATION

Once you select **Register**, you will be sent a verification email. Please wait up to 15 minutes for the email to arrive and ensure you have checked your spam and junk folders.

5. Confirm your email by selecting the link in the message.

### CHOOSING YOUR ORGANIZATION

If you register with a domain (the part of your email after the @ symbol) associated with two or more organizations, you will be taken to the organization picker page. Choose the most appropriate. You can always change your organization on the **Account Details** page later.

If your email is already associated with an organization, you will automatically be assigned to that organization and will not receive a request to choose your organization. You may go directly to the landing page and **Log On**.

Registering with an email not associated with any organization will automatically assign you to an unknown organization, and you will not receive a request to choose your organization. You may go directly to the landing page and **Log On**.

### ADDITIONAL LOGIN OPTIONS

Depending on what is enabled on your instance, you will see an alternate form of access on the right side of the landing page.

#### OnePass

A OnePass® profile is the online record of the username and password you set to access other Thomson Reuters websites and applications. By selecting **OnePass Log On**, you will be taken to OnePass Log on screen, where you can enter your OnePass ID and password.

#### Azure

If **Azure Active Directory Single Sign-on** is enabled, you can log on by selecting your establishment from the active directory and then selecting **Azure Log On**. After selecting **Azure Log On**, you will go to the **Azure Active Directory** log on screen, where you can enter your login details.

**OnePass user?**

Select to be re-directed to OnePass log on page.

[OnePass Log On](#)

  

**Azure user?**

Choose from the directory to log on with Azure.

Active directory

Please Choose [Azure Log On](#)

**Case Center Log On**

User Name or Email

  

Password

  

Remember me next time

[Forgotten password](#)

**Log On**

Don't have an account? [Register now](#)

### FORGOTTEN PASSWORD

If you have forgotten your password, you can reset it. Select the **Forgotten password link** on the landing page. Enter your user name or email address and then select **Submit**. An email will be sent to you containing a link to reset your password.

**Reset Password**

If you have forgotten your password please enter the user name or the email address you used when you registered with CaseLines Digital Case System. We will email you a password reset link.

User name or email

**Submit**