The New Thomson Reuters Community

Getting Started Guide

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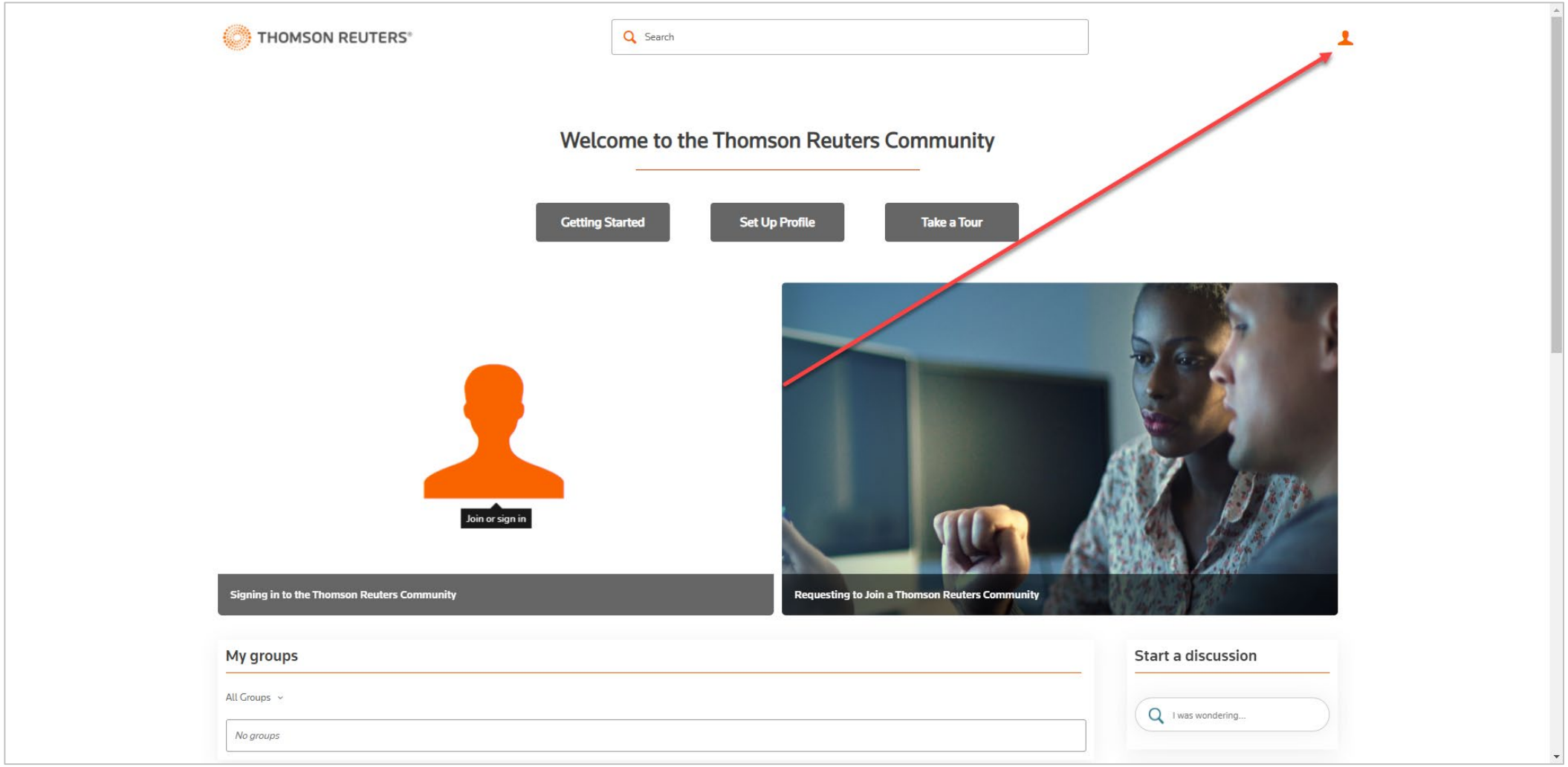
Migrated TRID Users Login Workflow for the Thomson Reuters Community

Migrated Thomson Reuters Community members who have an existing TRID profile and can sign in using that TRID email and password. This should be all exiting existing CS Professional Community members.

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Migrated TRID Community Login Workflow – Sign in

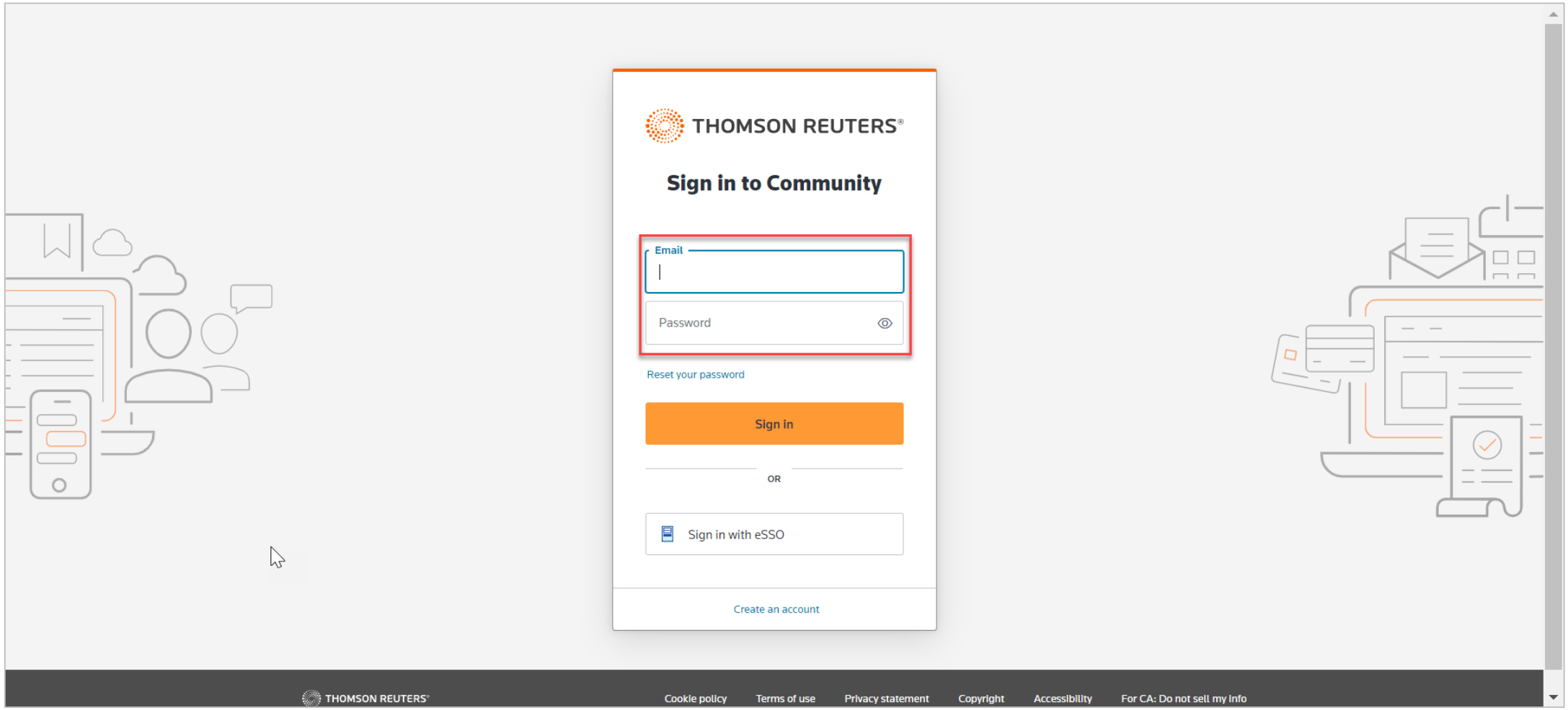
Click the profile icon in the upper right-hand portion of the screen, navigate to the sign in screen, and select Sign in with Auth0



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Migrated TRID Community Login Workflow – Sign in

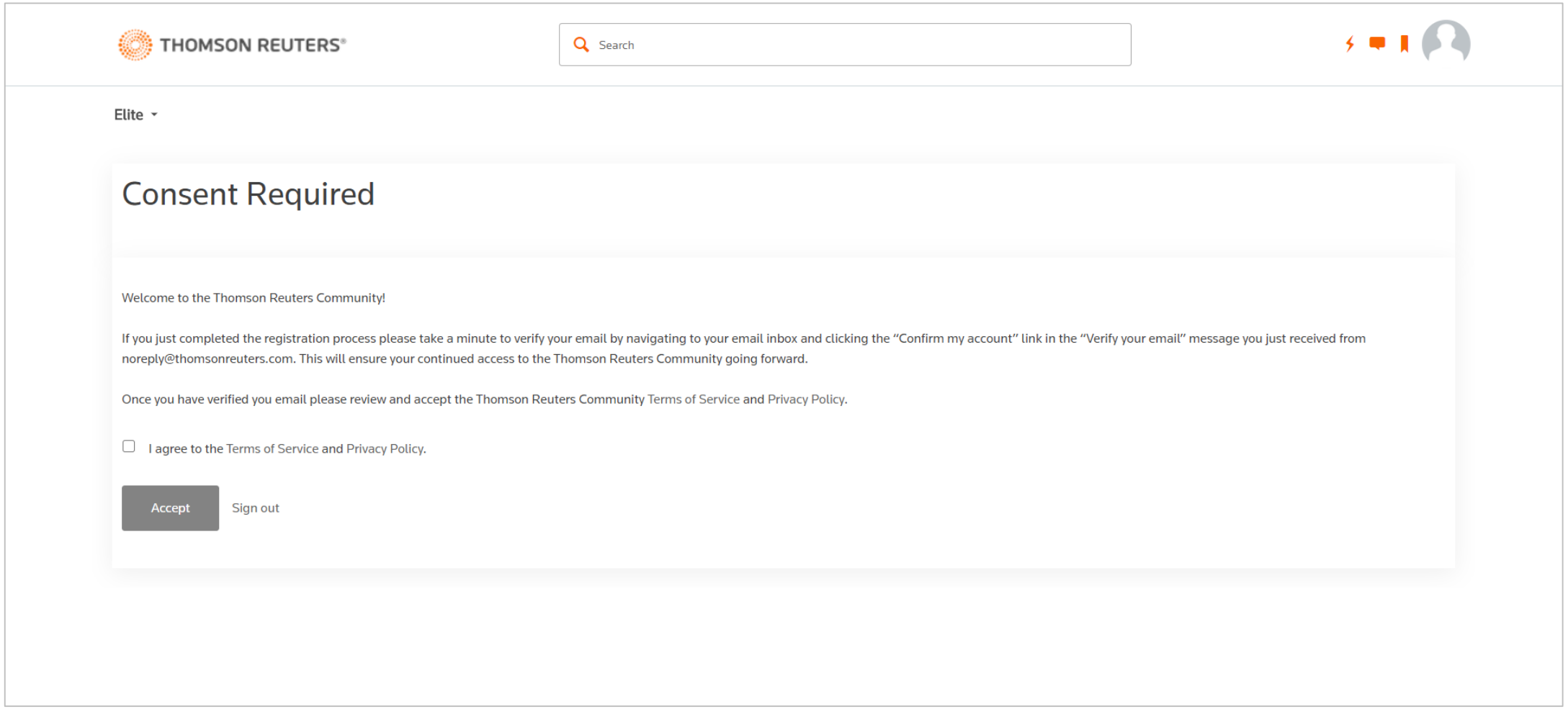
Navigate to https://community.thomsonreuters.com/. This will take you to the new CIAM Sign in screen. Here, members who already have a TRID profile, for example CS Professional customers, should enter their existing TRID email and password, and then click Sign in



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Migrated TRID Users Community Login Workflow – Terms of Service

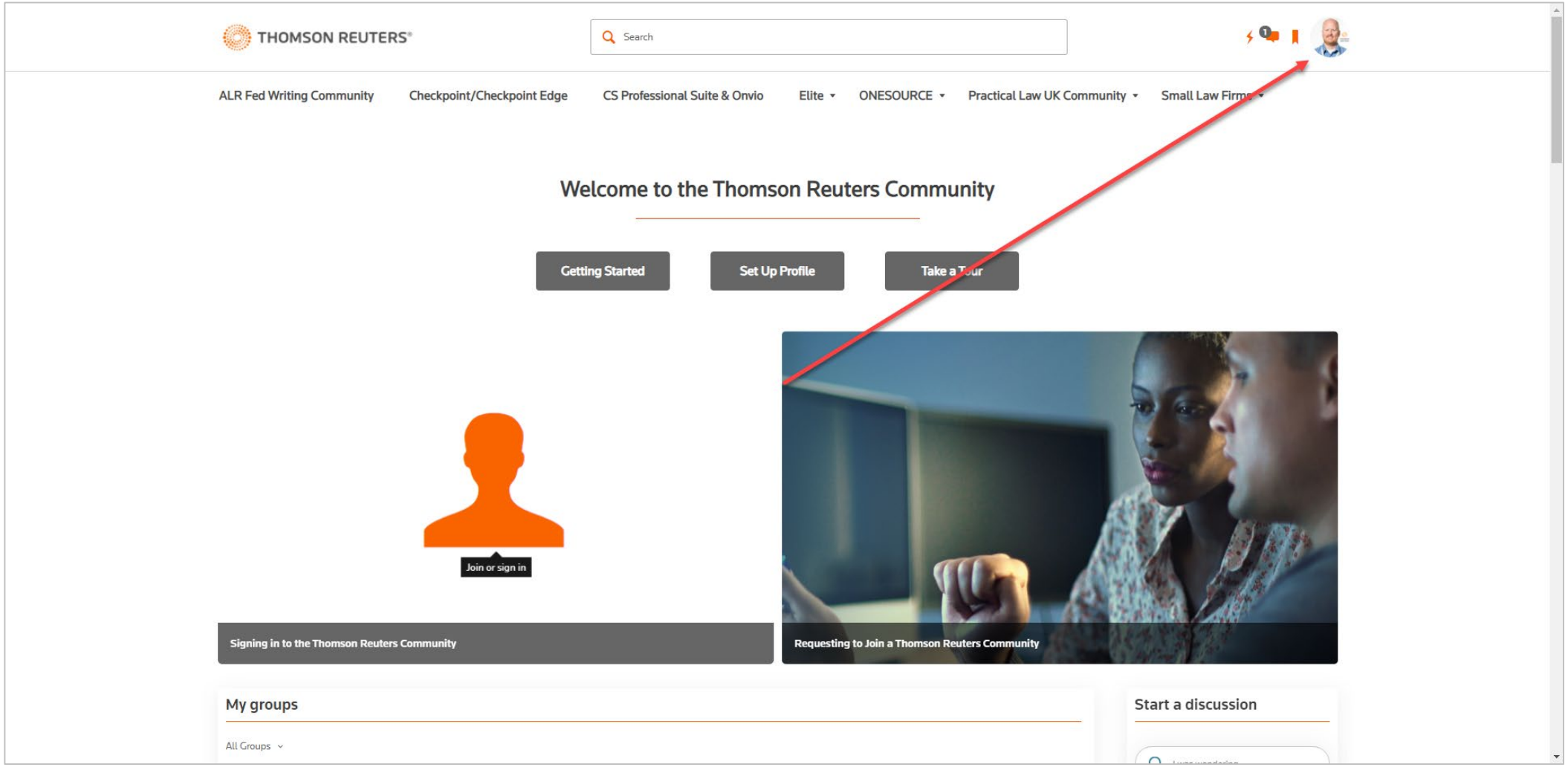
You will then need to accept the new TR Community Terms of Service



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Migrated TRID Users Community Login Workflow – Logged In

You will then be logged in to the Community



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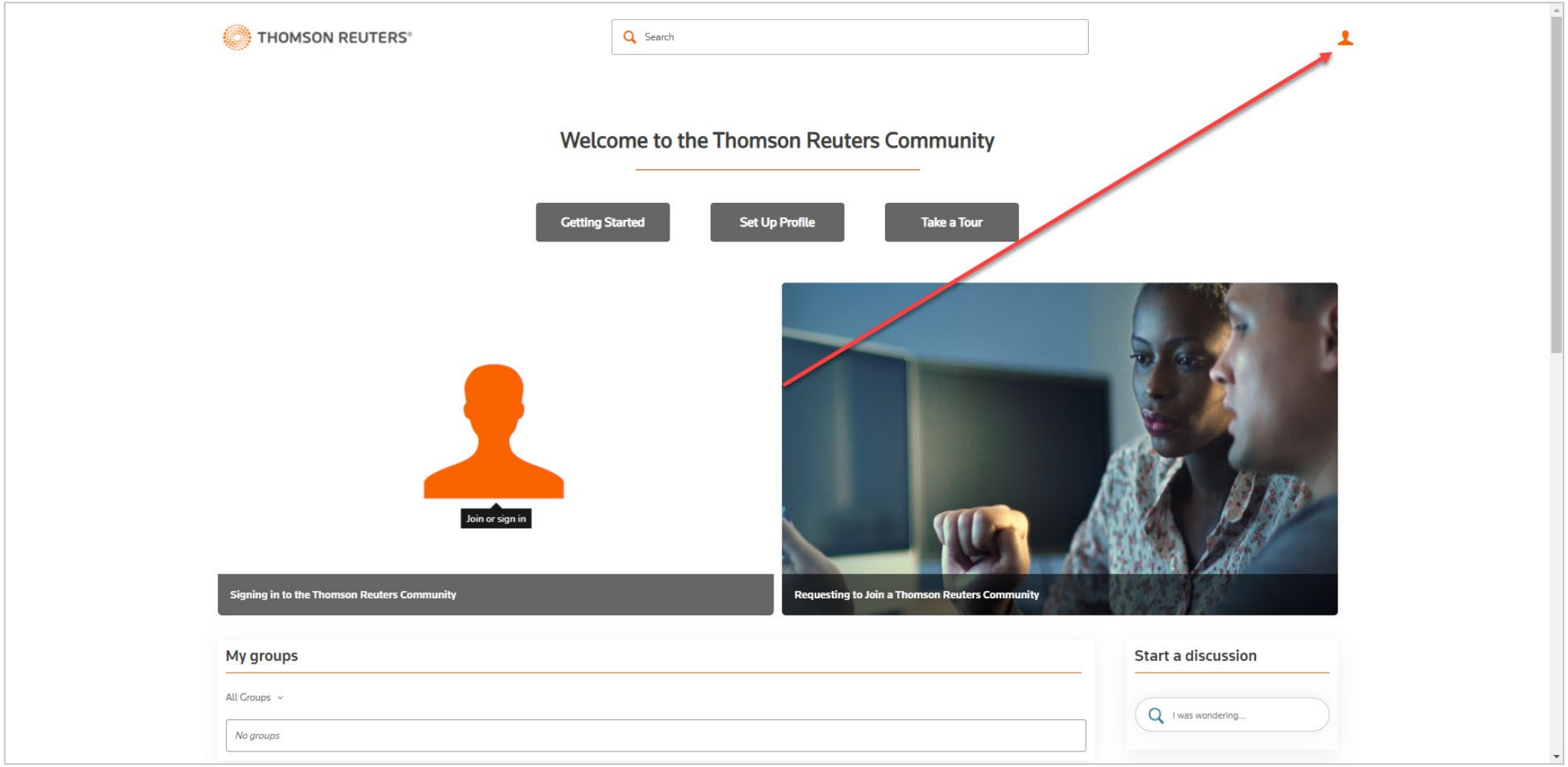
Migrated Non-TRID Users Login Workflow for the Thomson Reuters Community

Migrated Thomson Reuters Community members who do not have an existing TRID login will need to create a profile on CIAM. This should be all exiting Thomson Reuters Communities except existing CS Professional customers.

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Migrated Non-TRID Users Community Login Workflow – Sign in

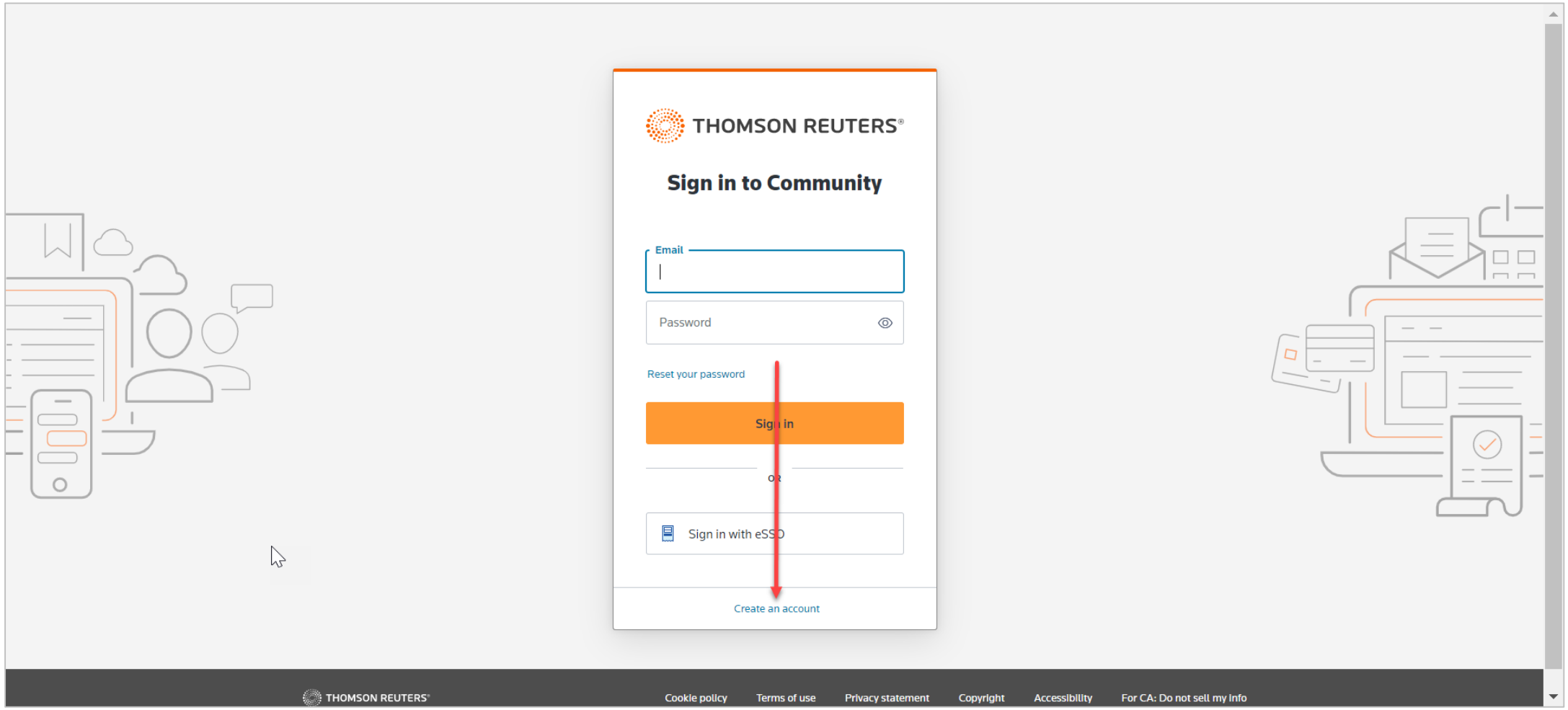
Click the profile icon in the upper right-hand portion of the screen, navigate to the sign in screen, and select Sign in with Auth0



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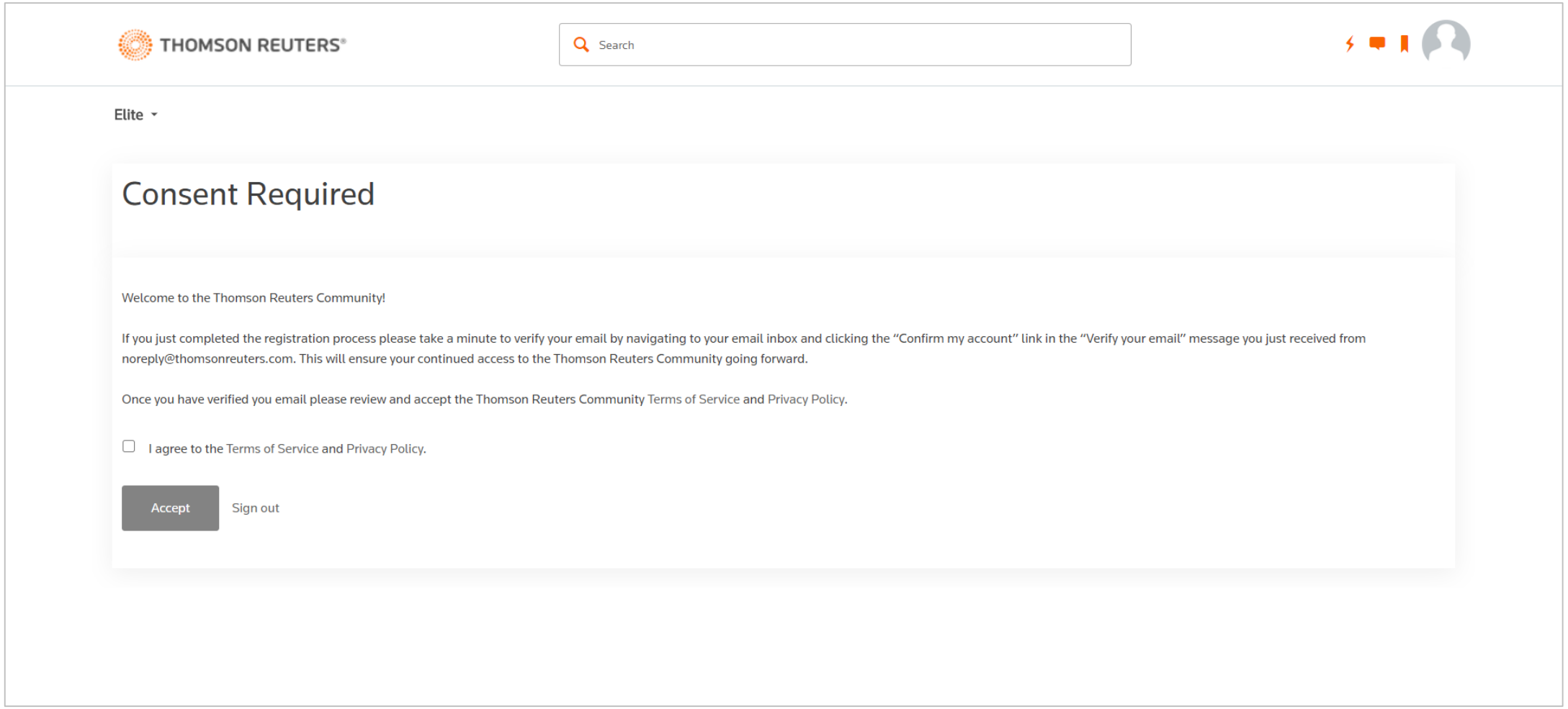
Migrated Non-TRID Users Community Login Workflow – Sign in

Select Create an account



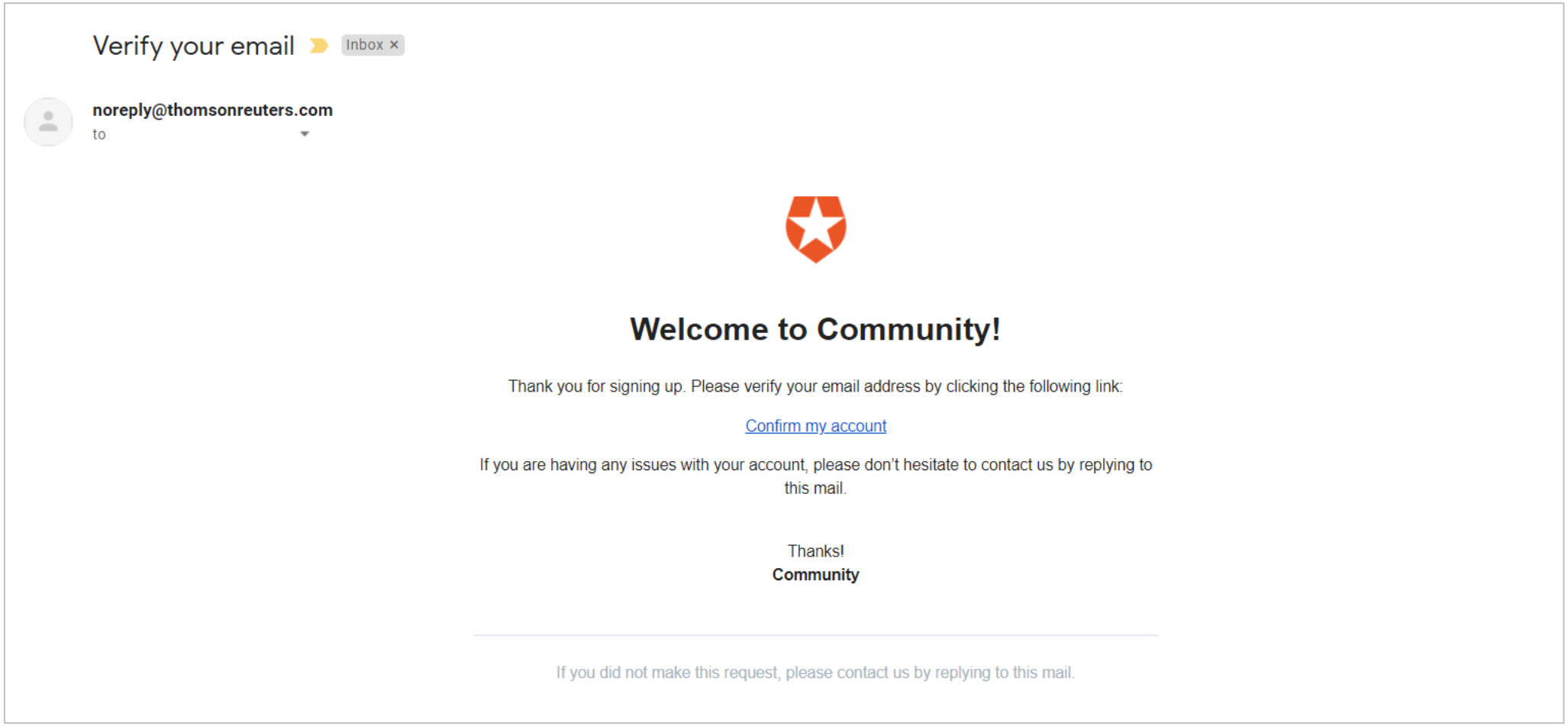
Migrated Non-TRID Users Community Login Workflow – Terms of Service

You will then be taken to the new TR Community terms of service page. Once you accept the Terms of Service, navigate to your email inbox and verify your email to ensure continued access to the Community.



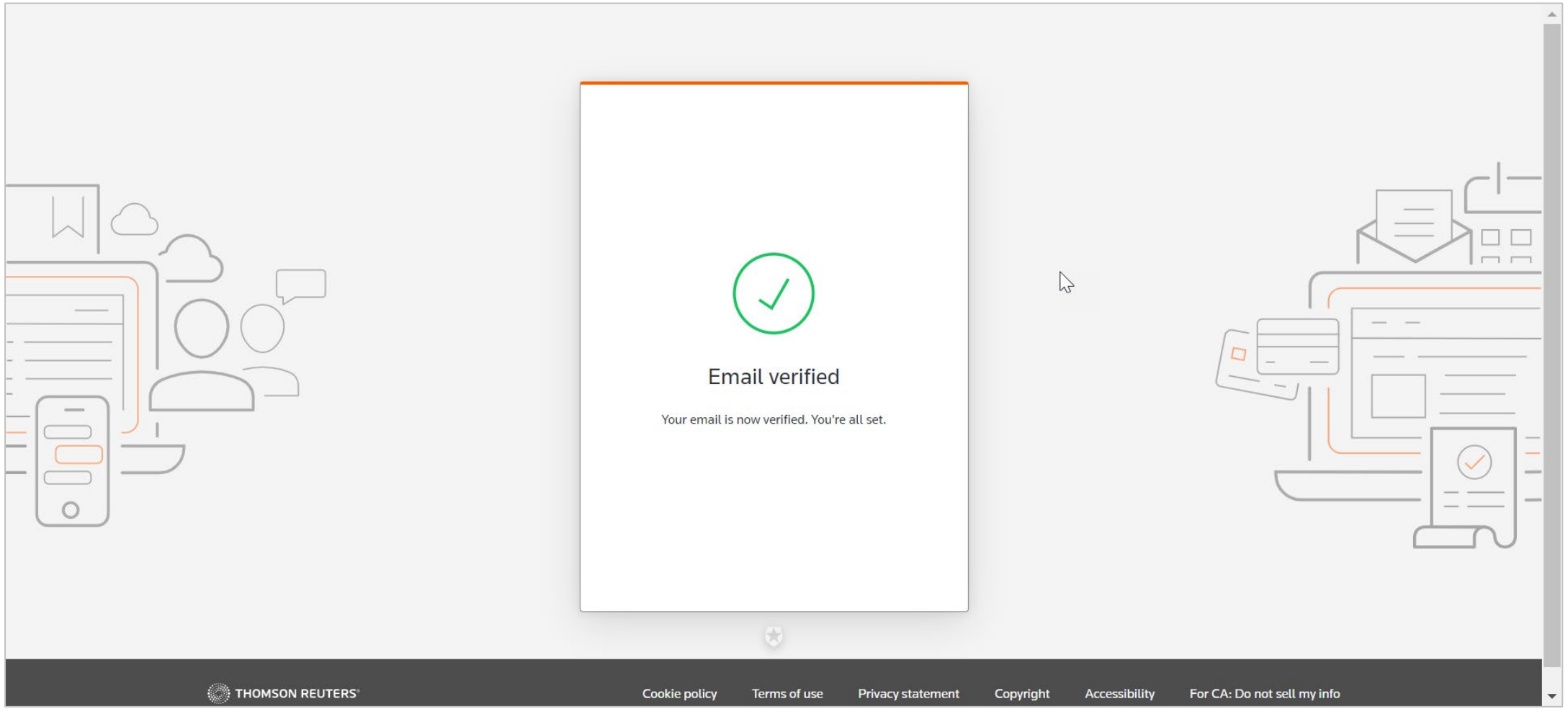
Migrated Non-TRID Users Community Login Workflow – Email Verification

Navigate to your email and click on the “Verify your email” that you received from noreply@thomsonreuters.com and click the Confirm my account link



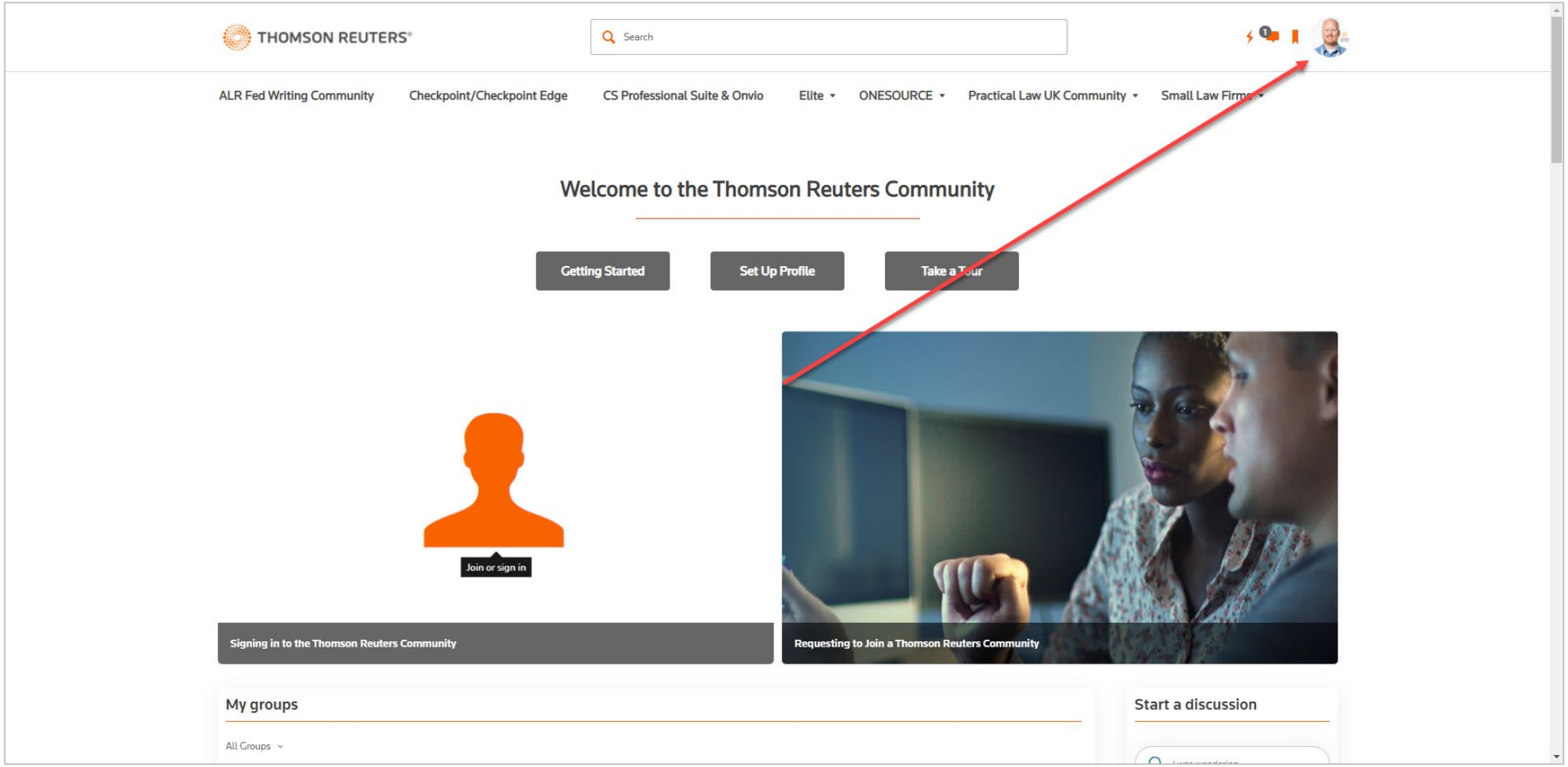
Migrated Non-TRID Users Community Login Workflow – Email Verified

Once you clicked the Confirm my account link in the email verification email, you will be taken to the email verification success screen. From this screen you will need to navigate back to the Community (https://community.thomsonreuters.com/).



Migrated Non-TRID Users Community Login Workflow – Logged In

You will be taken to the TR Community logged in



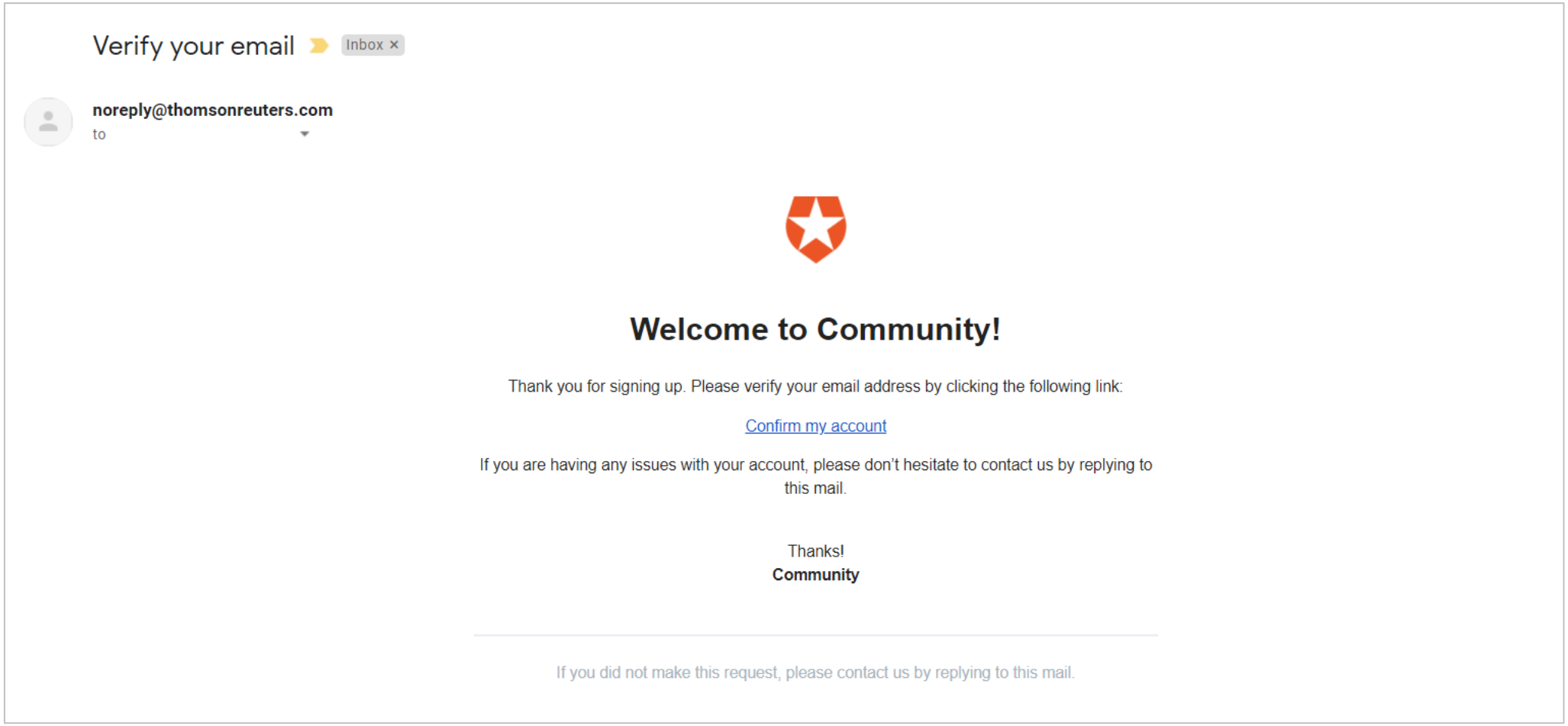
Email Verification and Password Rest for the Thomson Reuters Community

All new members of the Thomson Reuters Community must verify their email

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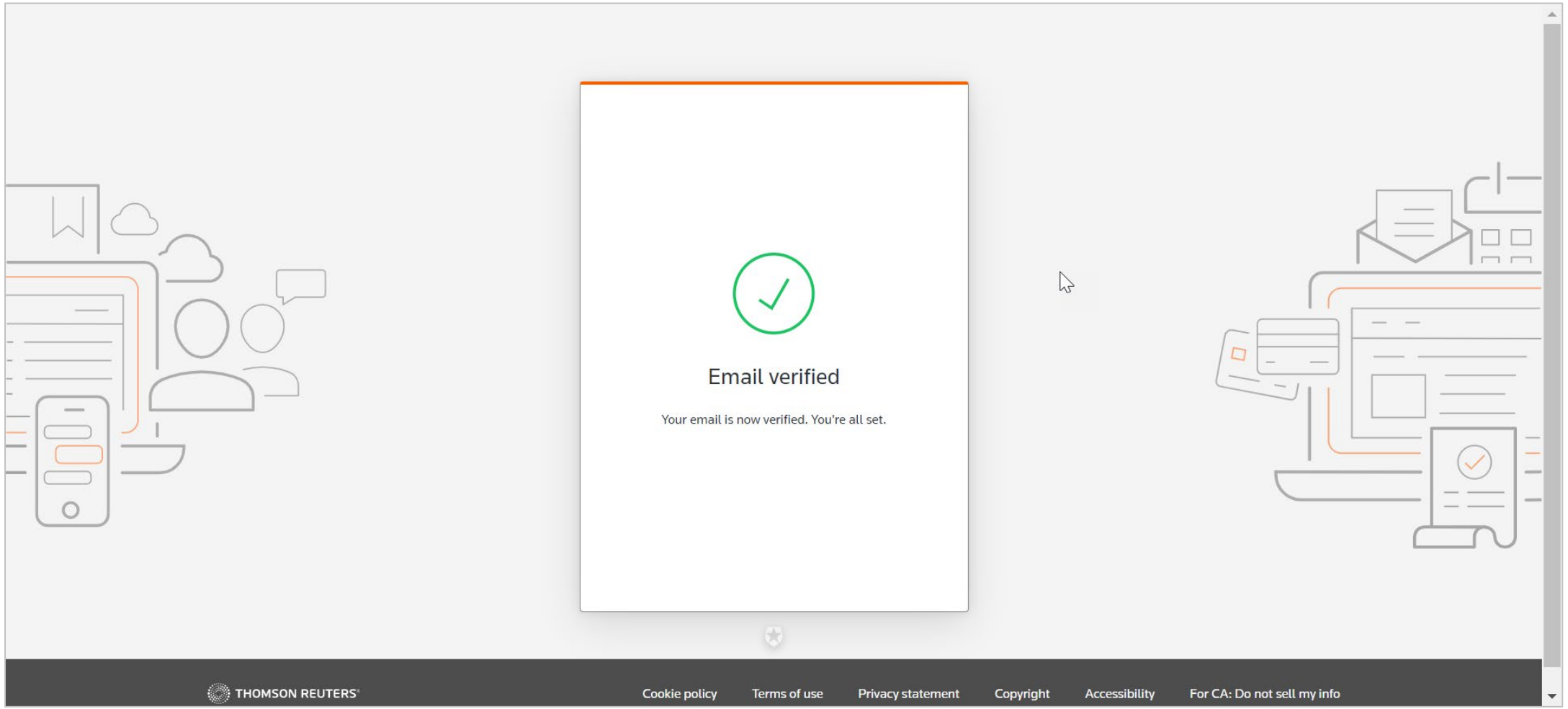
Thomson Reuters Community Email Verification – The Email

Navigate to your email and locate the “Verify your email” the have received from noreply@thomsonreuters.com and click the Confirm my account link



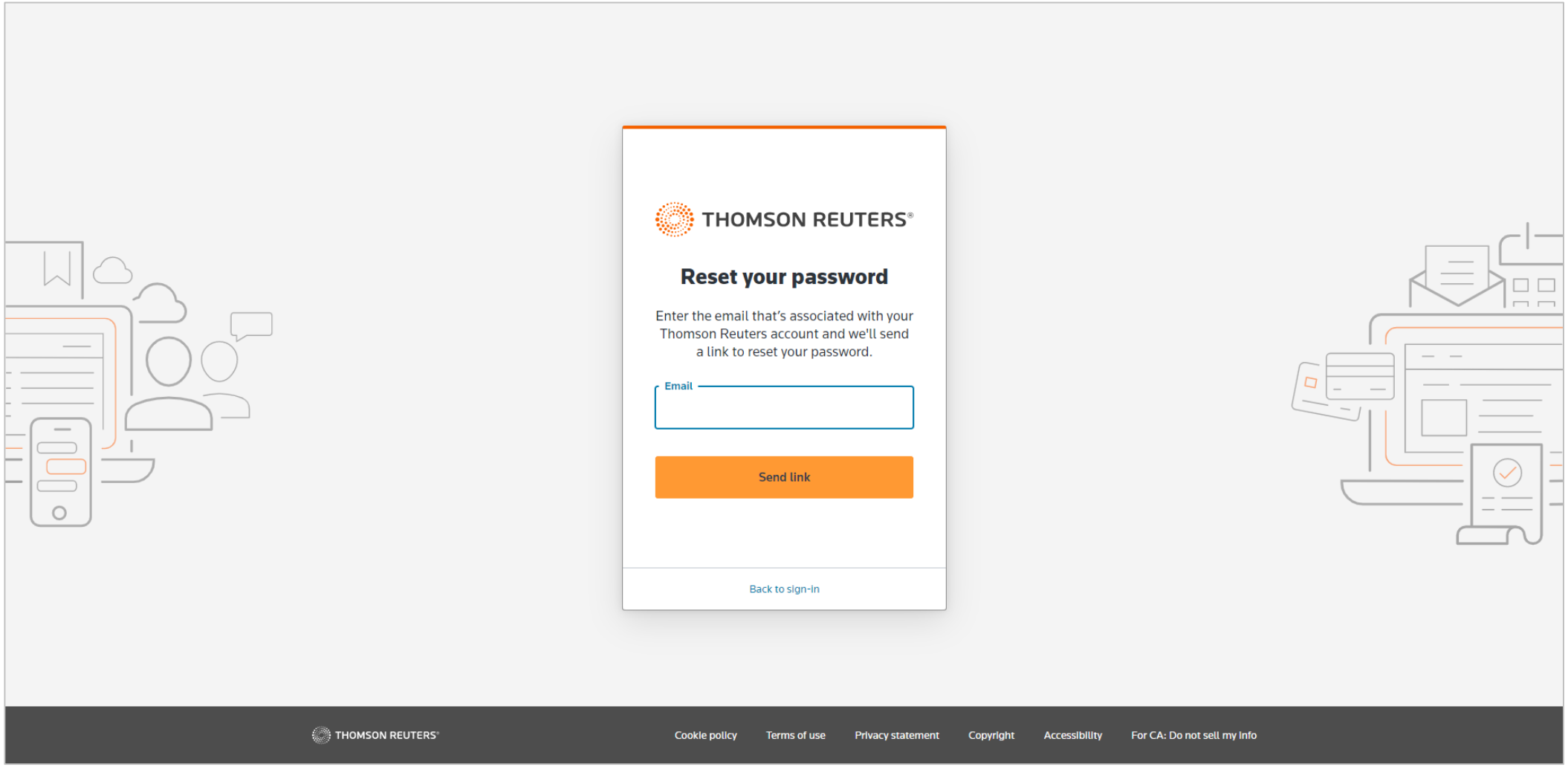
Thomson Reuters Community Email Verification – Email Verified

Once you click the Confirm my account link in the email verification email, you will be taken to the email verification success screen. From this you will need to navigate back to the Community (https://community.thomsonreuters.com/). You will not automatically be returned to the Community.



Thomson Reuters Community Email Verification – Reset Your Password

If you do not receive the email verification email, you can also verify your email by initiating and completing the “Reset your password” workflow from the Community sign in screen



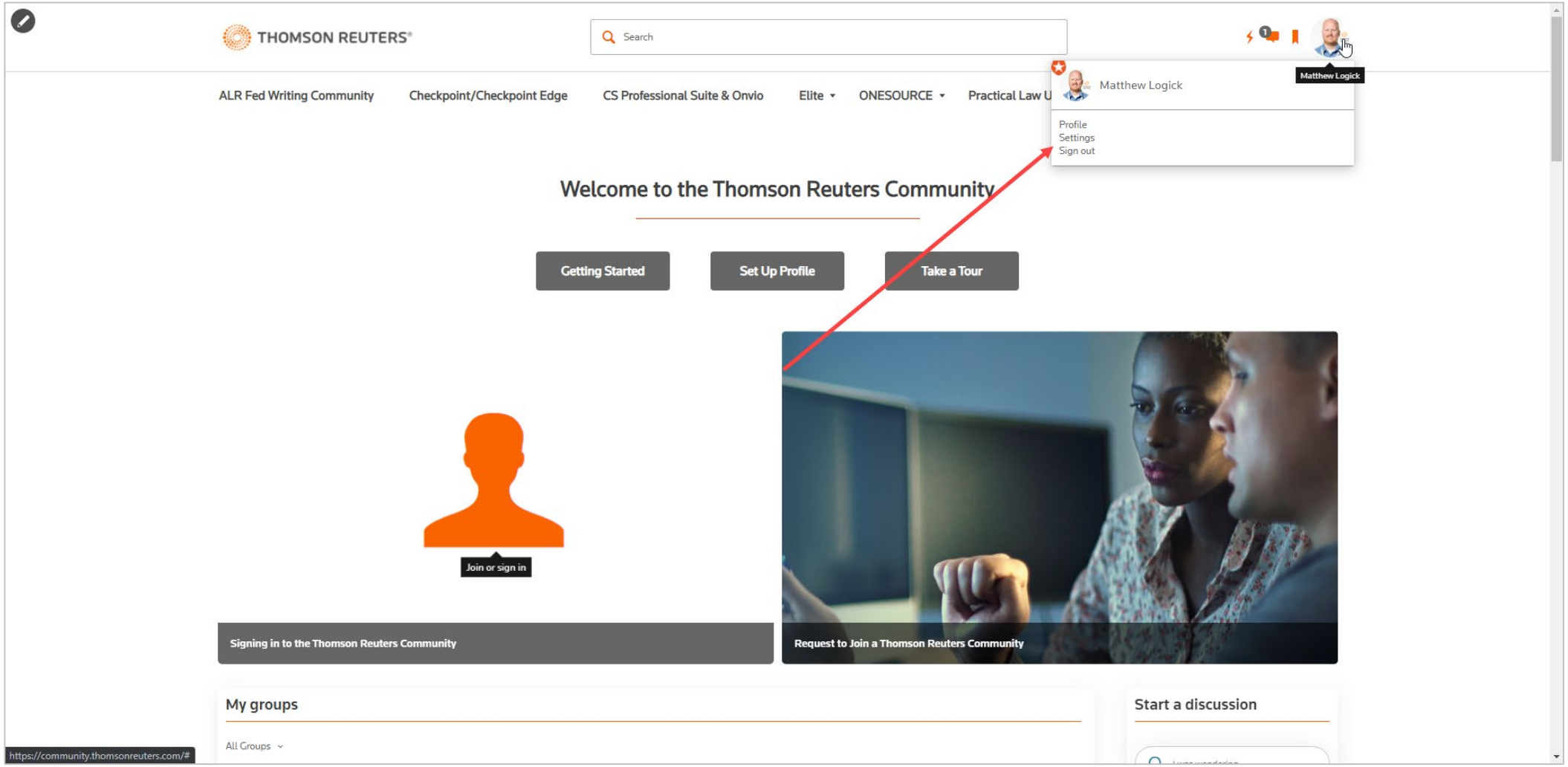
Review your Content Options for the Thomson Reuters Community

You should review you Settings Options to ensure you receive email from the Community

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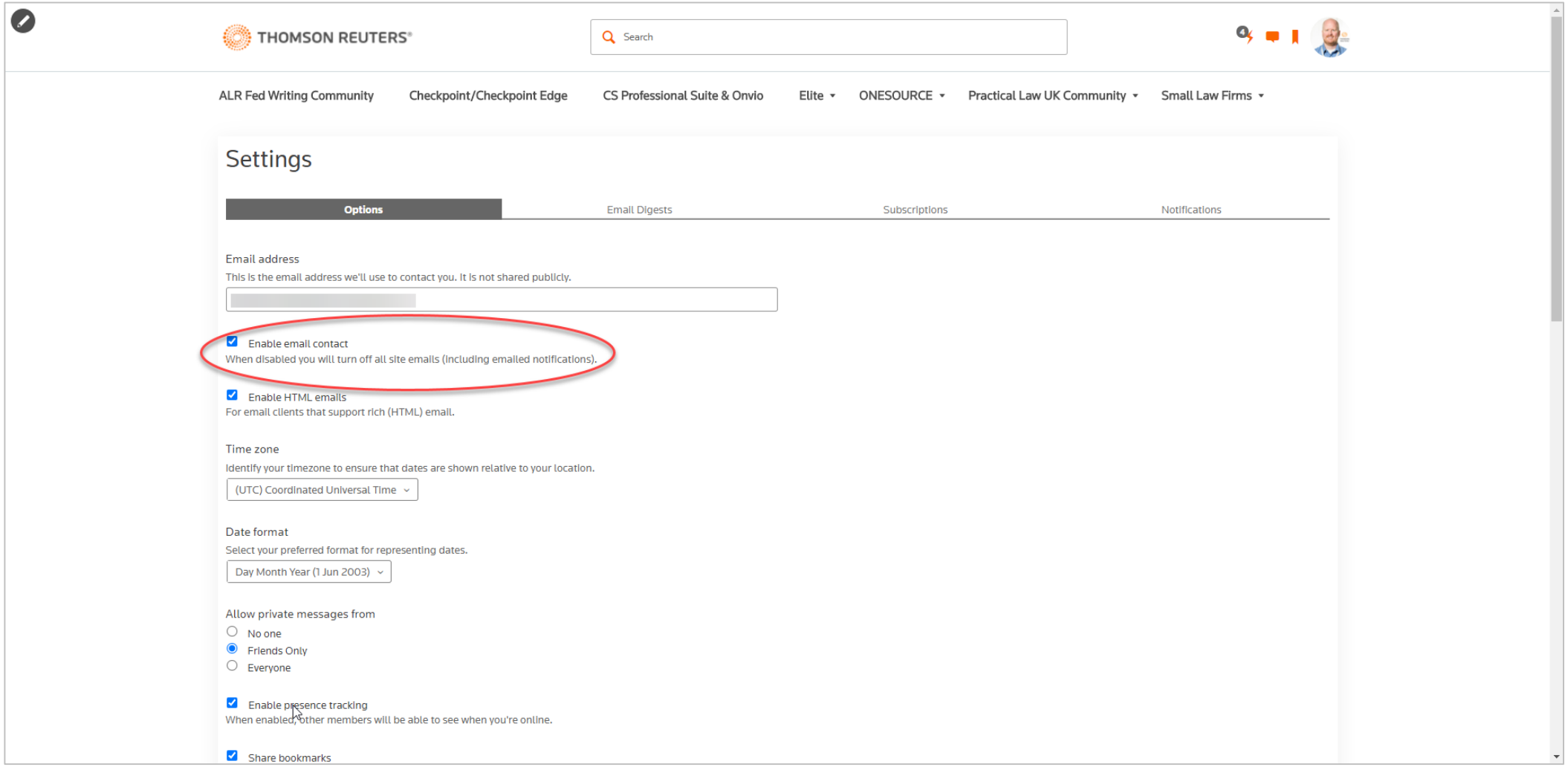
Thomson Reuters Community Content Options – Settings

The first step in updating your content Options is clicking the Profile icon in the upper right-hand corner and selecting Settings



Thomson Reuters Community Content Options – Settings Page

On the Settings page select the Options Tab and confirm you have enabled emails from the Community



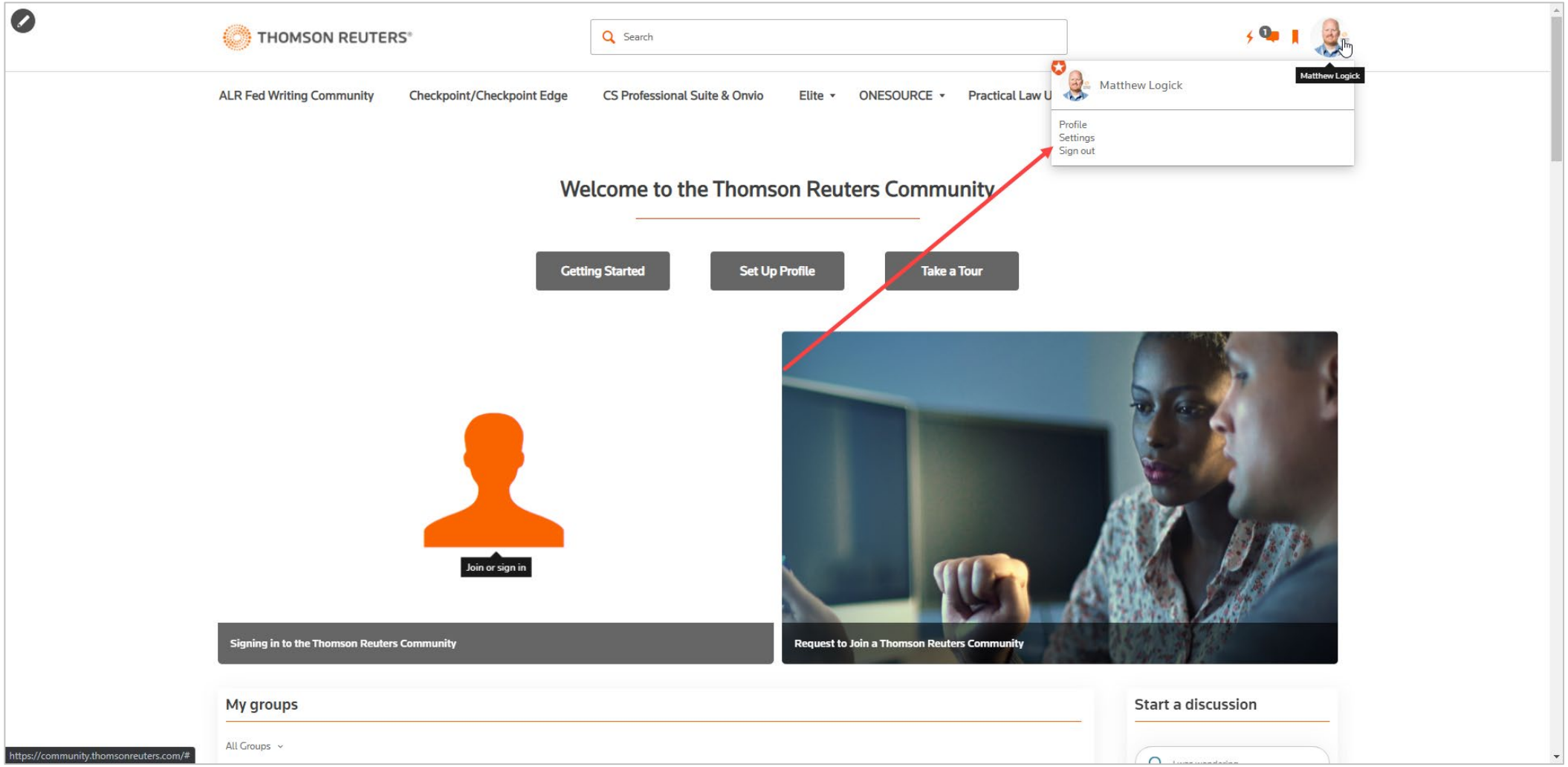
Review your Content Subscriptions for the Thomson Reuters Community

Where possible we migrated the Subjects you were following in former Community to the Groups and Forums you are following in the new Community. However, you should review and update these to ensure you receive all the notifications and emails digest you desire

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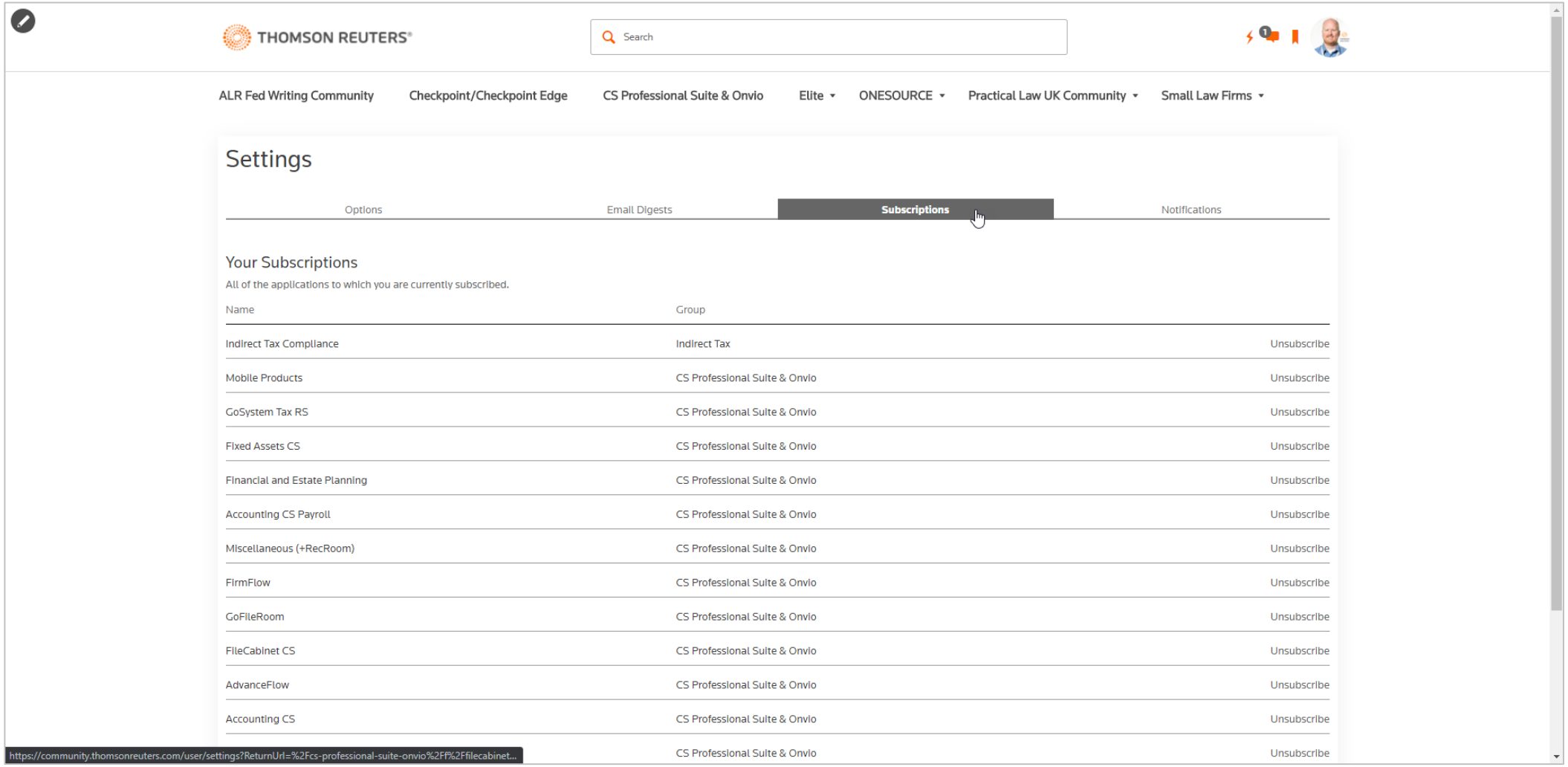
Thomson Reuters Community Content Subscriptions – Settings

The first step in updating your content Subscriptions is clicking the Profile icon in the upper right-hand corner and selecting Settings



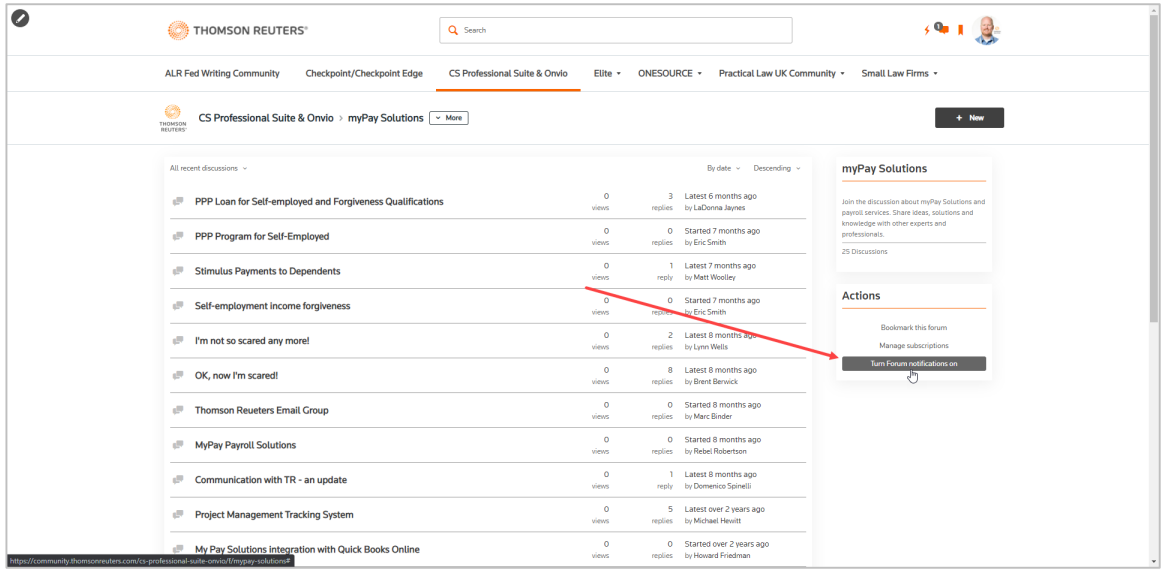
Thomson Reuters Community Profile Update – Settings Page

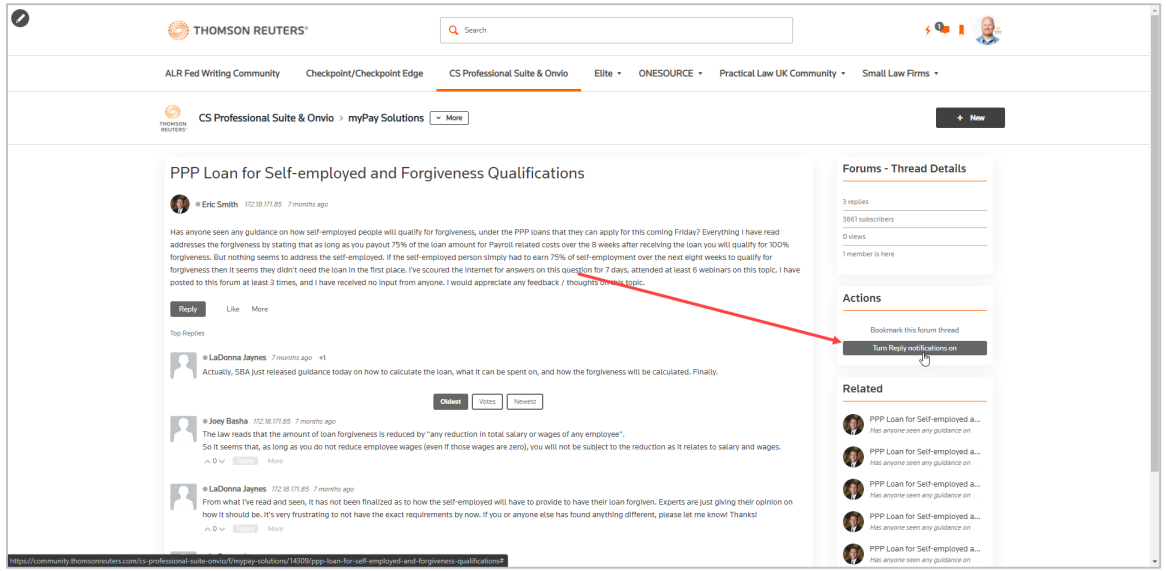
On the Settings page select the Subscriptions Tab and confirm you are subscribed to all the content you want to follow



Thomson Reuters Community Profile Update – Subscribing to Content

If any content you wish to subscribe to is missing, navigate to that Forum or post and click the “Turn notifications on” button in the right-hand widget





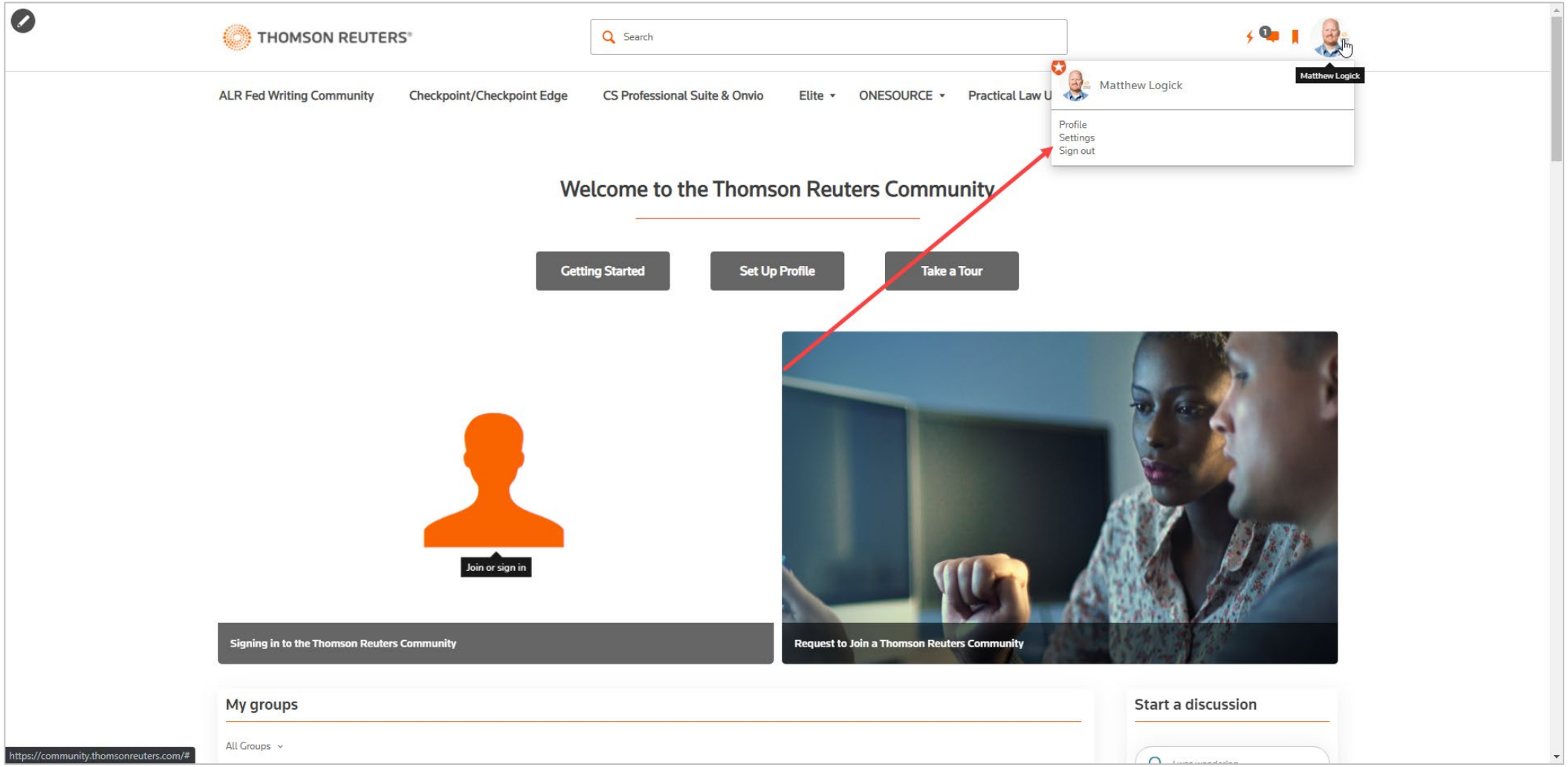
Review your Content Notifications for the Thomson Reuters Community

Notification settings determine which actions/events you will receive Live Alerts for and which you will receive emails for. We were not able to pre-configure your Notifications settings in the new Community, as such, you should review and update your Notifications to ensure you are receiving the Live Alerts and Emails you desire

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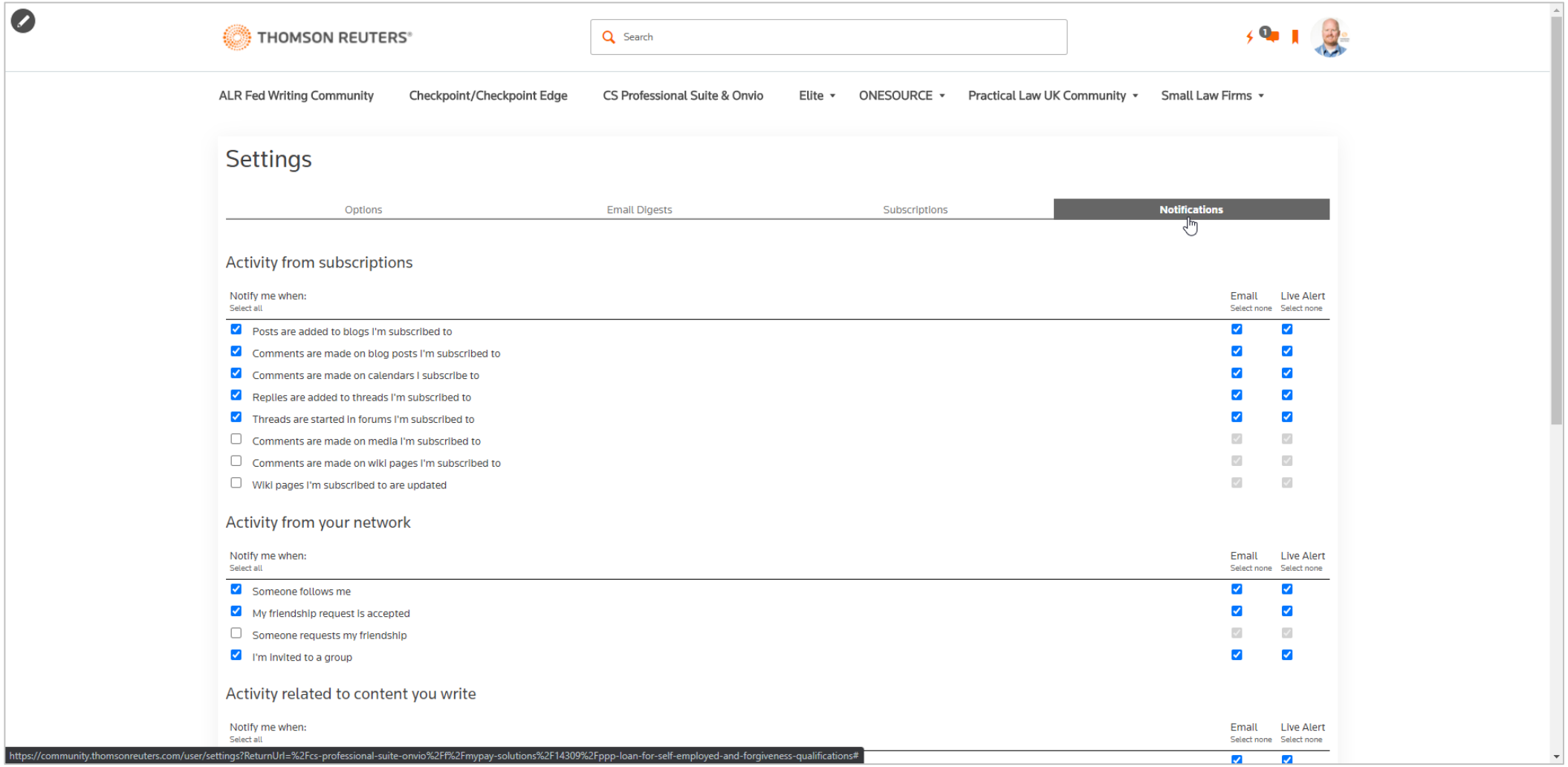
Thomson Reuters Community Content Notifications – Settings

The first step in updating your Notifications is clicking the Profile icon in the upper right-hand corner and selecting Settings



Thomson Reuters Community Profile Update – Settings Page

On the Settings page, select the Notifications Tab and confirm you are receiving the Live Alerts and Emails for the actions/events you desire



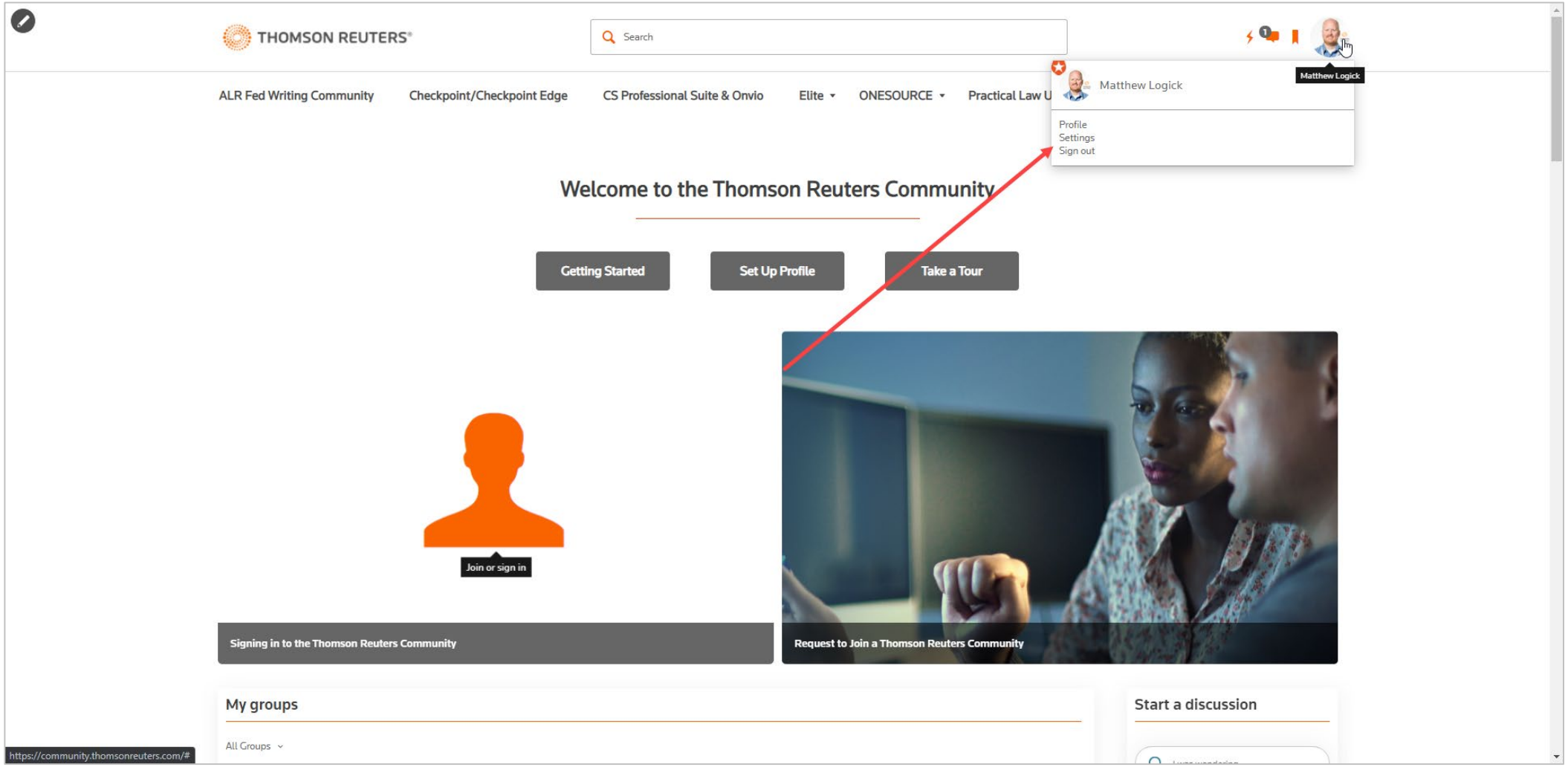
Review your Email Digest Frequencies for the Thomson Reuters Community

The Email Digests determine how frequently you will receive notification emails for activity/events on the Community. We where not able to pre-configure your Email Digests frequencies, as such, you should review and update your Email Digest frequencies to ensure you are receiving the Live Alerts and Emails you desire

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Thomson Reuters Community Content Notifications – Settings

The first step in updating your Email Digests is clicking the Profile icon in the upper right-hand corner and selecting Settings



Thomson Reuters Community Profile Update – Settings Page

On the Settings page select the Email Digests Tab and confirm your Frequency settings for the Email Digest you wish to receive

