Logging in to Checkpoint World

When you sign in to Checkpoint World for the first time, you will be prompted to enter your username and temporary password. You will need to use your username and temporary password that you received via email. Upon signing in for the first time, you will be prompted to change your temporary password. You will also be required to respond to a security question and enter an email address, so a temporary password can be sent should you forget yours. The Project ID field is optional. It is used to track usage, especially for clients who are required to record billable time.

**Note:** [www.checkpointworld.com](http://www.checkpointworld.com) Bookmark this page or add it to your Favorites so you will not have to retype the URL every time you want to access Checkpoint World.

1. Enter your **User Name** (provided in your Welcome email) and **Password**, and then click **Login**.

**Note:** User Name has been provided by the Checkpoint World team. It is your constant customer ID. Password can be customised for your use. Select the **Save Name/Password** check box to save your login information. You will not be prompted to enter your **User Name** and **Password** on future Checkpoint World sessions.
Navigating Checkpoint World

The tabs refer to the various workflows available within Checkpoint World. The tabs displayed are based on the subscriptions purchased by your company. All users will have access to **Search All** and **Current Awareness** tabs. Other tabs include Country Research, Transfer Pricing and Accounting, Tax Provisions.

**Current Awareness**

The **Current Awareness** tab includes search and browse capability available on other workflow tabs. Additionally, it includes recent current awareness stories for the United Kingdom, China, India, Hong Kong and the United States. For each country, three stories will be displayed by default with the option to view all stories.
Country Research

**Country Research** tab includes search and browse capability available on other workflow tabs. Additionally, it includes the capability to search country or region-specific information (except treaties). On selecting a country or region from the country selection dropdown, a list of country and authoritative websites are displayed in the area on the right. If there are associated Thomson Reuters products, those links will be displayed separately.

Transfer Pricing

The **Transfer Pricing** tab includes content specific to transfer pricing laws, treaties, cases and news.
Accounting & Tax Provisions

The Accounting, Tax Provisions tab includes content specific to international accounting and auditing standards, including authoritative commentaries & analysis and news related to accounting and tax provision.

Search and Browse

Search

For each workflow tab, you can search Checkpoint World by entering keywords and selecting one or more content types. By default, all content sets are selected. You can choose to de-select content types that you do not require. Checkpoint World automatically identifies phrases and removes common words.

You can describe your search in plain English, with no need to use grammatically correct complete sentences. Checkpoint World will automatically identify legal phrases, remove common words, and generate variations of terms in the description and searches for the concepts in the description.

Advanced Search

Checkpoint World supports the most commonly used connectors "AND" and "OR". By default if you enter multiple terms with no connectors, Checkpoint World will automatically insert the '& (AND) connector in between them.

The connectors you can use on Checkpoint World, their symbols and the results you will get are listed below.
Viewing Search Results

1. The **Search Results** will organize the documents containing the key words into various sections corresponding to the content sections of the tab where the research was performed. For example, the results from the Search All tab will break down into the following sections: Laws, Treaties, OECD, Commentary & Analysis, and Current Awareness.

2. Select a country or region to filter the documents by a specific country or region.

3. Sort the documents by relevance or by date within each section.

Navigating Search Results

Once a search result has been selected, the various options below facilitate the navigation of the document.

1. Use the breadcrumb trail to track your search path.

2. Use the **Term/Phrase** navigation bar to go to the previous or next section of the document that contains the search term results.

3. Use the **Results** navigation bar to access the previous or next document that contains the search term results.

4. Use the **Print, Email, and Export** option to distribute and share relevant content.

Options

You can specify default settings based on your preference for the following:

- **Time Zone** allows you to specify the time zone based on your location. This will ensure that the correct time stamp is displayed on printed documents and on the Session Summary screen when you sign out from Checkpoint World. The default time zone is Greenwich Mean Time.

- **External Links** allows you to specify whether you want to display or hide software links on each workflow tab.

- **Hits in Context** allows you to specify the number of extracts containing the search terms in context displayed for each search result returned.

- **Terms in Context** allows you to specify whether you want to Show or Hide highlighted terms on your search results and document view pages. For example, you can choose to hide the terms in context if you want to print a document without the highlighted terms displayed.

- **Email Address** will allow you to specify the email address for document delivery.
Alerts

Directory of Alerts

The directory of alerts displays a list of all the alerts that you subscribed to in Checkpoint World. You can see the properties for each alert, including Alert Name, Date Created and Frequency. You will have the ability to choose edit, management, suspend and delete an alert from this screen.

Create an Alert

You can add the search that you performed as an alert to receive a notification when content is added to that search. When you create an alert for a search, you can specify the following:

• Alert Name will allow you to give you a unique name to your alert and help identify it in the alerts directory.

• Frequency to determine how often you wish to have the alert delivered to you.

• Email Address to determine which email address alerts will be delivered.

Edit Alert

You can change the attributes that you originally specified for an alert and save the updates.

Suspend Alert

You can suspend deliver of an alert temporarily for a set period of time or indefinitely. You can reactivate an alert that you have chosen to suspend.

Delete Alert

You can permanently delete or remove an alert from the directory.

Research History

Research History displays each session that you accessed over the past 14 days. Checkpoint World saves your history for 14 days, after which, you can choose to reset each search back to 14 days. From the Research History directory, you can access the search, Project ID, when it was last accessed and the days remaining that the trail will be listed in the directory. You can access each search by clicking on the search name.

Each session is given a default name using the time and date that the event started. For each search session you will be able to see the Event, Date/Time, and what you accessed or searched. You will also have the option to rename the default search session name.

Contact Us

The Checkpoint World customer support team provides assistance with password, subscription and account issues. The team also helps with integrating Checkpoint World into your organization and providing demonstrations or full training.

Reference Attorneys are available 24 hours 7 days a week at no charge to help you with the research experience. Feel free to call Reference Attorneys at any time to help you do your online research.

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Checkpoint World Content Overview

**Tax and Accounting Primary Source Publishers**
- UK case summaries (Sweet & Maxwell)
- UK legislation (Sweet & Maxwell)
- US Tax Code (RIA)
- US Tax Regulations (RIA)
- US Tax Treaties and Explanations (RIA)
- India Bills
- India Ordinances
- India Circulars
- India Notifications
- India Legislation
- India Rules and Regulation
- India Cases
- EU Legislation
- EU Cases
- EU Treaties
- China Treaties

**RIA Worldwide Tax and Commercial Laws**
(150 countries translated to English)
The one and only resource that provides complete and updated texts of tax and business laws translated into English from countries around the world – all on a single platform. You’ll get up-to-date, full coverage of worldwide tax laws in their entirety, not just condensed digests. Consolidated Texts covered in *Worldwide Tax Law* include the following major law types:
- Income and Corporate Law
- VAT
- Trust Law
- Commercial Codes
- Company Law
- Regulations affecting Financial Transactions
- Banking Law

**Charts of Countries’ Tax Rates: Corporate, Individual and VAT**

**OECD Transfer Pricing Guidelines**
(licensed from OECD)

**OECD Model Tax Convention on Income and on Capital**
(licensed from OECD)

**OECD Country Economic Surveys**
(licensed from OECD)

**OECD Council Recommendations**
(licensed from OECD)

**Global Expert Author Analysis**
- Transfer Pricing Strategies, Lowell and Martin (WG&L)
- International Transfer Pricing: OECD Guidelines, Hammer, Lowell, Levey (WG&L)
- US Taxation of Foreign Controlled Business, Levey (WG&L)
- Journal of International Taxation (WG&L)
- International Tax Systems and Planning Techniques (Sweet & Maxwell)
- Tax Advisor Planning Systems (RIA)

**IFAC International Professional Standards**
(Auditing Standards)

**International Accounting Standards (IFRS)**

**International Accounting, Auditing and Provisions Commentary and Analysis**
- International Accounting & Financial Reporting, Afterman (WG&L)
- Accounting for Uncertain Tax Positions (WG&L)
- Principles of Financial Derivate, Aquilino, Conlon (WG&L)
- International Accounting & Financial Reporting, Afterman (WG&L)
- Analysis of IFRS 1, First-Time Adoption (WG&L)
- Analysis of IAS 12, Income Taxes (WG&L)
- U.S. GAAP & IFRS: A Comparative Analysis, Aferman (WG&L)

**IBFD International Libraries**
- IBFD Global Tax Surveys
- IBFD Tax Treaties
- IBFD Transfer Pricing Database
- IBFD Tax News Service

**Tax and Accounting Current Awareness and News**
- China Current Awareness
- Hong Kong Current Awareness India Current Awareness
- UK Current awareness (Sweet & Maxwell)
- US International Taxes Weekly (RIA)
- Journal of International Taxation (WG&L)
- Sabrix International VAT Update Newsletter
- Mondaq
- IBFD Tax News

**HMRC Manuals with direct access to HMRC sourced content**
Links to 150 countries official tax authorities
In our ongoing endeavours to provide our global clients a more efficient research experience, Checkpoint World is now also available on the iPad.

Experience the same ease of use and access to comprehensive and updated global tax research wherever you go.

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