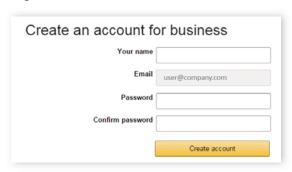
amazonbusiness First Time Set-up Guide

- 1. You will receive an email inviting you to join your organization's Amazon Business account. Click on Accept the invitation Invitations are time sensitive.
- 2. If you do not receive your invitation, please check your spam folder. The email will come directly from Amazon Business.
- 3. Choose the scenario below that applies to you and follow the instructions.

Scenario 1

Create a new business user account

 If you don't have an existing Amazon account tied to your work email address, you will be provided step-by-step instructions to create your new account log-in for your organization's Amazon Business account.



- Please be sure to use your full name when completing this form (First Last).
- Once your account has been created, you can start shopping.

Start shopping

Scenario 2

Migrate your existing Amazon Account

- If you already have an Amazon account tied to your work email address <u>and utilize this</u> <u>account solely for business purchases</u>, you can migrate this existing account to your organization's Amazon Business account.
- Sign in using the same password that you already use for your existing Amazon.com account.



- To migrate this account, including order history, select the right hand option: Use My Existing Account.
- Confirm that you will be using this account for Business purchases. <u>This will not affect</u> <u>any personal Amazon accounts you have set</u> up with different emails.

Confirm and continue

 Complete your registration and Start Shopping.

If you cannot remember your password, you can click Forgot your password? to reset it.

Scenario 3

Separate Business & Personal Shopping

- If you have an existing Amazon account tied to your work email and utilize this account for business & personal purchases, Amazon recommends changing your existing account to a personal email address in order to associate your work email with a new account for business.
- After clicking Accept the invitation account with your existing password.
- When prompted to Choose an Account option, select Create a Separate Account.
 - Update the email on your existing account to a personal, non-work email address. The new email address cannot be associated with an existing Amazon.com account.



- 1. Complete the regisration steps to create your new account for business.
- Complete the set up for a new account following steps in Scenario 1.

