

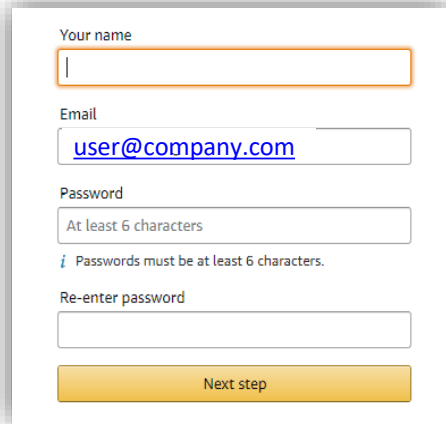
amazonbusiness First Time Set-up Guide

1. You will receive an email to activate your Business account. The subject line is Welcome to Amazon Business
2. Choose the scenario below that applies to you and follow the instructions.

Scenario 1

Create a new Business account

- Click **Accept the Invitation** within the “Welcome to Amazon Business” email and select **Get Started**
- If you do **NOT** have an existing Amazon account tied to your BU email address, you will be prompted to enter a name and create a password.



The screenshot shows a registration form with the following fields and elements:

- Your name:** A text input field with a cursor.
- Email:** A text input field containing the text "user@company.com".
- Password:** A text input field with the placeholder text "At least 6 characters". Below it is a small blue information icon followed by the text "Passwords must be at least 6 characters."
- Re-enter password:** A text input field.
- Next step:** A yellow button at the bottom of the form.

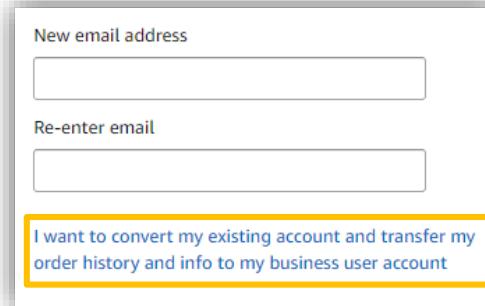
- Please be sure to use your full name when completing this form (First Last).
- Select Create your Amazon Business Account and then select Get Started following the brief verification process.

Start shopping

Scenario 2

Migrate your existing AmazonAccount

- If you already have an Amazon account tied to your BU email address and **utilize this account solely for University purchases**, you can migrate this account, including order history.
- Click **Accept the Invitation** within the “Welcome to Amazon Business” email and select **Get Started**
- Sign in using the same password that you already use for your existing Amazon.com account
- To migrate this account, click on the blue hyperlink on the right: “I want to convert...”



The screenshot shows a migration form with the following fields and elements:

- New email address:** A text input field.
- Re-enter email:** A text input field.
- Link:** A blue hyperlink at the bottom of the form that reads "I want to convert my existing account and transfer my order history and info to my business user account".

- Confirm that you have not made personal purchases on this account.
- Click next step to confirm your account conversion and start shopping on the central account with your existing log in credentials.

If you cannot remember your password, please call customer service to request a password reset link (866-486-2360)

Scenario 3

Separate Business & Personal Shopping

- If you have an existing Amazon account tied to your BU email address and **utilize this account for personal purchases, please follow the prompts to separate your personal order history from your work email.**
- Click **Accept the Invitation** within the “Welcome to Amazon Business” email and select **Get Started**

Sign in to get started

- After signing into your existing account, choose a new email for your existing personal order history to be associated with. *The new email address cannot be associated with an existing Amazon.com account.*

amazon

Now choose a new email for your existing account (this password stays the same).

- This will free up your work email to be used strictly for business purchases moving forward.
- Confirm your name and new business password by completing the set up for your business log in following the steps in scenario 1.

