



Steps to accept the Amazon Business invitation:

Boston University employees will receive an email invitation directly from Amazon to join the Boston University Amazon Business account. Cardholders authorized to use the Boston University Amazon business account are required to accept the invitation.

Accepting the Amazon Business Invitation

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| 1. | <p>Email Invitation: Look out for this email with subject: <u>“Welcome to Amazon for Business”</u>. Click ‘Accept the Invitation’ button.</p>  <p>Amazon Business allows you to shop on Amazon using your organization's multi-user business account and track spending. Find what you need among the millions of business products on Amazon and get business pricing on select items.</p> <p style="text-align: center;">Accept the invitation</p> <p style="text-align: center;">Thank you for choosing Amazon Business.</p> <p style="text-align: center;">Amazon.com Help</p> <p>Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.</p> |
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2.

Click the **Continue** button.



Welcome to Amazon Business!

Primary Admin has invited you to purchase on behalf of **Top National Institution**

Create an account using **jhherber+cardholder@amazon.com** to get started



By clicking "Continue", you accept the [Amazon Business Account Terms and Conditions](#)

Need help?

For questions, contact [Business Customer Service](#)

3. **If you already have an Amazon account using your Boston University email address, skip to step 4.**

If you do not have an Amazon Account, you will be prompted to enter your First and Last Name & set a Password for your **Boston University** email address to be used when signing onto Amazon Business.



Create account

Your name

Email

jhherber+cardholder@amazon.com

Password

At least 6 characters

Re-enter password

Create your Amazon Business account

Click the **Create account** button.

Result: You will see an **Almost complete!** Window.

Click the **Complete** button.

Result: **You are done!** You will see an **Account Created** window. **Click Start Shopping.**



4. If you already have an Amazon account using your **@bu.edu** email, you will see the following sign-in page. Use the password that you originally set for that account to sign in and accept the invite. If you do not remember your password, please click the ‘forgot password’ link and an email will be sent for you to reset your password.



Sign in to the account you will use for business

Your email

Your password

[Forgot your password?](#)

5. If you **have not** made personal purchases using your current business email choose “Use existing account” and proceed to Step 6, below.

If you **have** made personal purchases with your business email, you must choose “create separate account”:



Choose an account option

One Amazon account or two? You can create a new account for Amazon Business, or repurpose your existing Amazon account.

Recommended if you

- Want to keep your business and personal Amazon activity separate. [Learn more](#)
- Have used your Amazon.com account **jhherber+test1@amazon.com** for personal shopping

Recommended if you

- Already use your Amazon.com account exclusively for business
- Don't mind if others in your organization can access your order history or account information. [Learn more](#)

6. Click the **Continue** button.



Step 1
Change the email used for your personal account

Step 2
Create an account for business using mkl+99@amazon.com

Cancel Continue

7. Change the email on your Amazon personal account. Enter and confirm the new personal email address. This will transfer your existing personal account information away from the **Boston University** email address.



Change your email address

To save your current account information, change the email address used to log into the account. You can continue making purchases using this account. Your password will stay the same.

Current email: jhherber+cardholder2@amazon.com

Change email to:

This will be the email used to log into your personal account

Confirm new email:

Save and continue

Next, we will create your Amazon business account.

8. Enter your name and set the password for your new account using your **Boston University** email address.



Create account

Your name:

Email:

Password:

Re-enter password:

Create your Amazon Business account

Click the **Create account** button.
Result: You will see an **Almost complete!** Window.



Click the **Complete** button.

Result: **You are done!** You will see an **Account Created** window. **Click Start Shopping.**

To Request Refund on Taxes Charged (by 3rd parties):

1. Go to “your orders” on Amazon.com
2. Find the item that was charged tax and click the “contact the seller” button (If this button is not there, call **888-281-3847**)
3. Enter subject as “Tax Exemption Refund Request”
4. Include the order number and amount charged.

The seller is required to respond within 72 hours. They may ask for some additional information, but if not they should just issue the refund.

If you have any issues contacting the seller, or other questions, you can also contact our tax team (number below).

If the item was fulfilled by Amazon, simply call the tax support team:

Amazon’s tax exemption support team: 888-281-3847