

# amazonbusiness First Time Set-up Guide

## 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 work email address, you will be prompted to enter a name and create a password.

Create account

Your name

Email mrc@amazon.com

Password At least 8 characters

Re-enter password

Create your Amazon Business account

- 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 Amazon Account

- 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

Sign in to the account you will use for business

Your email user@company.com

Your password

Sign in

Forgot your password?

- If you **utilize this account solely for Business purchases**, you can migrate this account, including order history by selecting "I want to convert my existing account and transfer my order history and info to my Business user account"

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This will be the email for your new Business user account.

How do you want to use this account?

New email address

How do you want to use this account?

I want to convert my existing account and transfer my order history and info to my Business user account

- Confirm you have not made any personal purchases on this account and select next step
  - **Complete** your account activation by selecting **Start shopping**
- 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 **utilize this account for business & personal purchases**, we recommend changing your existing account to a personal email address in order to prevent your personal purchase history from migrating over to the Business account.
- Click **Accept the Invitation** within the "Welcome to Amazon Business" email and select **Get Started** and sign in using the same password that you already use for your existing Amazon.com account

Sign in to the account you will use for business

Your email user@company.com

Your password

Sign in

Forgot your password?

- When prompted, 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.

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This will be the email for your new Business user account.

How do you want to use this account?

New email address

How do you want to use this account?

I want to convert my existing account and transfer my order history and info to my Business user account

- Enter your name and choose a password for your Business account that will now be associated with your work email address
- **Complete** your account activation by selecting **Start shopping**



The Amazon Business Customer Service team can be reached Monday through Sunday from 8am to 12am Eastern time at (866) 486-2360 or at [www.amazon.com/gp/help/contact-us](http://www.amazon.com/gp/help/contact-us)

