## amazon business

## **User Registration Guide**

You will receive a welcome email from Business@Amazon.com

Click Sign In or Get Started to begin registration. Find the scenario below that applies to you and follow the steps provided to complete registration.

#### Scenario 1

Email Address is New to Amazon

No password needed! Just click the link in the email you received from <a href="mailto:Business@Amazon.com">Business@Amazon.com</a> and you are ready to start shopping!





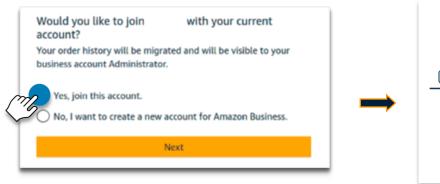
#### Scenario 2

Email address is currently tied to an Amazon.com account

Convert existing account to an Amazon Business account

Only recommended for users who have NOT made personal purchases on their account

Sign in to your existing Amazon.com account using the pre-populated email



Welcome to Amazon Business!

You are now a part of the Amazon Business account.

Start shopping

If you already have an Amazon account tied to your work email address, and use this account solely for business purchases, you will migrate this existing account to your organization's Amazon Business account. Do NOT choose this option if you have made personal purchases on this account.

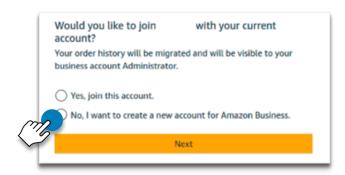
Click **Start Shopping** and you are ready to go!



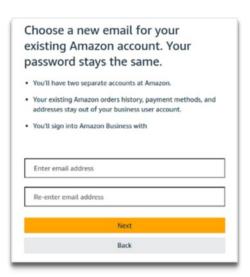
#### Scenario 3

# Email address is currently tied to an Amazon.com account **Create a separate business user account**

#### Sign in to your existing Amazon.com account using the pre-populated email



If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, we will separate your personal order history from your work email. The email you designate at this time will be used to access your previous account moving forward, including order history, saved payments, and shipping addresses.

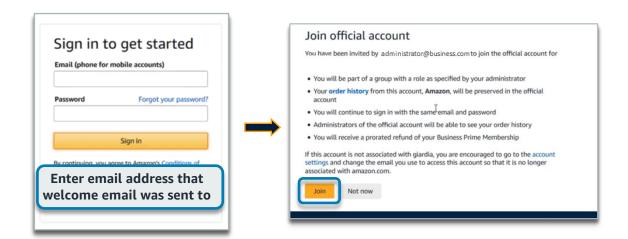






#### Scenario 4

### Existing Single User Amazon Business Account





Contact Amazon Business Customer Support at <a href="https://www.amazon.com/qp/help/contact-us">www.amazon.com/qp/help/contact-us</a> or 888.281.3847

