

# 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
- If you do NOT have an existing Amazon account tied to your UF email address, you will be prompted to enter a name and create a password.



The form is titled "Create an account for business". It contains four input fields: "Your name" (text box), "Email" (text box with placeholder "user@company.com"), "Password" (text box), and "Confirm password" (text box). Below the fields is a "Create account" button.

- Please be sure to use your full name when completing this form (First Last).
- Select Create Account and then select Complete on the following page to complete your account activation and start shopping.

**Start shopping**

## Scenario 2

### Migrate your existing Amazon Account

- Click **Accept the Invitation** within the “Welcome to Amazon Business” email
- Sign in using the same password that you already use for your existing Amazon.com account



The form is titled "Sign in to the account you will use for business". It contains two input fields: "Your email" (text box with placeholder "user@company.com") and "Your password" (text box). Below the fields are "Sign in" and "Forgot your password?" buttons.

- If you **utilize this account solely for University purchases**, you can migrate this account, including order history by selecting the right hand option: **Use My Existing Account**.



The form is titled "Choose an account option". It contains two buttons: "Create a separate account" (highlighted with a red box) and "Use my existing account" (highlighted with a red box).

- Select Confirm and Continue to confirm that you will be using this account for Business purchases only
- **Complete** your account activation and **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

- Click **Accept the Invitation** within the “Welcome to Amazon Business” email
- Sign in using the same password that you already use for your existing Amazon.com account



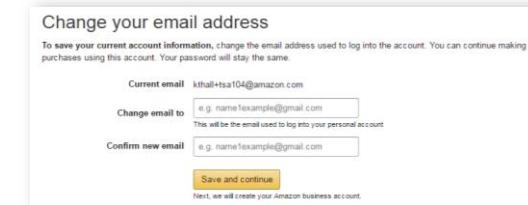
The form is titled "Sign in to the account you will use for business". It contains two input fields: "Your email" (text box with placeholder "user@company.com") and "Your password" (text box). Below the fields are "Sign in" and "Forgot your password?" buttons.

- 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.
- When prompted to Choose an Account option, select **Create a Separate Account**.



The form is titled "Choose an account option". It contains two buttons: "Create a separate account" (highlighted with a red box) and "Use my existing account" (highlighted with a red box).

- 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.*



The form is titled "Change your email address". It contains three input fields: "Current email" (text box with placeholder "ktball+tsa104@amazon.com"), "Change email to" (text box with placeholder "e.g. name@example@gmail.com"), and "Confirm new email" (text box with placeholder "e.g. name@example@gmail.com"). Below the fields are "Save and continue" and "Next, we will create your Amazon business account" buttons.

- Confirm and continue to activate your new Business account with your UF email address



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)