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.
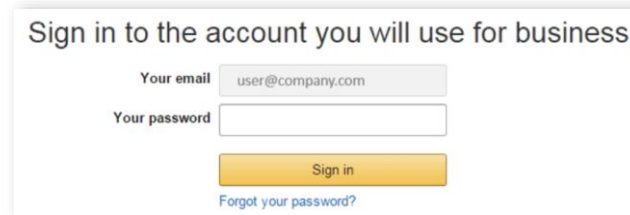

- Please be sure to use your full name when completing this form (First Last).

- Select Create Account and then select Complete on the following page to complete your account activation and start shopping.
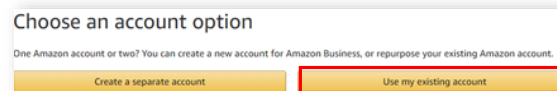

Scenario 2

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

- 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.**
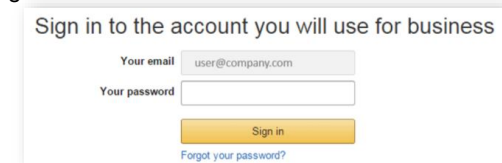

- Select Confirm and Continue to confirm that you will be using this account for Business purchases only

- **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)
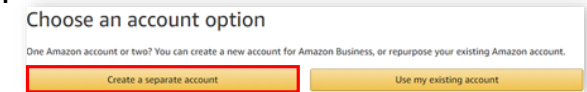

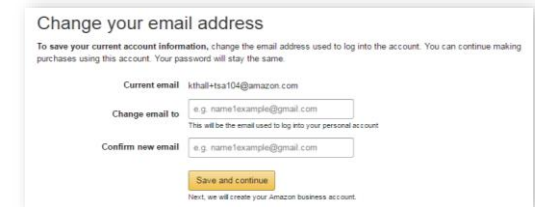## Scenario 3

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

- 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**.

- 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.*

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

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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