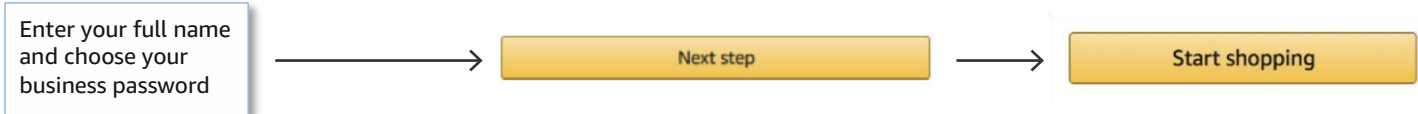**amazon business**

First Time User Registration Guide

1. You will receive an email inviting you to join your organization's Amazon Business account. Click on

 SET UP YOUR ACCOUNT   **Invitations are time sensitive.**

2. If you do not receive your invitation, please check your spam folder. The email will come from business@amazon.com.

3. Choose the scenario below that applies to you and follow the instructions.

Scenario 1
Create a new business user account

Enter your full name and choose your business password ⟶ Next step ⟶ Start shopping

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Scenario 2
Convert your existing Amazon Account

Sign in to the existing account that you use for business purchases on Amazon.com.

Convert my existing Amazon account
to transfer my order history.

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.

Start shopping

Scenario 3
Separate Business and Personal Shopping

Sign in to the existing account you use for business/personal purchases on Amazon.com.

Create a separate business account
so your order history stays private.

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.

Choose a new email for your existing Amazon Account. Your password stays the same.

The email designated here, will be used to access your previous account, including existing order history and saved payments or shipping addresses.

Contact Amazon Business Customer Service at www.amazon.com/gp/help/contact-us or **888.281.3847**