

# amazonbusiness First Time Set-up Guide

1. You will receive an Amazon Business email inviting you to join your school's business account. Take action in the email body by clicking [Accept the invitation](#) Invitations expire after 7 days.
2. If you do not receive your invitation, please check your spam folder as it will come directly from Amazon Business.
3. Utilize the below scenarios to better understand how to take appropriate action.

## Scenario 1

### Create a new business user account

- If you don't have an existing Amazon account, tied to your work email address, you will be provided step-by-step instructions to create your new account log in for your school's Amazon Business account.

Create an account for business

Your name

Email

Password

Confirm password

- Please be sure to use your full name when completing this form (First Last).
- Once your account has been created, you can start shopping.

## Scenario 2

### Migrate your existing Amazon Account

- If you already have an Amazon account, tied to your work email address, and utilize this account solely for business purchases, you can migrate this existing account to your school's Amazon Business account.
- 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

Your password

[Forgot your password?](#)

- To migrate this account, including order history select the right hand option: **Use My Existing Account.**
- Confirm that you will be using this account for Business purchases. This will not affect any personal amazon accounts you have set up with different emails.

- **Complete** your registration and **Start Shopping**

*If you cannot remember your password, you can click [Forgot your password?](#) to reset it*

## Scenario 3

### Separate Business & Personal Shopping

- If you have an existing Amazon account tied to your work email and utilize this account for business & personal purchases, Amazon recommends changing your existing account to a personal email address in order to associate your work email with a new account for business.
- After accepting the invitation, sign into your account with your existing password.
- When prompted to **Choose an Account option**, select **Create a Separate Account**
  1. Update the email on your existing account to a personal, non-work email address.

Change your email address

To save your current account information, change the email address used to log into the account. You can continue making purchases using this account. Your password will stay the same.

Current email

Change email to   
This will be the email used to log into your personal account

Confirm new email

Next, we will create your Amazon business account.

2. Complete the registration steps to create your new account for business.
- Complete the set up for a new account following steps in Scenario 1

