

User Registration Guide

Find the scenario below that applies to you and follow the steps provided to complete registration.

Scenario 1

Email Address is New to Amazon

Just click on the **amazon business** tile in your eProcurement system and you are ready to start shopping!



If prompted, enter your first and last name in the space provided and click **Start Shopping**.



NOTE: Use the [Forgot Password](#) workflow your first time accessing a non-shopping page.

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



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

Enter your full name and choose your business password

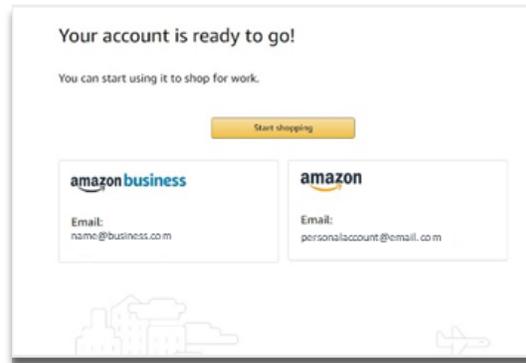
Your name

Email

Password
At least 6 characters
Passwords must be at least 6 characters.

Re-enter password

By creating an account, you agree to Amazon's [Conditions of Use](#) and [Privacy Notice](#).



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