

Amazon Business Registration Guide Southern Utah University



Getting Started with Your Official Southern Utah Univserity Amazon Business Account Login

The following 3 slides provide steps to create your login for the Official SUU Amazon Business Account based on how your <u>@suu.edu</u> email addresses are currently used on Amazon or Amazon Business

- New To Amazon Your work email is not being used on Amazon.com or Amazon Business
- Existing Amazon.com Your work email is being used on Amazon.com
- Existing Amazon Business Your email is being used on Amazon Business



New to Amazon

 Scenario 1

 Create a new business user account

 If you have not previously used your work email address on Amazon.com, account set up is simple!

 Click Get Started on the email you receive from noreply@amazon.com and create your password!

 Next step
 Start shopping



Existing Amazon.com Account:

You will receive this email from <u>noreply@amazon.com</u>. Click "Get Started" and follow the steps to either convert or separate your existing Amazon account to the <u>SUU</u> Amazon Business Account



OR

Scenario 3

Separate Business and Personal Shopping

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



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

amazon business

Existing Amazon Business Account

You will receive this email from (<u>noreply@amazon.com</u>) Click Get Started and follow the steps to merge your existing account to the Official Lawrence University's Amazon Business Account

amazon business

Hello AnanthSUA,

You have been invited by popencej-test@amazon.com to join the official account for giardia.

Our records show that you are an admin of an Amazon Business account named Amazon. If you are placing orders for giardia., we suggest you join that account instead.

When you join the official account

- · Your existing account will be transferred
- Your login email and password will remain the same
- You'll have access to your order history from the official account

If this account is not associated with giardia, you can choose to keep it separate.



Thank you, Amazon Business



Join official account

Not now

You have been invited by **popenoej+test@amazon.com** to join the official account for **giardia**

- · You will be part of a group with a role as specified by your administrator
- Your order history from this account, Amazon, will be preserved in the official account
- You will continue to sign in with the same email and password
- Administrators of the official account will be able to see your order history
- You will receive a prorated refund of your Business Prime Membership

If this account is not associated with giardia, you are encouraged to go to the account settings and change the email you use to access this account so that it is no longer associated with amazon.com.

Welcome to the official giardia account You're all set to start placing orders! Start shopping amazon business giardia (official) ananva+testAC2@amazon.com



Thank You