

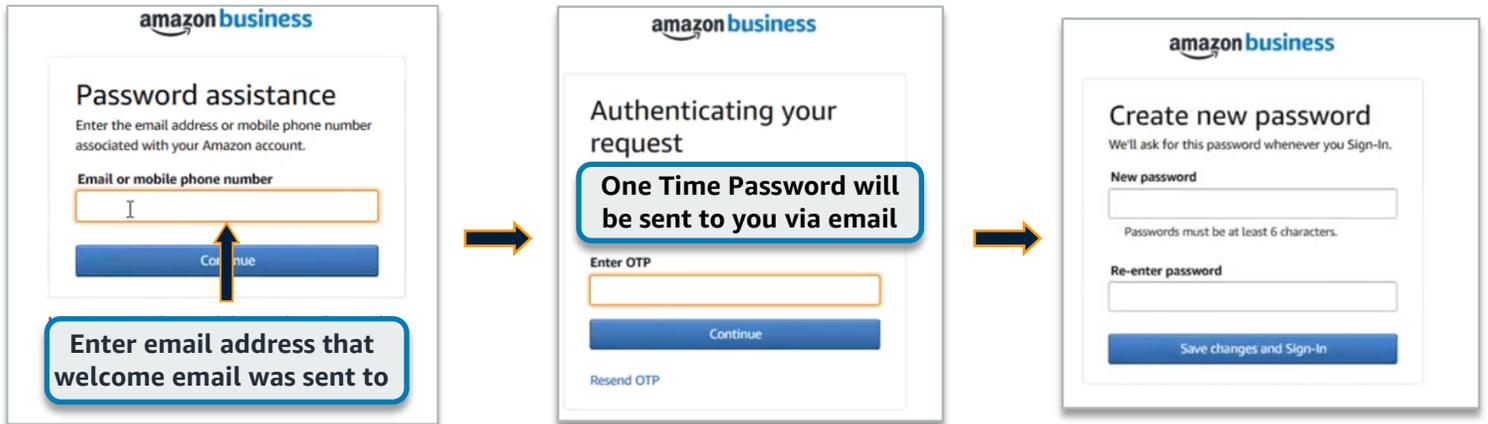
User Registration Guide

You will receive a welcome email from Business@Amazon.com

Click **Sign In** or **Get Started** to begin registration. Find the scenario below that applies to you and follow the steps provided to complete registration.

Scenario 1

Email Address is New to Amazon

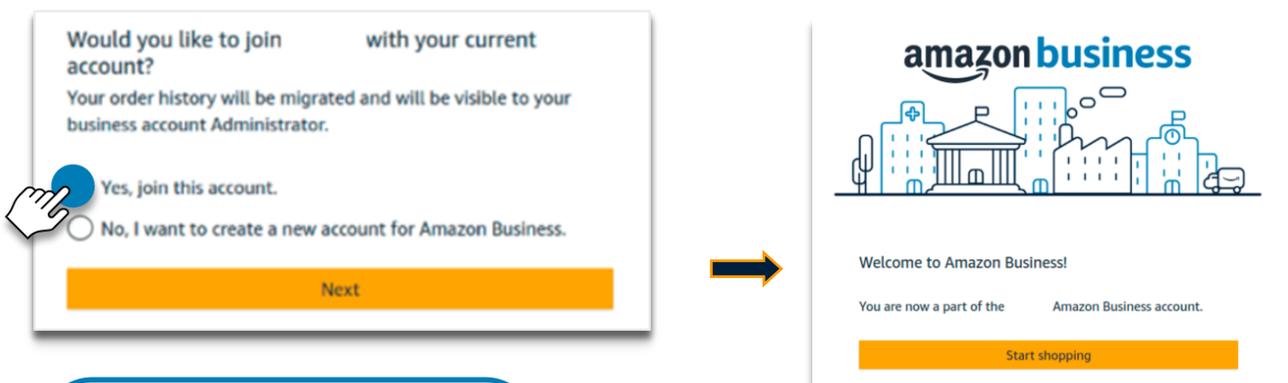


Scenario 2

Email address is currently tied to an Amazon.com account

Convert existing account to an Amazon Business 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!

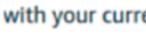


Scenario 3

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

Would you like to join  with your current account?

Your order history will be migrated and will be visible to your business account Administrator.

Yes, join this account.

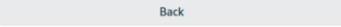
No, I want to create a new account for Amazon Business.

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.**

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

- You'll have two separate accounts at Amazon.
- Your existing Amazon orders history, payment methods, and addresses stay out of your business user account.
- You'll sign into Amazon Business with email@business.com.

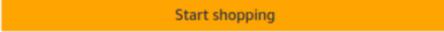






Welcome to Amazon Business!

You are now a part of the  Amazon Business account.



Scenario 4

Existing Single User Amazon Business Account

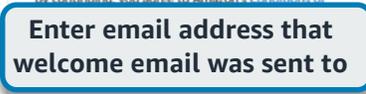
Sign in to get started

Email (phone for mobile accounts)

Password [Forgot your password?](#)



By continuing, you agree to Amazon's [Conditions of Use](#).





Join official account

You have been invited by administrator@business.com to join the official account for

- 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.



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