

## **Amazon Business User Instructions**

We are excited to announce that Charlotte Public Schools has created an Amazon Business account that will

If you already had an Amazon account with the District, you should have received an email that looks like this:

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&KDUORWWH & RXQ WPL3XHE OHE V6IKORJ#ONXUF KDUORWWHVFKRROV QHW  
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Have no fear, as soon as your new account is setup, your buying permissions will be restored.

If you had an Amazon account tied to your CCPS email, enter your Email and Password. If not, click on “Create your Amazon account”

You will know you are in the right place when you see the Amazon Business logo in the top left corner.

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For the 3 & D U G \$ F F R X Q ~~The Tax~~ Exempt Certificate will have to be uploaded into Amazon one time only.

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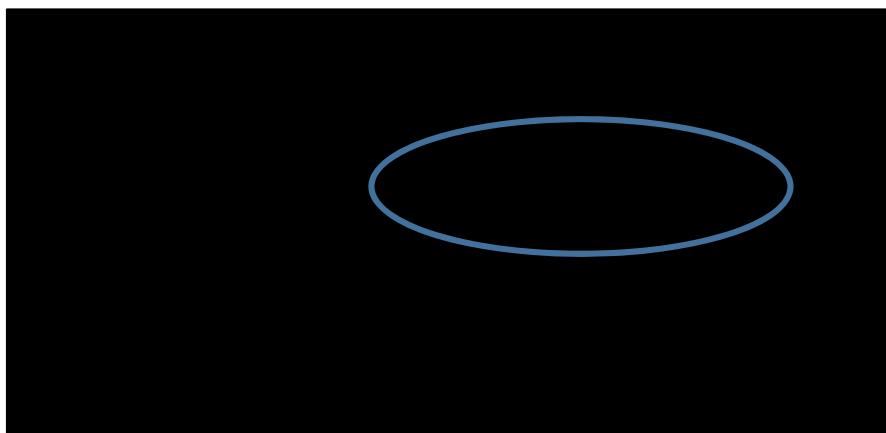
No matter which account you choose, you will get this:



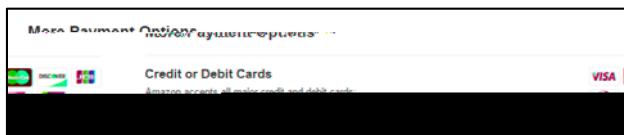
This can't be left blank. If you are using the CCPS PO account, enter the PO number here. If you are using the CCPS PCard account, enter something that will help you reconcile your account when you receive your statement.

Choose your site's address from the Address Book for the ship to address. ALL Kindles must be tagged and shipped to the Warehouse for processing.

It will default to the FREE Two-Day Shipping.



Add your PCard info if you haven't already.



"Continue"



Verify all information is correct. If correct, “Place your order”.

