

# First Time Set-up Guide

1. <RX ZLOO UHFHLYH DQ HPDLO WR DFWLYDWH \RXU 'LVWULFW¶V \$PDJRQ %XVLQHVV DFFRXQW &OLFN RQ
2. If you do not receive your registration email, please check your spam folder. The email will come directly from Amazon Business.
3. Choose the scenario below that applies to you and follow the instructions.

provided step-by-step instructions to create your new account log-in for your ' L V W U L F W ¶ V Amazon Business account.

‡ 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 ' L V W U L F W ¶ V Amazon Business account.
- ‡ Sign in using the same password that you already use for your existing Amazon.com account.

‡ 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?](#)

## 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 your new Amazon Business account.