# amazonbusiness First Time Set-up Guide

- You will receive an email to activate your Business account. The subject line is Welcome to Amazon Business
- Choose the scenario below that applies to you and follow the instructions.

#### Scenario 1

## Create a new Business account

- Click Accept the Invitation within the "Welcome to Amazon Business" email and select Get Started
- If you do NOT have an existing Amazon account fied to your work email address, you will be prompted to enter a name and create a password.

Your name
Email
nss+chi@amazon.com
Password
At least 6 characters
Re-enter password

- Please be sure to use your full name when completing this form
- Select Create your Amazon Business Account and then select Get Started following the brief verification process.

Start shopping

#### Scenario 2

## Migrate your existing Amazon Account

- Click Accept the Invitation within the "Welcome to Amazon Business" email and select Get Started
- Sign in using the same password that you already use for your existing Amazon.com account
- Sign in to the account you will use for business

If you utilize this account solely for Business purchases, you can migrate this account, including order history by selecting "I want to convert my existing account and transfer my order history and info to my Business user account'

		nss+chi@amazon.com	Email	This will be the email for your new business user account.	amazonbusiness
I want to convert my existing account and transfer my order history and into to my business user account	Re-enter email		New email address	Now choose a new email for your existing account (this password stays the same).	amazon

- Confirm you have not made any personal purchases on this account and select next step
- Complete your account activation by selectingStart shopping

If you cannot remember your password, please call customer service to request a password reset link (866-486-2360)

#### Scenario 3

## Separate Business & Personal Shopping

- If you utilize this account for business & personal <u>purchases</u>, we recommend changing your existing account to a personal email address in order to prevent your personal purchase history from migrating over to the Business account.
- same password that you already use for your existing Click Accept the Invitation within the "Welcome to Amazon Business" email and select Get Started and sign in using the Amazon.com account

Sign in to the account you will use for business

		Your password	Your email
Econol I all a control	Sign in		измерсотрату.com

When prompted, update the email on your existing account to a personal, non-work email address. The new email address cannot be associated with an existing Amazon.com account

		lamazon.com	Email	This will be the email for your new business user account.	amazonbusiness	
I waitt to convert my existing account and transfer my order history and info to my business user account	Re-enter ernail		New email address	Now choose a new email for your existing account (this password stays the same).	amazon	

- address account that will now be associated with your work email Enter your name and choose a password for your Business
- Complete your account activation by selectingStart



The Amazon Business Customer Service team can be reached Monday through Sunday from 8am to 12am Eastern time at (866) 486-2360 or at www.amazon.com/gp/help/contact-us

# amazonbusiness

## Reorder List Guide

## Create Your Reorder List

of items you would like someone else to purchase for you. Use Amazon Business list functionality to create a Reorder list

your screen. Click Create a List To get started, hover your mouse over Lists at the top right of



### Customize Your List:

- 1. Select that this list is for
- Select list type: Reorder List
- 3. Name the list
- 5. Create List 4. Privacy: Public
- Create a List Choose a list type This list is for Reorder List Idea List

### Add items to your list

- Search for item
- Select the drop down next to the Add to List button which appears to the right of the page below the Buy Box
- Select the list name you just created to add item
- choose to view your list or continue shopping Confirmation message will show that item was added and you can



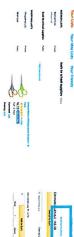
#### Finalizing your list

Lists. Select the Reorder List you created. Review your Once your list is complete, Click the drop down next to list, update or add quantities, finalize selections.



## **Email List to Designated Purchaser**

"Send list to others" on the top right hand side of the page Send your List to your Designated Purchaser by clicking



- 12 17 Enter email address(es) in the box below "To"
- Click "Send e-mail" button



#### List Settings

To change you list name, settings, or delete list,

- <u>ب</u> Select your list from the Lists drop down menu in upper
- Click on the 3 dots next to "Send list to other" and select Manage List

