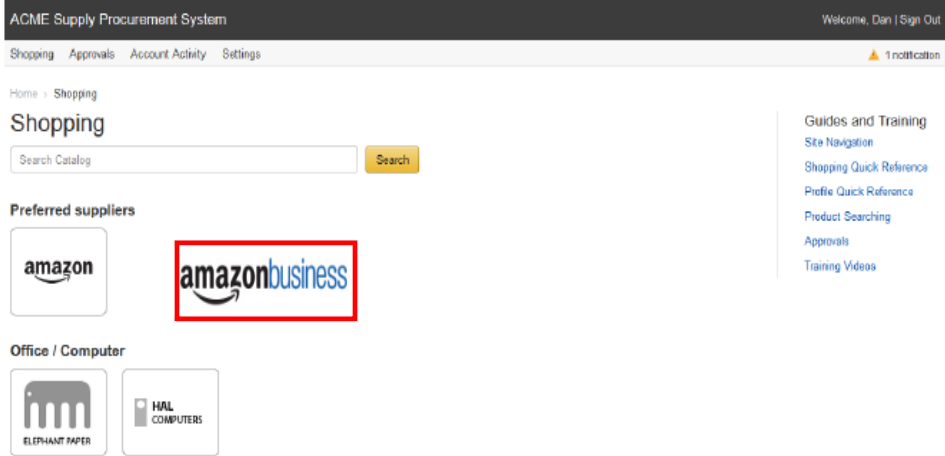


Step 1: Log in to your purchasing software system.

Step 2: Click the “Amazon” logo.



Step 2: If you have an existing Amazon.com account with your business email you will be prompted to type in your password to your existing account. Click “Sign in to an existing account”.



Sign in to the account you will use for business

Your email

Your password

[Forgot your password?](#)

Step 3: Please note-first time Morehouse School of Medicine users will need to register with the Amazon Business Account one time only. You will not be required to do this each subsequent time.



Create an account for business

Your name

Email

Password

Confirm password



Step 4: If you have not made personal purchases using your current business email choose “Use existing account” and proceed to Step 5, below.

If you have made personal purchases with your business email, you must choose “create separate account”:



Choose an account option

One Amazon account or two? You can create a new account for Amazon Business, or repurpose your existing Amazon account.

and sign in with `jhherber+test1@amazon.com`

Recommended if you

- Want to keep your business and personal Amazon activity separate. [Learn more](#)
- Have used your Amazon.com account `jhherber+test1@amazon.com` for personal shopping

Recommended if you

- **Already use your Amazon.com account exclusively for business**
- Don't mind if others in your organization can access your order history or account information. [Learn more](#)

Step 4a: If you are changing a personal account email you will be prompted with the following screen.

Use fletchp+MATC2@amazon.com for business

Just some reminders:

- A business user account is not a personal account. If you add others and allow them to manage your account, they can view your account information (including order history, addresses, payment methods, and personal information), administer or close your account.
- Only one account per email is allowed. You must use different emails for your personal account and business user account.

There are 2 steps to creating a business user account using fletchp+MATC2@amazon.com:

Step 1
Change the email used for your personal account

Step 2
Create an account for business using fletchp+MATC2@amazon.com

Step 4b: Enter the personal email address you would like to change your personal account to.

Change your email address

To save your current account information, change the email used to log into the account. You can continue making purchases using this account. Your password will stay the same.

Current email fletchp+MATC2@amazon.com

Change email to
This will be the email used to log into your personal account

Confirm new email

Next, we will create your Amazon business account.

Step 5: Enter your name and a new password for your business account

Create an account for business

Your name

Email

Password

Confirm password

Step 6: Hit "Complete"

Almost complete!

Your account changes have been saved. **fletchp+MATC1@amazon.com** will be your account for business.

Your account has now been created.



Your account has been created

You can now purchase for your business with **fletchp+MATC1@amazon.com**

Start shopping

Any Questions? Contact Amazon Business Customer Service at: 888-281-3847

