

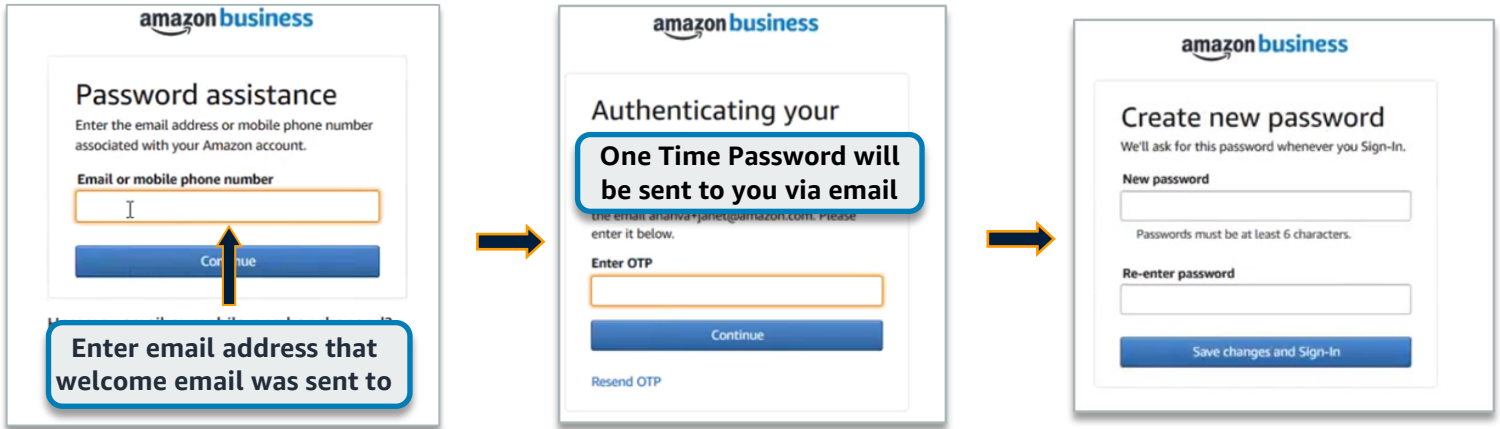
# User Registration Guide

Find the scenario below that best applies to you and follow the steps provided to complete registration.

## Scenario 1

Email Address is New to Amazon

Click the [password reset link](#) provided in the email you received from your Account Administrator.



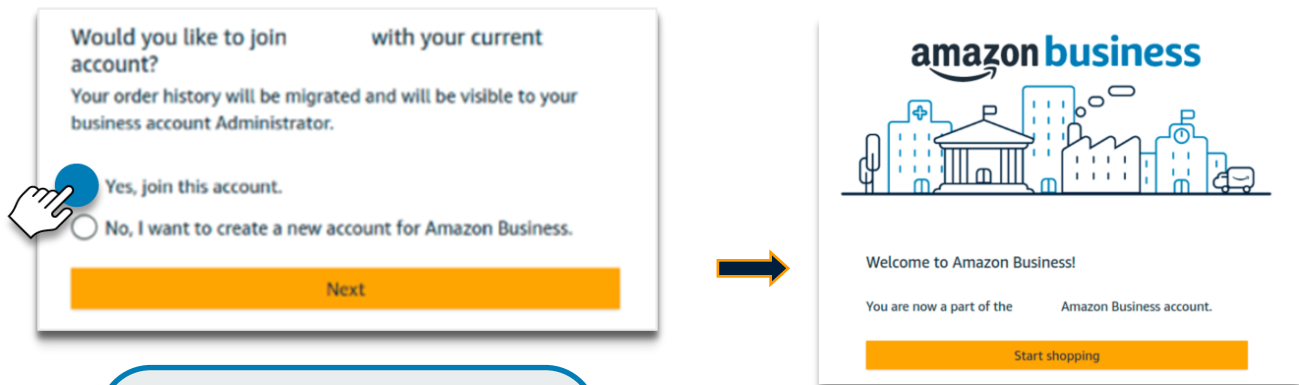
## Scenario 2

Email address is currently tied to an Amazon.com account

### Convert existing account to an Amazon Business account

Only recommended for users who have NOT made personal purchases on their account

You will receive a welcome email from [Business@Amazon.com](mailto:Business@Amazon.com). Click **Get Started** and sign in to your existing Amazon.com account using the pre-populated email address to begin registration.



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

You will receive a welcome email from [Business@Amazon.com](mailto:Business@Amazon.com). Click **Get Started** and sign in to your existing Amazon.com account using the pre-populated email address to begin registration.

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.

Next

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.

Enter email address

Re-enter email address

Next

Back



amazon business

Welcome to Amazon Business!

You are now a part of the Amazon Business account.

Start shopping

### Scenario 4

Existing Single User Amazon Business Account

You will receive a welcome email from [Business@Amazon.com](mailto:Business@Amazon.com). Click **Get Started** and sign in to your existing Amazon.com account using the pre-populated email address to begin registration.

Sign in to get started

Email (phone for mobile accounts)

Password [Forgot your password?](#)

Sign in

By continuing, you agree to Amazon's Conditions of Use

Enter email address that welcome email was sent to



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 your existing account, 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.

Join Not now



Contact Amazon Business Customer Support at [www.amazon.com/gp/help/contact-us](http://www.amazon.com/gp/help/contact-us) or 888.281.3847