

Existing Amazon Account Holders Directions on How to Accept the Amazon Business Invitation

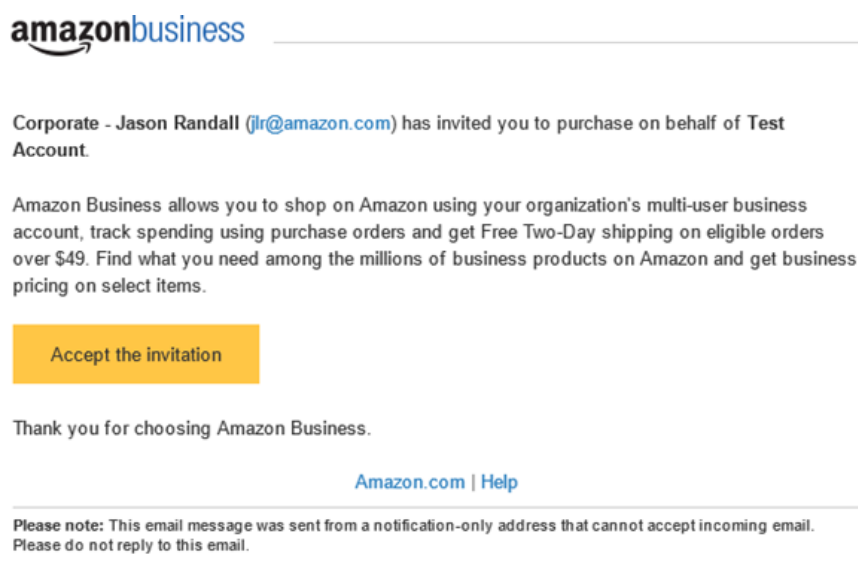
Document Objective

- This Document provides step by step directions for **current Amazon Account Holders** on how to accept the Amazon Business Account Invitation. If you follow the online Wizard you will likely not need this set of directions, however, for your convenience, we have provided screen shots below.
 - o **NOTE: if you do not have an existing Amazon Account associated with your current work email address**, please disregard this document, and simply click 'accept' on your Amazon Business Account Invitation which will be residing in your Inbox, and follow the prompts, as the processes below do not apply to email addresses that have no existing Amazon Account Association. The total time required to complete your new account registration will only be 30-60 seconds.

A Note Regarding Amazon Prime Memberships:

- If your current Amazon account has an Amazon Prime Membership and you transfer your existing account to the new District Account, your Prime Membership will also be transferred.

Note: The total time needed for this process will be 2-3 Minutes

Step	Task
1.	<p>Once you have been added to your Institution's Amazon Business Account you will receive an email invitation directly from your Institution's Amazon Business Account.</p>  <p>Corporate - Jason Randall (jlr@amazon.com) has invited you to purchase on behalf of Test Account.</p> <p>Amazon Business allows you to shop on Amazon using your organization's multi-user business account, track spending using purchase orders and get Free Two-Day shipping on eligible orders over \$49. Find what you need among the millions of business products on Amazon and get business pricing on select items.</p> <p>Accept the invitation</p> <p>Thank you for choosing Amazon Business.</p> <p>Amazon.com Help</p> <p>Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.</p>
2.	<p>Click 'Accept the Invitation' and resolve your Amazon Account conflict by following the next steps.</p>
3.	<p>As you already have an Amazon Consumer account associated with your Work Email Address you will be prompted to enter your Password and Sign in.</p>



Sign in to the account you will use for business

Your email

JLR+ConversionExample@amazon

Your password

Sign in

[Forgot your password?](#)

Need help?

For questions, contact [Business Customer Service](#)

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If you don't remember your password, click the 'Forgot your password?' link to reset it.

4. You will be presented with two options:



Choose an account option

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

Create a separate account

Recommended if you

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

Use my existing account

and sign in with JLR+ConversionExample@amazon.com

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](#)

1. **If your existing Amazon account was only used for Institutional (work) Purchases and does not contain personal purchases in its Order History, Click 'Use My Existing Account'** and follow the prompts, you may then disregard the rest of this document. Note: this will also merge your Order History with the new account.
2. **If the existing account tied to your Work email address does contain personal purchases in its Order History,** your institution requests that you transfer your existing Amazon account to a personal email address which will free your Work Email address to join the Business Account.
 - a. To do so: Click **'Create a separate account'** and follow the on-screen prompts

If you choose to create a separate business account:

- You will have TWO AMAZON ACCOUNTS going forward.
 - You will have a new account that will use your Work Email Address, which will be associated with your Institution's Amazon Business Account.
 - Your personal account will continue working as usual with the only difference being that you will now have a PERSONAL Email address attached to it.
- Your personal order history will remain private
- If you currently have Amazon Prime it will be retained on your Personal Account

NOTE: Only ONE EMAIL PER ACCOUNT is allowed. You must use different emails for your personal account and business user account.

5. If you choose to create a New Account, there are two simple steps. Please follow the prompts, then click 'Save and Continue'



Change your email address

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

Current email
jlr+newemail@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.

By completing this step, you have successfully removed your Work Email Address from your existing account, and have changed it to a Personal email address.

6. With the above completed, you can now use your Work Email Address to create an account that is attached to your Institution's Business account:

- Enter and confirm the password to be associated with your New Business Account
- Click the **Create** account button.
Result: You will see an **Almost complete!** Window.
- Click the **Complete** button.
Result: You will receive a confirmation that your account has been created. Example Screen Shots are below.




Create an account for business

Your name

Email

Password


Confirm password



Almost complete!

Your account changes have been saved. `jlr+AcmelInstitution@amazon.com` will be your account for business.

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



Your account has been created

You can now purchase for your business with `jlr+AcmelInstitution@amazon.com`

Need help?
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7. Congratulations! You have successfully created your new Amazon Business Account

If you have an existing Amazon Business Account, you will need to De-Register your account before you are able to receive an invitation to join your Institution’s Business Account. Please see the Instructions below:

- Click the link below and after signing into your Business Account, enter the reason you want to convert your account:
 - <https://amazon.com/gp/b2b/manage/deregister/>
 - Your existing Amazon Business Account has now been converted to a personal account.
 - Please email your Administrator to request an Invitation to the new account. You may then proceed with the Business Account Creation by accepting the Invitation and following the steps.

- Should you have any difficulty, Amazon Business Customer Service may be reached by phone at **(866) 486-2360** Monday – Friday 8am – 10pm Eastern and Saturday & Sunday 8am – 5pm Eastern.