

First Time User Registration Guide

1. You will receive an email inviting you to join your organization's Amazon Business account. Click on **Invitations are time sensitive.**
2. If you do not receive your invitation, please check your spam folder. The email will come from business@amazon.com.
3. Choose the scenario below that applies to you and follow the instructions.

SET UP YOUR ACCOUNT

Scenario 1

Log in with your Duck ID through Shibboleth



Please log in with your Duck ID to access the requested service.
To protect your privacy, always log out and quit your web browser when finished.

Username Password

Login

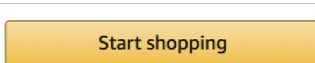
Scenario 2

Convert your existing Amazon Account

Sign into the existing account that you use for business purchases on Amazon.com.



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.



Scenario 3

Separate Business and Personal Shopping

Sign into the existing account you use for business/personal purchases on Amazon.com.



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.

Choose a new email for your existing Amazon account. Your password stays the same

The email designated here, will be used to access your previous account, including existing order history and saved payments or shipping addresses.

