Step 1: Log in to your purchasing software system.

Step 2: Click the “Amazon” logo.

Step 3: Please note-first time **CUSTOMER NAME** users will need to register with the Amazon Business Account one time only. You will not be required to do this each subsequent time. *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”.

Create an account for business

Your name
Email
Confirm email
Password
Confirm password

Create Account

By clicking Create account: Personal shopping cart is accessible to the business account associated with it and any purchases can be made payable to such account. Learn more
Sign in to an existing account

Step 4: If you **have not** made personal purchases using your current business email choose “Confirm and continue” and proceed to Step 5, below. If you **have** made personal purchases with your business email, it is recommended you choose “Change personal account email”

Confirm

We will add fletchhp+MATC2@amazon.com to the Tricia Test business account.

Confirm and continue
Change personal account email

Recommended if you have made personal purchases using this account.

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

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

Amazon Business

Business Profile  Account Setup  Verify Business

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: [e.g. name@example@gmail.com]
This will be the email used to log into your personal account

Confirm new email: [e.g. name@example@gmail.com]

Next, we will create your Amazon business account.

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

Amazon Business

Create an account for business

Your name

Email: fletchp-MATC1@amazon.com

Password

Confirm password

Create account
Step 6: Hit “Complete”

Almost complete!
Your account changes have been saved. fletchsp-MATC1@amazon.com will be your account for business.

Start shopping

Your account has now been created and you can now begin shopping

Your account has been created
You can now purchase for your business with fletchsp-MATC1@amazon.com

If more than one person is associated with this business account or if you registered for a business account, but have changed your mind, you can de-register:

Contacting Amazon Business Customer Service at: 888-281-3847

Or you can contact us via email, Phone or Chat by clicking this link:

https://www.amazon.com/gp/b2b/manage/deregister/