<p style="text-align: center;">**How to Access & Register to Amazon Business**</p>

**Go to the section of the 'How To' that applies:**

A.  Brand new Amazon User (official University email not previously linked to Amazon)

B.  Amazon User (official University email previously linked to Amazon) who <u>would like</u> to transfer all previous account information to <u>a personal email</u>: see **Section B: User to Convert**.

C.  Amazon User (official University email previously linked to Amazon) who <u>does not</u> need to transfer all previous account information to a <u>personal email</u>: see **Section C: User to Merge**.

**D.**  Amazon <u>Business</u> User (official University email linked to <u>Amazon Business</u>) who needs to convert account to a personal account prior to accessing Show Me Shop: see **Section D: User to De-register and Merge**

E.  Unsure of your account status?  See **Section E: Account Status**.

## Section A: New User

1. Access the Amazon Business Punchout in Show Me Shop
2. At the 'Welcome' page, click continue:
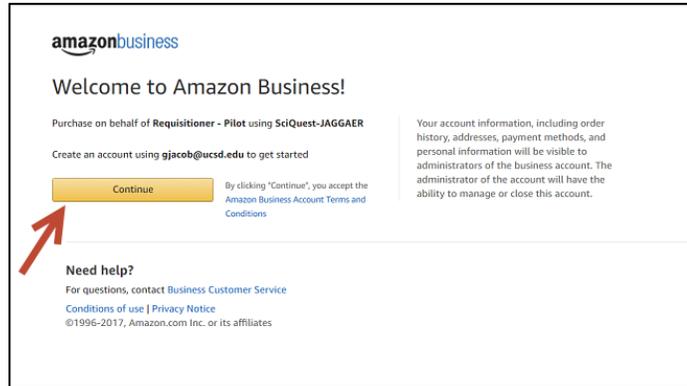


3. You will be prompted to 'Create an account for business'.
   **Note**: If you do not see a screen similar to the one below and land on a log in page, that means your school email is linked to Amazon currently. (See **Section B: User to Convert** if you want your account information to transfer to a personal account or see **Section C: User to Merge** if you are comfortable with moving all account information to the UM System Amazon Business account.)

   a. Enter your name in the **'Your name'** field.
   b. Create a password in the **'Password'** and **'Confirm Password'** field.
   c. Select **'Create account'**.



4. You will land on the '**Almost complete'** screen.  Click '**Continue**.'
5. Congratulations! You have now completed your registration for Amazon Business.  Click on 'Start shopping' to begin your shopping experience through Show Me Shop.
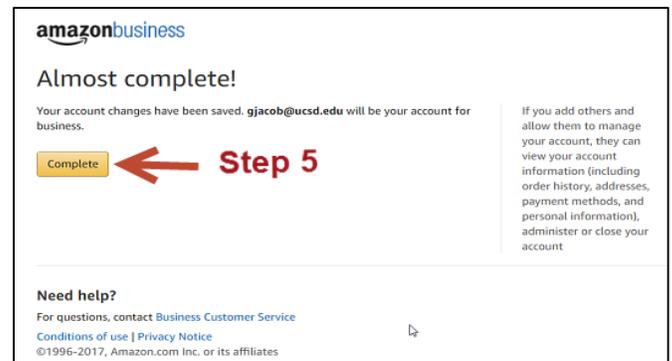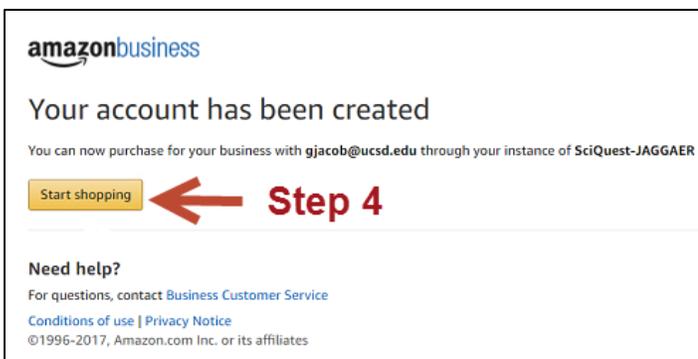
## Section B: User to Convert

This section walks you through the process of transferring account information (order history, ship-to address, credit card, etc.) to a personal account before registering for an Amazon Business.

1. Log into Amazon (www.amazon.com) with your school email and password.  Navigate to the '**Your Account'** screen.  This will be the first step in resetting the existing Amazon account to a personal email account.  **Note**: The new email address must be one that has never been linked to Amazon.
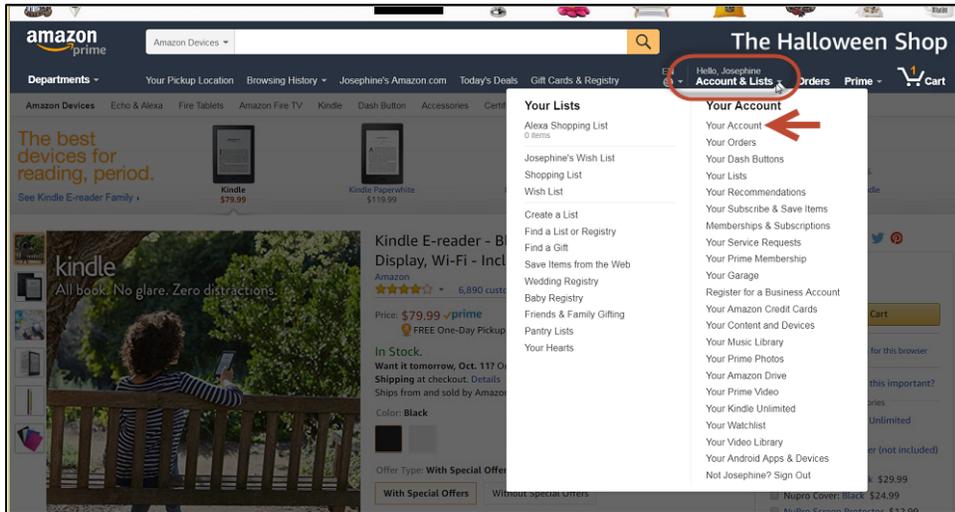


2. Navigate to the "**Login & Security'** screen.
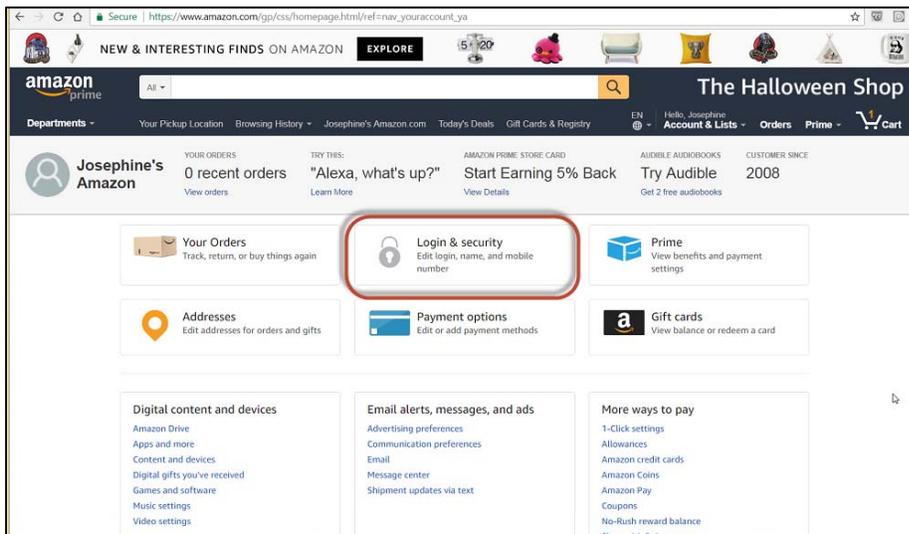
3. Click on the '**Edit'** button next to your email address:



4. You are prompted to change the email associated with this account.
   **Note**: The new email address must be one that has never been linked to Amazon. Complete the fields on the screen.
   a. Enter new personal email address in '**New email address**:'
   b. Reenter new personal email address in '**Re-enter new email**:'
   c. Enter your current password in '**Password**:'
   d. Enter the characters exactly how you see it in the challenge in '**Type characters'**.
   e. Click '**Save changes'**



   f. Once you complete the change and click '**Save change**', the screen will refresh with a successful message (seen below.
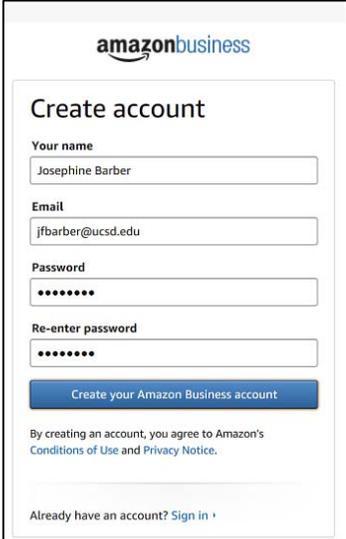
5. Log out of Amazon by going to the top right hand corner to sign out.  Ensure you log out this way so that your login information is not cached by the browser.
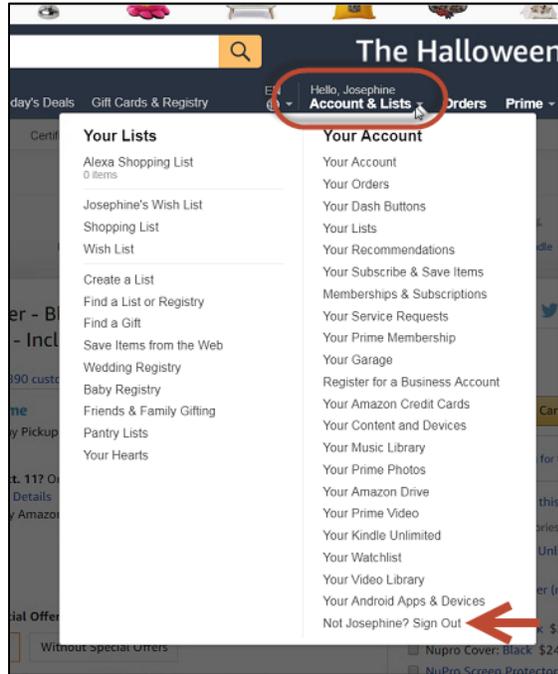


6. To begin the registration for Amazon Business, log into Show Me Shop to access the Amazon Business punchout. You should land on the 'Welcome to Amazon Business' screen.  Click '**Continue**.'
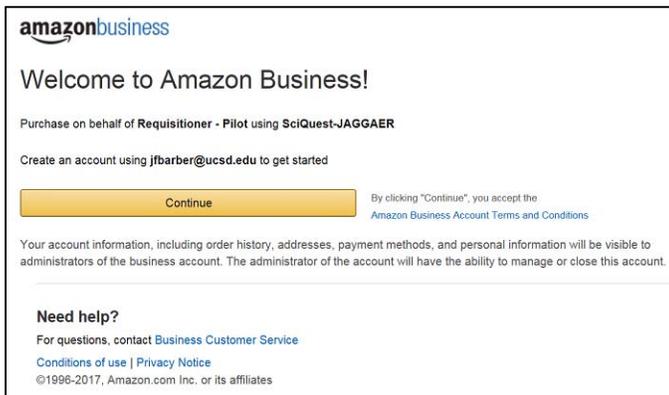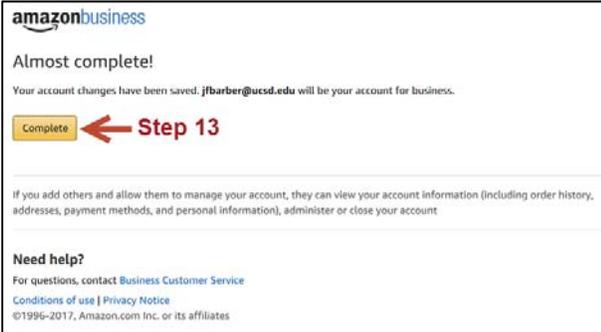
7. You will be prompted to create an Amazon Business Account.  Complete the fields and click 'Create your Amazon Business Account.'
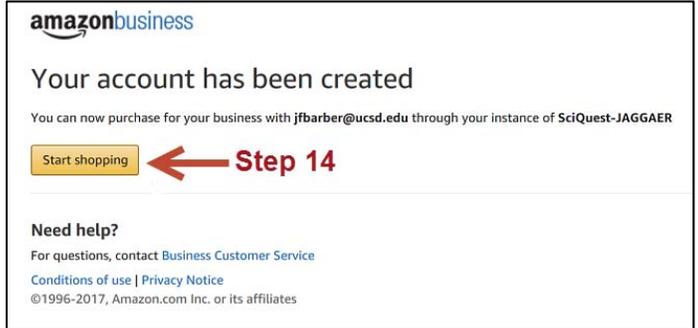    a. Note: Your school email address will be prepopulated in the 'Email' field.



8. You will land on the '**Almost complete'** screen.  Click '**Continue**.'
9. Congratulations! You have now completed your registration for Amazon Business.  Click on 'Start shopping' to begin your shopping experience.

## Section C: User to Merge

This section walks you through the process to merge your current Amazon account to UM System's Amazon Business account.  Note: All previous information will carry over to the UM System Amazon Business account and will visible to the administrators of the account.

1. Access the Amazon Business Punchout in Show Me Shop. You will land on the '**Welcome to Amazon Business**!' page.  Click '**Continue'**.
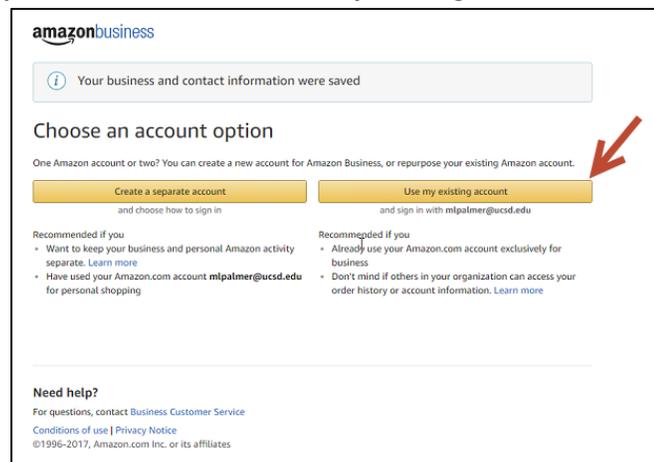2. You will be prompted to login.  Your school email will be prepopulated.  Enter your password and click '**Sign in'**.
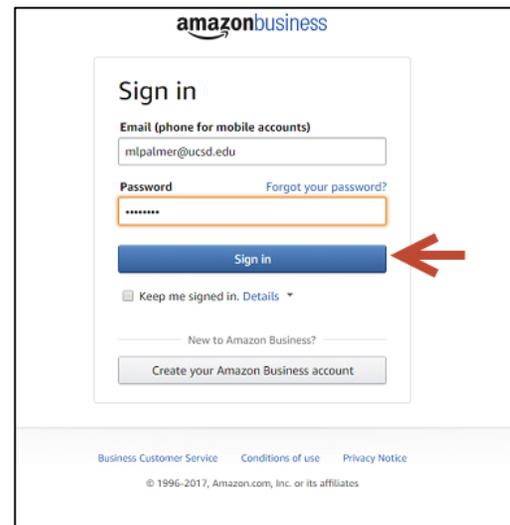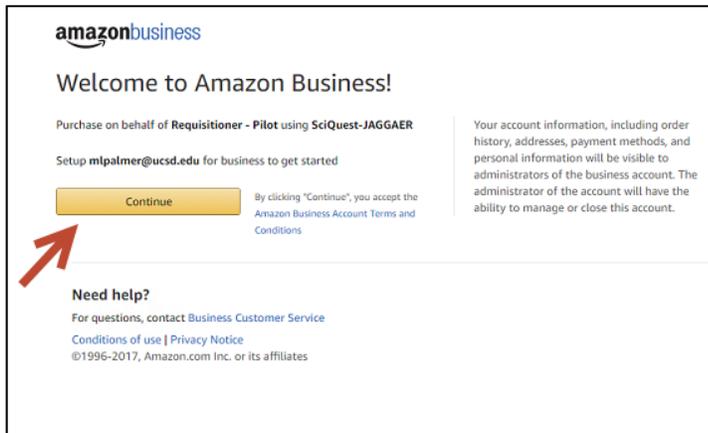


3. In the '**Choose an account option'** screen, click on '**Use my existing account**.'



4. A disclaimer will appear notifying you that your account is changing to a business account and any previous account information will be visible.  Click '**Confirm and continue'**.
   If you change your mind and would like to transfer this information to a personal account, click 'Cancel'.  Close out of the punch out and follow the steps in **Section B: User to Convert**.

5. You will land on the '**Almost complete'** screen.  Click '**Continue**.'
6. Congratulations! You have now completed your registration for Amazon Business.  Click on 'Start shopping' to begin your shopping experience.
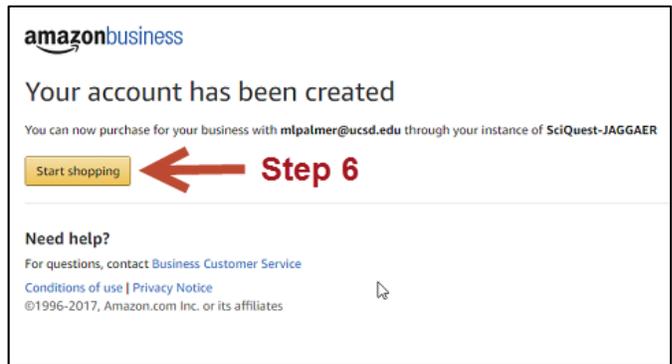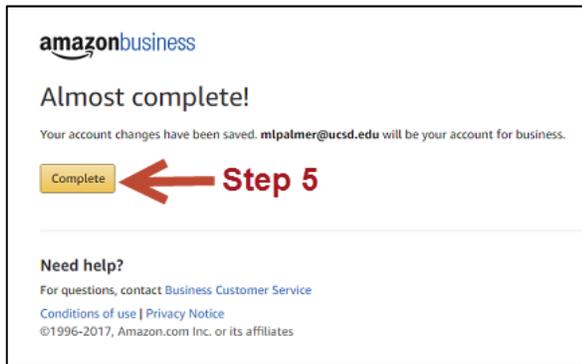
## Section D: User to De-register and Merge

This section walks you through the process to de-register your current Amazon Business account prior to merging your account to Show Me Shop.

1. Log onto your Business Account and download an order history report for the past 6-12 months (recommended best practice).

2. If applicable, remove all users from the account.

3. Click the following link to deregister your existing account (it will not remove any information on the account, simply the Amazon Business account tag): https://amazon.com/gp/b2b/manage/deregister

   ***Please remove any form of payment from your account prior to shopping in Show Me Shop as all purchases will be done via purchase order moving forward.**

4. Go to Show Me Shop, click the Amazon Business icon and follow instructions in **Section C: User to Merge** to begin using the new Amazon Business account

## Section E: Account Status

This section walks you through the process to easily check if your school email address was previously linked to Amazon.

1. Access the Amazon Business punchout in Show Me Shop. You will land on the '**Welcome to Amazon Business**!' page. Click '**Continue**'.
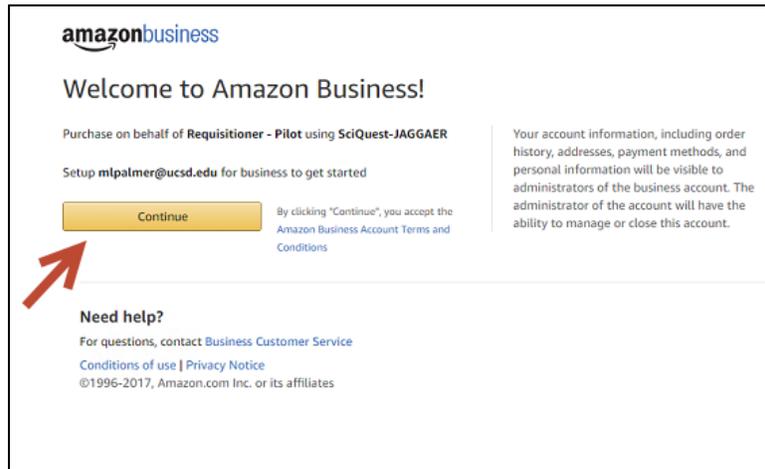


2. If you land on a page that prompts you to login with your school email, then your email is currently linked to Amazon. If you do not remember your password, click on 'Forgot your password?'. An email will be sent to you to reset your password.
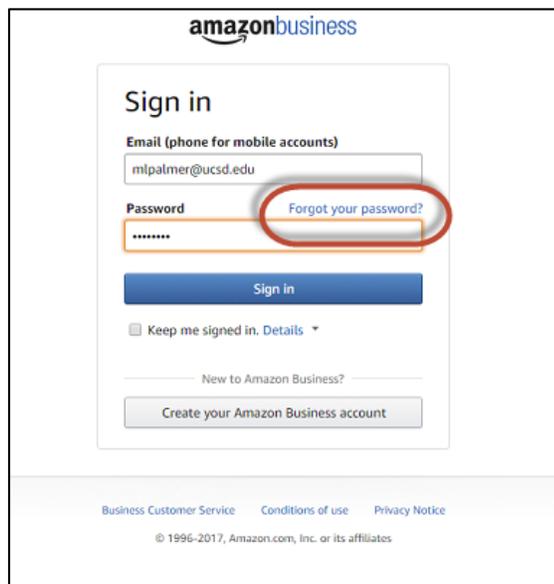


   **\*\*Note, if you do not receive an email to reset your password, you must call Amazon Business Customer Service at 1-888-281-3847**

3. If you would like to transfer your account information to a personal email, see **Section B: User to Convert**. If you do not need to transfer your account information to a personal email, see **Section C: User to Merge**.