

# amazonbusiness First Time Set-up Guide

## Scenario 1

### Create a new Business account

- Click **Accept the Invitation** within the "Welcome to Amazon Business" email and select **Get Started**
- If you do NOT have an existing Amazon account tied to your work email address, you will be prompted to enter a name and create a password.

**Create account**

Your name

Email

Password

Re-enter password

[Create your Amazon Business account](#)

- Please be sure to use your full name when completing this form (First Last).
- Select **Create your Amazon Business Account** and then select **Get Started** following the brief verification process.

Start shopping

## Scenario 2

### Migrate your existing Amazon Account

- Click **Accept the Invitation** within the "Welcome to Amazon Business" email and select **Get Started**
- Sign in using the same password that you already use for your existing Amazon.com account

Sign in to the account you will use for business

Your email

Your password

[Forgot your password?](#)

[Sign in](#)

- If you **utilize this account solely for Business purchases**, you can migrate this account, including order history by selecting "I want to convert my existing account and transfer my order history and info to my Business user account"

**amazon BUSINESS**

This will be the email for your new Business user account.

**amazon**

Now choose a new email for your existing account (this password stays the same).

Email

Now email address

Re-enter email

[I want to convert my existing account and transfer my order history and info to my Business user account](#)

- Confirm you have not made any personal purchases on this account and select next step
- Complete your account activation** by selecting **Start shopping**
- If you cannot remember your password, please call customer service to request a password reset link (866-486-2360)

## Scenario 3

### Separate Business & Personal Shopping

- If you **utilize this account for business & personal purchases**, we recommend changing your existing account to a personal email address in order to prevent your personal purchase history from migrating over to the Business account.
- Click **Accept the Invitation** within the "Welcome to Amazon Business" email and select **Get Started** and sign in using the same password that you already use for your existing Amazon.com account

Sign in to the account you will use for business

Your email

Your password

[Forgot your password?](#)

[Sign in](#)

- When prompted, update the email on your existing account to a personal, non-work email address. The new email address cannot be associated with an existing Amazon.com account.

**amazon BUSINESS**

This will be the email for your new Business user account.

**amazon**

Now choose a new email for your existing account (this password stays the same).

Email

Now email address

Re-enter email

[I want to convert my existing account and transfer my order history and info to my Business user account](#)

- Enter your name and choose a password for your Business account that will now be associated with your work email address
- Complete your account activation** by selecting **Start shopping**



The Amazon Business Customer Service team can be reached Monday through Sunday from 8am to 12am Eastern time at (866) 486-2360 or at [www.amazon.com/gp/help/contact-us](http://www.amazon.com/gp/help/contact-us)

# amazonbusiness

## Reorder List Guide

### Create Your Reorder List

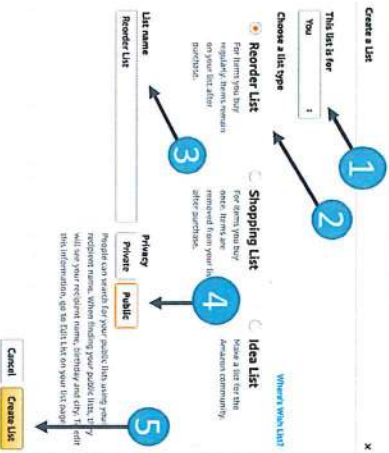
Use Amazon Business list functionality to create a Reorder list of items you would like someone else to purchase for you.

To get started, hover your mouse over Lists at the top right of your screen. Click **Create a List**



### Customize Your List:

1. Select that this list is for you
2. Select list type: Reorder
3. Name the list
4. Privacy: Public
5. Create List



### Add items to your list

1. Search for item
2. Select the drop down next to the Add to List button which appears to the right of the page below the Buy Box
3. Select the list name you just created to add item
4. Confirmation message will show that item was added and you can choose to view your list or continue shopping



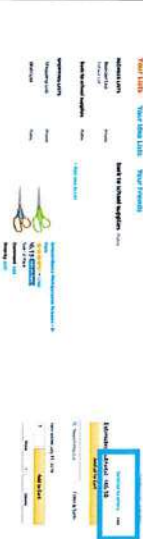
### Finalizing your list

Once your list is complete, Click the drop down next to Lists. Select the Reorder List you created. Review your list, update or add quantities, finalize selections.

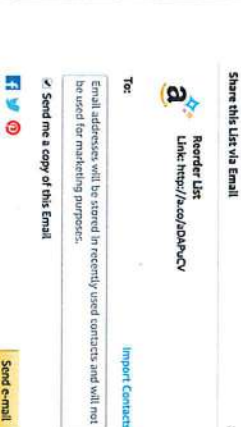


### Email List to Designated Purchaser

Send your List to your Designated Purchaser by clicking "Send list to others" on the top right hand side of the page.



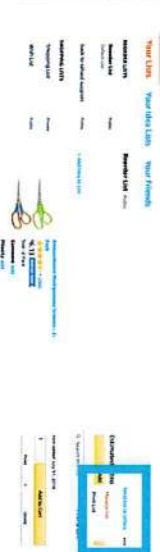
1. Enter email address(es) in the box below "To"
2. Click "Send e-mail" button



### List Settings

To change you list name, settings, or delete list, right

1. Select your list from the Lists drop down menu in upper right
2. Click on the 3 dots next to "Send list to other" and select Manage List



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