

# User Registration Guide

Find the scenario below that applies to you and follow the steps provided to complete registration.

## Scenario One

Email Address is New to Amazon

Click on the Single Sign On (SSO) link provided in the email sent by your Account Administrator, and you are ready to start shopping!



## Scenario Two

Email address is currently tied to an Amazon.com account

### Merge your official purchase order history

Only recommended for users who have NOT made personal purchases on their account

Sign in to your existing Amazon.com account using the pre-populated email. Selecting Yes, join this account will merge your purchase history into the official Amazon Business account.

Would you like to join **Example** with your current account?

Your order history will be migrated and will be visible to your business account Administrator.

Yes, join this account.

No, I want to create a new account to use for Amazon Business.

Next



amazon business

Welcome to Amazon Business!

You are now a part of the **Example** Amazon Business account.

Start shopping

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.**

Click **Start Shopping** and you are ready to go!



Contact Amazon Business Customer Support at [www.amazon.com/gp/help/contact-us](http://www.amazon.com/gp/help/contact-us) or 888.281.3847

### Scenario Three

Email address is currently tied to an Amazon.com account

## Separate your personal order history

Sign in to your existing Amazon.com account using the pre-populated email. **Selecting No, I want to create a new account to use for Amazon Business will allow you to maintain your purchase history on a personal Amazon account.**

Would you like to join **Example** with your current account?  
Your order history will be migrated and will be visible to your business account Administrator.

Yes, join this account.

No, I want to create a new account to use for Amazon Business.

Next

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. **The email you designate at this time will be used to access your previous account moving forward, including order history, saved payments, and shipping addresses.**

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

- You'll have two separate accounts at Amazon.
- Your existing Amazon orders history, payment methods, and addresses stay out of your business user account.
- You'll sign into Amazon Business with Business Email Address

Enter email address

Re-enter email address

Next

Back



**amazon business**

Welcome to Amazon Business!

You are now a part of the **Example** Amazon Business account.

Start shopping



Contact Amazon Business Customer Support at [www.amazon.com/gp/help/contact-us](http://www.amazon.com/gp/help/contact-us) or 888.281.3847