

# User Registration Guide

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

## Step 1 Navigate to Amazon Business

Just click on the [amazon business](#) tile in your eProcurement system and you are ready to start shopping!



**Scenario: Company email address used on Amazon for business ordering**  
Email address is currently tied to an Amazon.com account  
**Convert existing account to an Amazon Business account**  
Only recommended for users who have NOT made personal purchases on their account

You will be prompted to sign in to your existing Amazon.com account using the pre-populated email

The screenshot shows a sign-in form with the following elements:

- Title: "Sign in to join Amazon Business."
- Text: "We already have an Amazon account with your email address. Please sign in to see your options."
- Field: "Email or mobile phone number" with an input box.
- Field: "Password" with an input box and a link "Forgot your password?".
- Button: "Sign-In" with a hand cursor icon pointing to it.
- Text: "By continuing, you agree to Amazon's Conditions of Use and Privacy Notice."
- Checkbox: "Keep me signed in. Details" with a dropdown arrow.



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

## Review your account information and indicate what kind of shopping you have done on your account

amazon  Split Test

What kind of shopping have you done with this account?

There are a couple more steps needed to join Kamino Business's Amazon Business account. Your answer here helps us figure out what those steps should be. [How?](#)

Kamino Business's business shopping only

Personal shopping only

A mix of Kamino Business's business and personal shopping

I'm not sure

Next

**Your recent order**

Echo Dot - Charcoal  
\$20.94 Visa ending in 3152

**Your addresses**

Domestic  
515 WESTLAKE AVE N, SEATTLE WA

**Your payment methods**

Visa  
Credit card ending in 3152

## Confirm whether or not you wish to add your Amazon.com account to the organization's centralized Amazon Business account

Add this account to Kamino Business's Amazon Business account

Since you haven't done any shopping with this account, we can add it to the Kamino Business shared Amazon Business account.

Before we continue, please review what this means:

- Your individual account using MergeAccount@ABDemoAccount.com won't be active anymore. You'll also lose access to any subscriptions or Prime benefits you may have.
- Instead, you'll use MergeAccount@ABDemoAccount.com to sign in to the Kamino Business shared Amazon Business account.

Yes, add to my organization's shared account

No, I want to keep this account personal

Next

Click **Start Using Amazon Business** 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


amazon business


AMAZON CONFIDENTIAL






MergeAccount@ABDemoAccount.com

**Your orders**







**Your addresses**

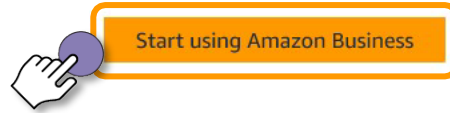
  

**Your payment methods**

Your account has been added to  
Acme's Amazon Business account

Look for a confirmation email shortly at  
MergeAccount@ABDemoAccount.com



Click **Start Using Amazon Business** 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: Company email address used on Amazon for personal ordering**  
Email address is currently tied to an Amazon.com account  
**Create a separate business user account**

**You will be prompted to sign in to your existing Amazon.com account using the pre-populated email**

Sign in to join Amazon Business.

We already have an Amazon account with your email address. Please sign in to see your options.

Email or mobile phone number

Password [Forgot your password?](#)

Sign-In

By continuing, you agree to Amazon's [Conditions of Use and Privacy Notice](#).

Keep me signed in. [Details](#)

**Review your account information and indicate what kind of shopping you have done on your account**

amazon  [Split Test](#)

muraler+\_US\_1657566611565nwec@amazon.com

What kind of shopping have you done with this account?

There are a couple more steps needed to join Kamino Business's Amazon Business account. Your answer here helps us figure out what those steps should be. [How?](#)

Kamino Business's business shopping only

Personal shopping only

A mix of Kamino Business's business and personal shopping

I'm not sure

Next

Your recent order

Echo Dot - Charcoal

\$20.94 Visa ending in 3152

Your addresses

Domestic

515 WESTLAKE AVE N, SEATTLE WA

Your payment methods

Visa

Credit card ending in 3152



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

amazon business

AMAZON CONFIDENTIAL

## Change the sign-in email address for your personal Amazon.com account

### Change the sign-in email for your personal account

Thanks for letting us know you've done personal shopping with this account. Since an email address can only be used to sign in to one account, we'll need to change the email address for this account.

Doing this keeps your personal account details—like order history and any subscriptions—private and separate from the Amazon Business account. We recommend that you use an email address not associated with your work.

**Current email** [Not a work email?](#)  
SplitAccount@ABDemoAccount.com

**New email**

**Re-enter email address**

## Click Finish joining Amazon Business to create your business user account

### Personal account email address updated

You'll now use this email to sign in to Amazon and anywhere else you use Amazon to sign in.



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

## Enter your name, create a password and click Create your Business account

**Welcome to Amazon Business!**

Enter your full name and choose your business password

Your name  
First and last name

Email  
SplitAccount@ABDemoAccount.com

Password  
At least 6 characters  
i Passwords must be at least 6 characters.

Re-enter password

**Create your Business account**

By creating an account, you agree to Amazon's [Conditions of Use](#) and [Privacy Notice](#).

## Verify your email address by entering the OTP sent to you and click Create your Amazon account

**Verify email address**

To verify your email, we've sent a One Time Password (OTP) to  
SplitAccount@ABDemoAccount.com  
[\(Change\)](#)

Enter OTP

✓ A new code has been sent to your email.

**Create your Amazon account**

By creating an account, you agree to Amazon's [Conditions of Use](#) and [Privacy Notice](#).

[Resend OTP](#)

Note: If you didn't receive our verification email:

- Confirm that your email address was entered correctly above.
- Check your spam or junk email folder.

Click **Start Shopping** to navigate to your Amazon Business homepage!

**Scenario: Company email address used to create or join a separate Amazon Business account  
Email address is currently tied to another Amazon Business account**

**Rogue Amazon Business account users will receive an error message when attempting to punchout**



If your business email is tied to an existing Amazon Business account you will need to be removed from that account 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.**



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

amazon business

AMAZON CONFIDENTIAL