

# User Registration Guide

You will receive a welcome email from Business@Amazon.com

Click **Sign In** or **Get Started** to begin registration. Find the scenario below that applies to you and follow the steps provided to complete registration.

## Scenario 1

Email Address is New to Amazon

No password needed! Just click the link in the email you received from [Business@Amazon.com](mailto:Business@Amazon.com) and you are ready to start shopping!



## Scenario 2

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

Sign in to your existing Amazon.com account using the pre-populated email

Would you like to join [existing account] 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 for Amazon Business.

Next



amazon business

Welcome to Amazon Business!  
You are now a part of the [organization] 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!



### Scenario 3

Email address is currently tied to an Amazon.com account

### Create a separate business user account

Sign in to your existing Amazon.com account using the pre-populated email

Would you like to join [business name] 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 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

Enter email address

Re-enter email address

Next

Back



amazon business

Welcome to Amazon Business!

You are now a part of the [business name] Amazon Business account.

Start shopping

### Scenario 4

Existing Single User Amazon Business Account

Sign in to get started

Email (phone for mobile accounts)

Password [Forgot your password?](#)

Sign in

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

Enter email address that welcome email was sent to



Join official account

You have been invited by administrator@business.com to join the official account for [business name]

- You will be part of a group with a role as specified by your administrator
- Your order history from this account, Amazon, will be preserved in the official account
- You will continue to sign in with the same email and password
- Administrators of the official account will be able to see your order history

You will receive a prorated refund of your Business Prime Membership

If this account is not associated with giardia, you are encouraged to go to the [account settings](#) and change the email you use to access this account so that it is no longer associated with amazon.com.

Join Not now



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