

amazon business

**Amazon Business
Registration Guide
Southern Utah University**



Getting Started with Your Official Southern Utah University Amazon Business Account Login

The following 3 slides provide steps to create your login for the Official SUU Amazon Business Account based on how your @suu.edu email addresses are currently used on Amazon or Amazon Business

- **New To Amazon** – Your work email is not being used on Amazon.com or Amazon Business
- **Existing Amazon.com** – Your work email is being used on Amazon.com
- **Existing Amazon Business** – Your email is being used on Amazon Business

New to Amazon

Scenario 1

Create a new business user account

If you have not previously used your work email address on Amazon.com, account set up is simple!

Click **Get Started** on the email you receive from noreply@amazon.com and create your password!



Next step



Start shopping

Existing Amazon.com Account:

You will receive this email from noreply@amazon.com. Click **“Get Started”** and follow the steps to either convert or separate your existing Amazon account to the [SUU](#) Amazon Business Account

Scenario 2

Convert your existing Amazon Account

Sign in to the existing account that you use for business purchases on Amazon.com.



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.

Start shopping

OR

Scenario 3

Separate Business and Personal Shopping

Sign in to the existing account you use for business/personal purchases on Amazon.com.

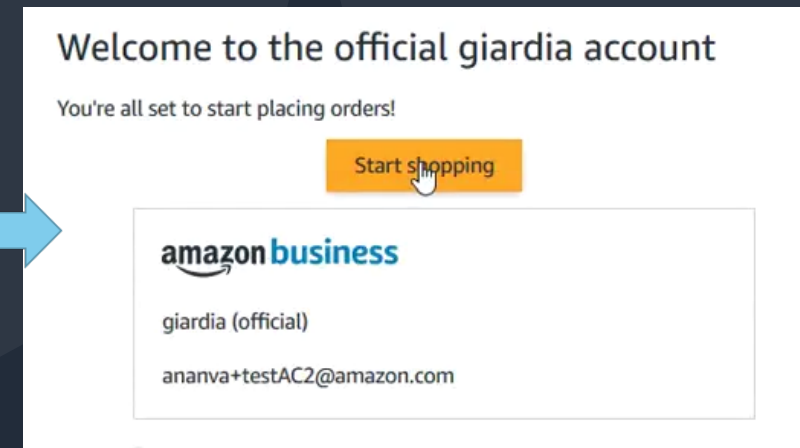
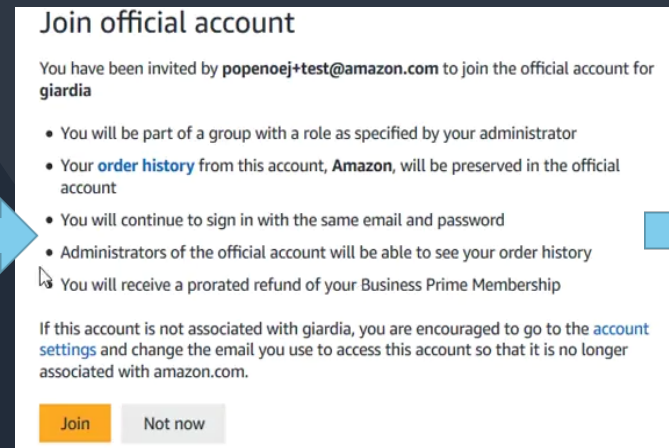
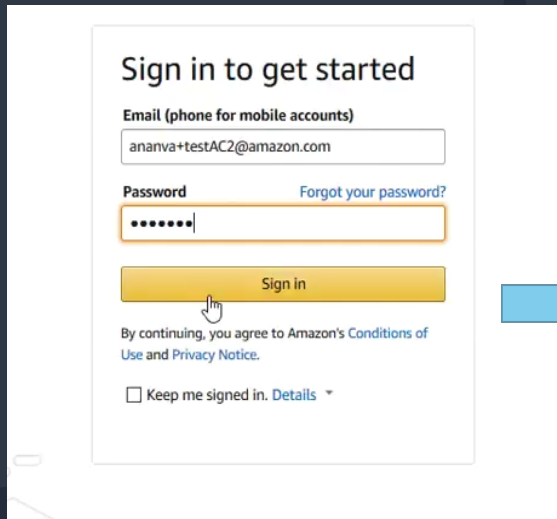
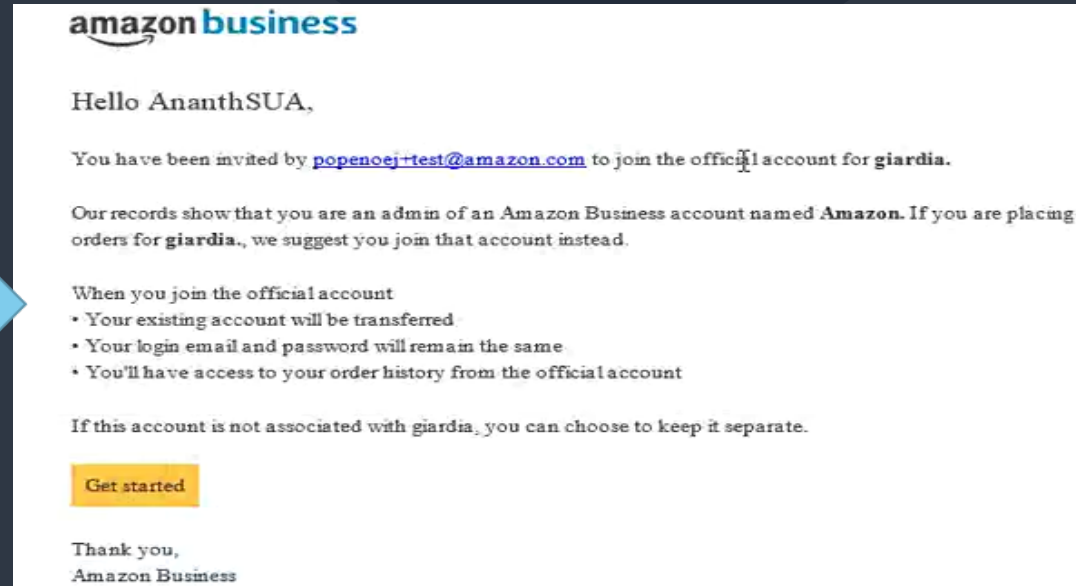


If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, we will separate your personal order history from your work email.

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

Existing Amazon Business Account

You will receive this email from noreply@amazon.com
Click **Get Started** and follow the steps to merge your existing account to the Official Lawrence University's Amazon Business Account



amazon business

Thank You