

Registering for Amazon Business

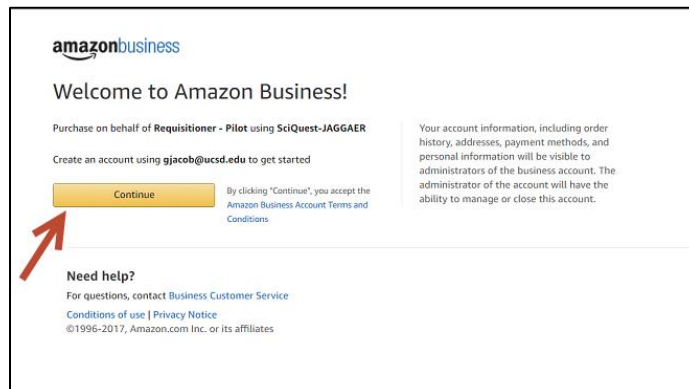
These instructions guide you through the one-time registration process for Amazon Business. Users will either register as a first time user; a user who needs to transfer account information to a personal email; a user who is currently using Amazon Business and needs to de-register and merge account; or a user who does not need to transfer account information to a personal email.

Go to the section of the 'How To' that applies to you:

- Brand new Amazon User (Panther Mart email not previously linked to Amazon): Access Amazon Business in Panther Mart and see **Section A: New User**.
- Amazon User (Panther Mart email previously linked to Amazon) who would like to transfer all previous account information to a personal email: see **Section B: User to Convert**.
- Amazon User (Panther Mart email previously linked to Amazon) who does not need to transfer all previous account information to a personal email: see **Section C: User to Merge**.
- Amazon Business User (Panther Mart email linked to Amazon Business) who needs to convert account to a personal account prior to accessing Panther Mart **Section D: User to De-register and Merge**
- Unsure of your account status? See **Section E: Account Status**.

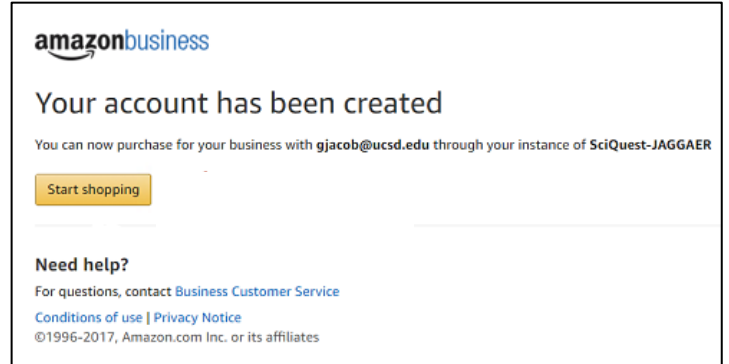
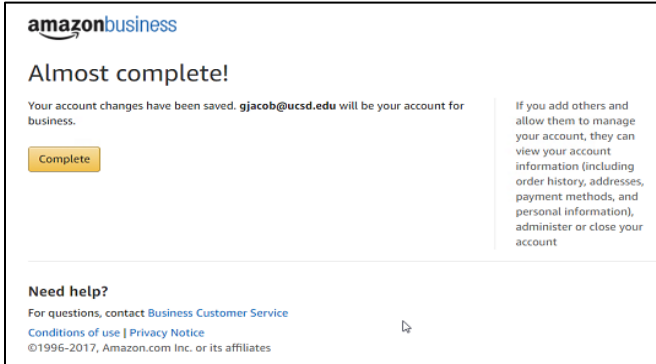
Section A: New User

1. Access the Amazon Business Punchout in Panther Mart
2. At the 'Welcome' page, click continue:



3. You will be prompted to 'Create an account for business'.
Note: If you do not see a screen similar to the one below and land on a log in page, that means your school email is linked to Amazon currently. See **Section B: User to Convert** if you want your account information to transfer to a personal account or see **Section C: User to Merge** if you are comfortable with moving all account information to Georgia Tech Amazon Business account.
 - a. Enter your name in the 'Your name' field.
 - b. Create a password in the 'Password' and 'Confirm Password' field.
 - c. Select 'Create account'.

- You will land on the '**Almost complete**' screen. Click '**Continue.**'
- Congratulations! You have now completed your registration for Amazon Business. Click on 'Start shopping' to begin your shopping experience.

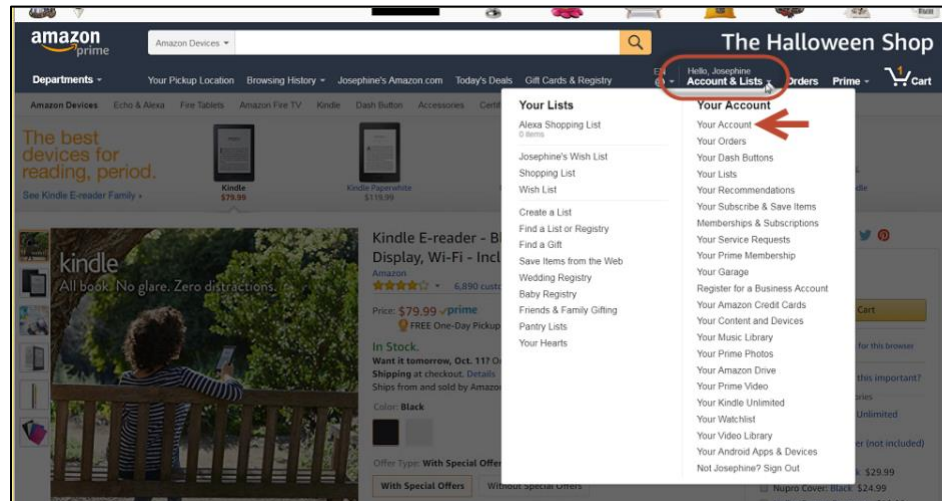


Section B: User to Convert

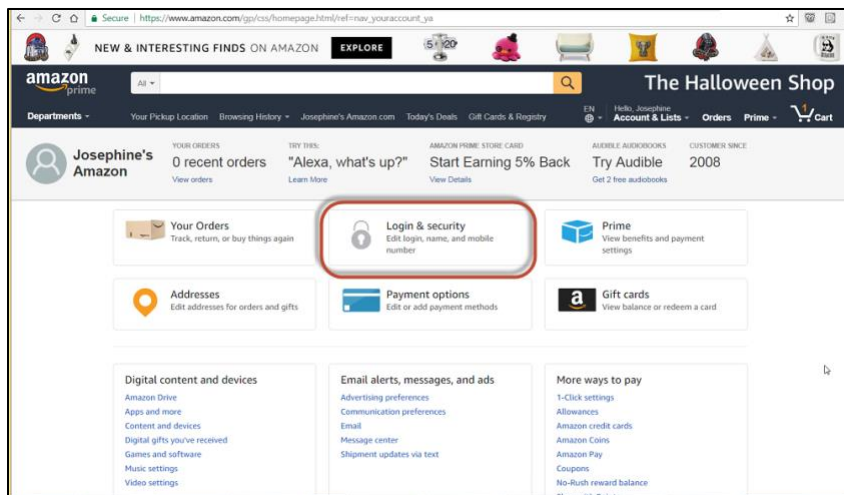
This section walks you through the process of transferring the account information (order history, ship-to address, credit card, etc.) to a personal account before registering for Amazon Business through Panther Mart with your Panther Mart email.

- Log into Amazon (www.amazon.com) with your Panther Mart email and password. Navigate to the '**Your Account**' screen. This will be the first step in resetting the existing Amazon account to a personal email account.

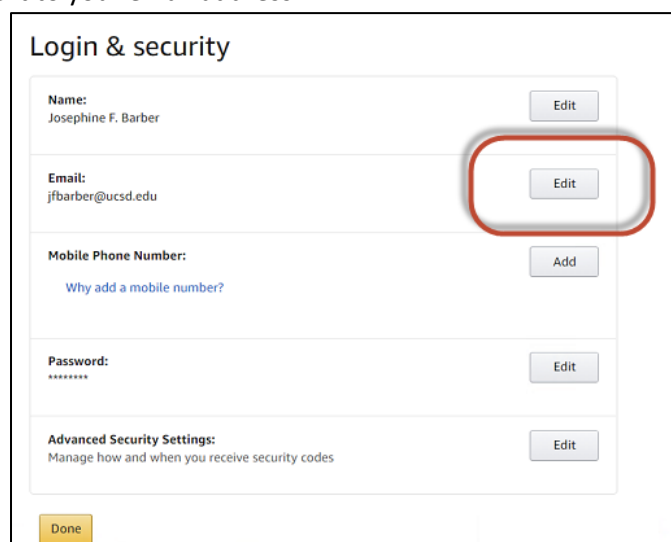
Note: The new email address must be one that has never been linked to Amazon.



- Navigate to the "**Login & Security**" screen.



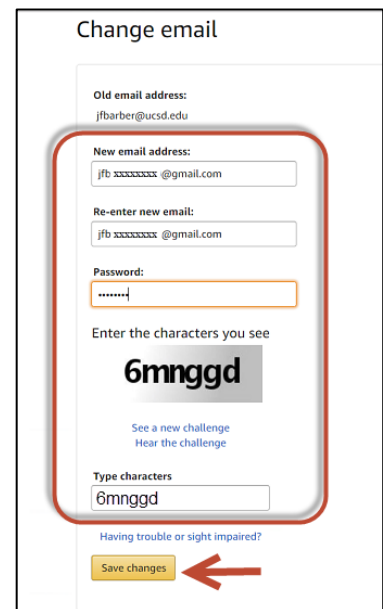
8. Click on the '**Edit**' button next to your email address:



9. You will be prompted to change the email associated with this account.

Note: The new email address must be one that has never been linked to Amazon. Complete the fields on the screen.

- Enter new personal email address in '**New email address:**'
- Reenter new personal email address in '**Re-enter new email:**'
- Enter your current password in '**Password:**'
- Enter the character exactly how you see it in the challenge in '**Type characters**'.
- Click '**Save changes**'



Once you complete the change and click '**Save change**', the screen will refresh with a successful message (seen below).

✓ **Success**
You have successfully modified your account!

Login & security

Name:
Josephine F. Barber Edit

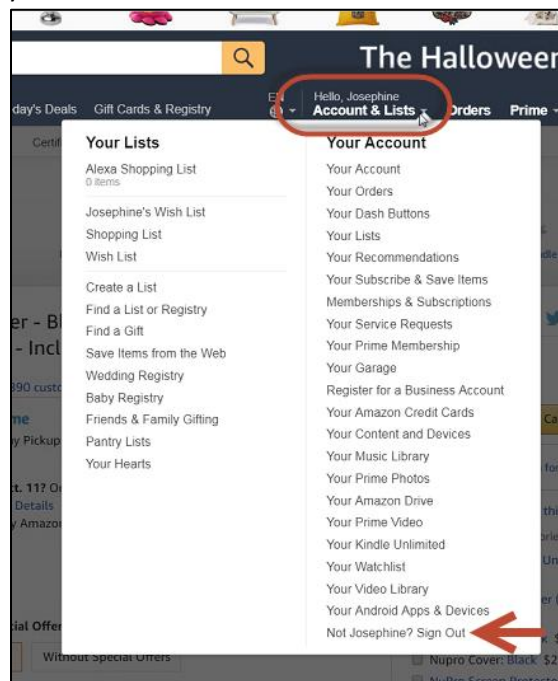
Email:
jfb xxxxxxxx@gmail.com Edit

Mobile Phone Number:
[Why add a mobile number?](#) Add

Password:
***** Edit

Advanced Security Settings:
[Manage how and when you receive security codes](#) Edit

10. Log out of Amazon by going to the top right hand corner to sign out. Ensure you log out this way so that your login information is not cached by the browser.



11. To begin the registration for Amazon Business, log in to Panther Mart to access the Amazon Business punchout. You should land on the 'Welcome to Amazon Business' screen. Click 'Continue.'

amazonbusiness

Welcome to Amazon Business!

Purchase on behalf of **Requisitioner - Pilot using SciQuest-JAGGAER**

Create an account using **jfbarber@ucsd.edu** to get started

Continue

By clicking "Continue", you accept the [Amazon Business Account Terms and Conditions](#)

Your account information, including order history, addresses, payment methods, and personal information will be visible to administrators of the business account. The administrator of the account will have the ability to manage or close this account.

Need help?

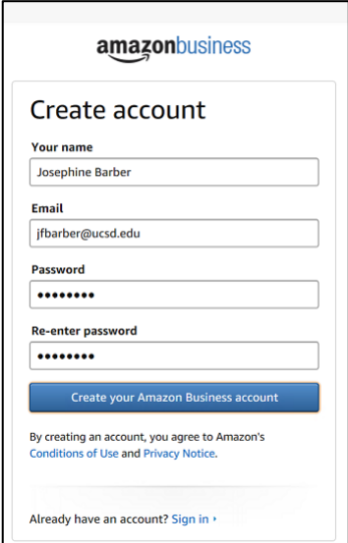
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12. You will be prompted to create an Amazon Business Account. Complete the fields and click 'Create your Amazon Business Account.'

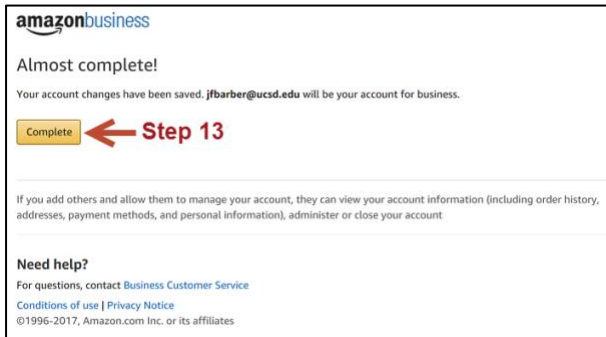
Note: Your school email address will be prepopulated in the 'Email' field.



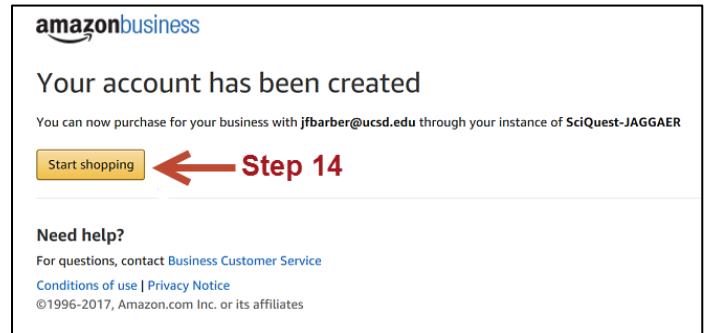
The screenshot shows the 'Create account' page for Amazon Business. It includes fields for 'Your name' (Josephine Barber), 'Email' (jfbarber@ucsd.edu), 'Password', and 'Re-enter password'. A blue button labeled 'Create your Amazon Business account' is at the bottom. Below the button, it states: 'By creating an account, you agree to Amazon's Conditions of Use and Privacy Notice.' At the very bottom, it says 'Already have an account? Sign in' with a link.

13. You will land on the 'Almost complete' screen. Click 'Continue.'

14. Congratulations! You have now completed your registration for Amazon Business. Click on 'Start shopping' to begin your shopping experience.



The screenshot shows the 'Almost complete!' screen. It says 'Your account changes have been saved. jfbarber@ucsd.edu will be your account for business.' There is a yellow 'Complete' button with a red arrow pointing to it labeled 'Step 13'. Below this, it says: 'If you add others and allow them to manage your account, they can view your account information (including order history, addresses, payment methods, and personal information), administer or close your account'. At the bottom, there is a 'Need help?' section with links to 'Business Customer Service', 'Conditions of use', and 'Privacy Notice', and a copyright notice: '©1996-2017, Amazon.com Inc. or its affiliates'.

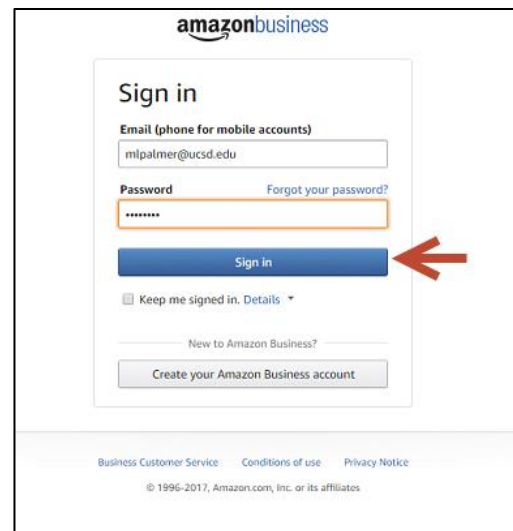
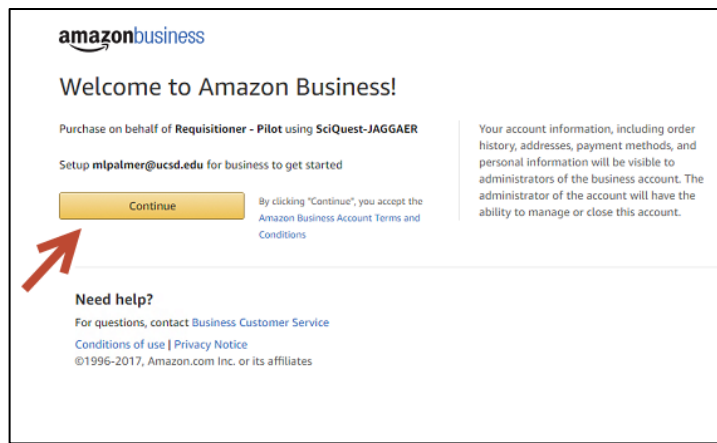


The screenshot shows the 'Your account has been created' screen. It says 'You can now purchase for your business with jfbarber@ucsd.edu through your instance of SciQuest-JAGGAER'. There is a yellow 'Start shopping' button with a red arrow pointing to it labeled 'Step 14'. Below this, there is a 'Need help?' section with links to 'Business Customer Service', 'Conditions of use', and 'Privacy Notice', and a copyright notice: '©1996-2017, Amazon.com Inc. or its affiliates'.

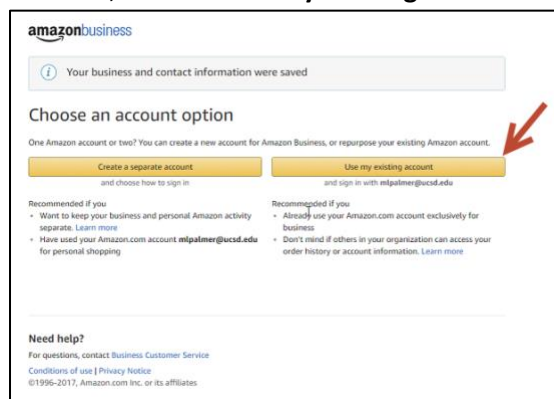
Section C: User to Merge

This section walks you through the process of merging your current Amazon account with the Georgia State University Amazon Business account. Note: All previous information will carry over to the Georgia State University Amazon Business account and will be visible to the administrators of the account.

1. Access the Amazon Business Punchout in Panther Mart. You will land on the 'Welcome to Amazon Business!' page. Click 'Continue'.
2. You will be prompted to login. The email address tied to your Panther Mart profile will automatically populate. Enter your password and click 'Sign in'.



3. In the 'Choose an account option' screen, click on 'Use my existing account.'



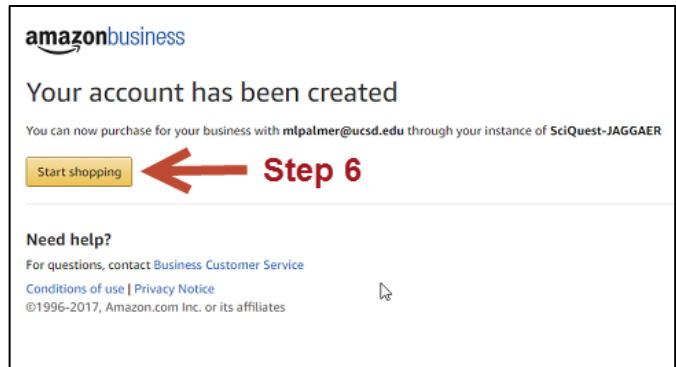
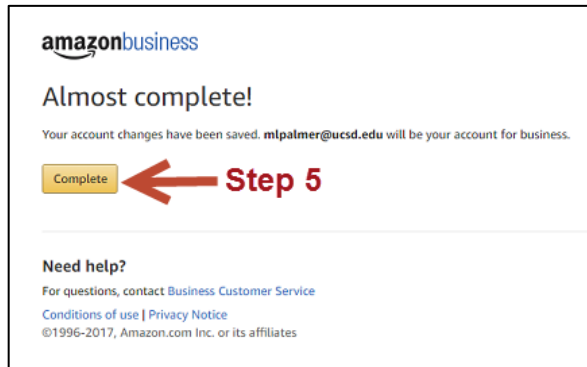
4. A disclaimer will appear notifying you that your account is changing to a business account and any previous account information will be visible. Click 'Confirm and continue'.

If you change your mind and would like to transfer this information to a persona account, click 'Cancel'. Close out of the punch out and follow the steps in **Section B: User to Convert**.



5. You will land on the 'Almost complete' screen. Click 'Continue.'

6. Congratulations! You have now completed your registration for Amazon Business. Click on 'Start shopping' to begin your shopping experience.



Section D: User to De-register and Merge

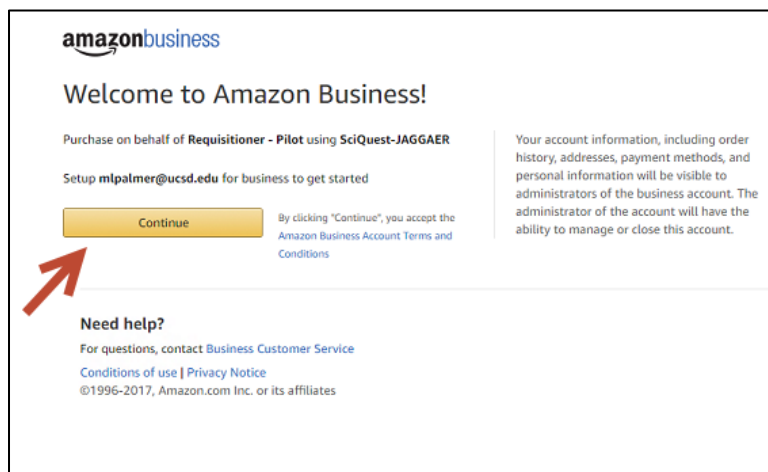
This section walks you through the process of de-registering your current Amazon Business account prior to merging your account to Panther Mart.

1. Log onto your Business Account and download an order history report for the past 6-12 months (recommended best practice).
2. Click the following link to deregister your existing account (it will not remove any information on the account, simply the Amazon Business account tag): <https://amazon.com/gp/b2b/manage/deregister>
3. Go to Panther Mart, click the Amazon Business icon and follow instructions in **Section C: User to Merge** to begin using the new Amazon Business account

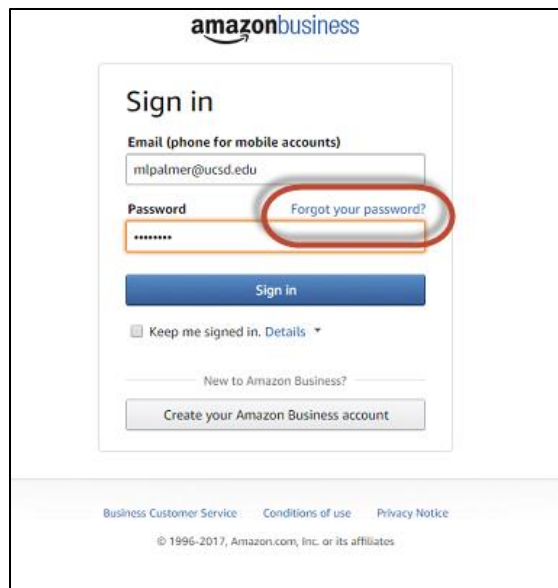
Section E: Account Status

This section walks you through the process to easily check if your school email address was previously linked to Amazon.

1. Access the Amazon Business punchout in Panther Mart. You will land on the '**Welcome to Amazon Business!**' page. Click '**Continue**'.



2. If you land on a page that prompts you to login with your school email, then your email is currently linked to Amazon. If you do not remember your password, click on the "Forgot your password?" link. An email will be sent to you to reset your password.

The image shows the Amazon Business sign-in page. At the top is the 'amazonbusiness' logo. Below it is a 'Sign in' heading. There are two input fields: 'Email (phone for mobile accounts)' with the text 'mlpalmer@ucsd.edu' and 'Password' with masked characters '*****'. To the right of the password field is a link that says 'Forgot your password?'. Below the password field is a blue 'Sign in' button. Underneath the button is a checkbox labeled 'Keep me signed in. Details' with a dropdown arrow. At the bottom of the sign-in box is a link 'New to Amazon Business?' and a button 'Create your Amazon Business account'. The footer contains links for 'Business Customer Service', 'Conditions of use', and 'Privacy Notice', followed by the copyright notice '© 1996-2017, Amazon.com, Inc. or its affiliates'.

****Note, if you do not receive an email to reset your password, you must call Amazon Business Customer Service at 1-888-281-3847**

3. If you would like to transfer your account information to a personal email, see **Section B: User to Convert**. If you do not need to transfer your account information to a personal email, see **Section C: User to Merge**.