

User Registration Guide

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

Scenario 1

Email Address is New to Amazon

Just click on the **amazon business** tile in your eProcurement system and you are ready to start shopping!



If prompted, enter your first and last name in the space provided and click **Start Shopping**.



NOTE: You will be prompted with a One Time Password workflow your first time accessing a non-shopping page.



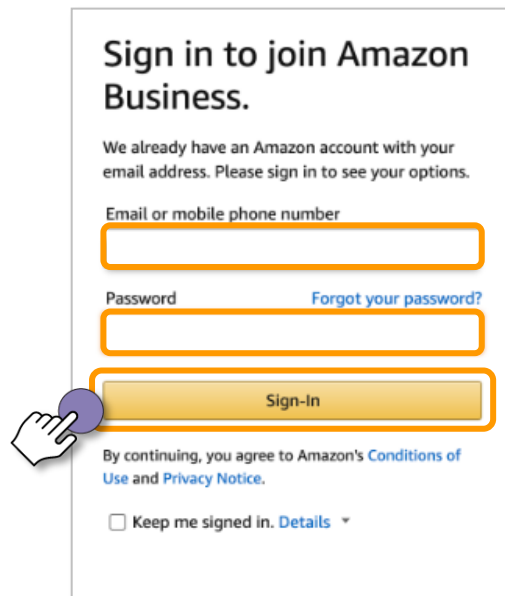
Scenario 2

Email address is currently tied to an Amazon.com account

Convert existing account to an Amazon Business account

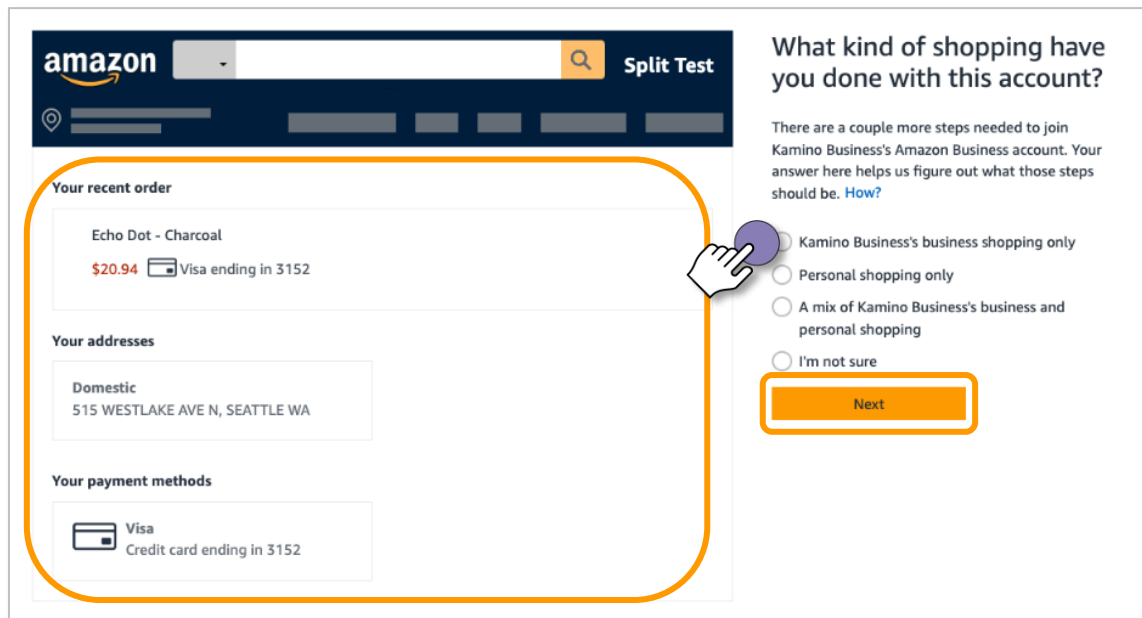
Only recommended for users who have NOT made personal purchases on their account

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



The screenshot shows the 'Sign in to join Amazon Business' page. It includes a title, a message stating that an Amazon account already exists with the user's email, and input fields for 'Email or mobile phone number' and 'Password'. A 'Forgot your password?' link is next to the password field. A 'Sign-In' button is highlighted with an orange border and a hand icon pointing to it. Below the button, there is a checkbox for 'Keep me signed in' and links to 'Conditions of Use' and 'Privacy Notice'.

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



The screenshot shows the Amazon account review page. On the left, there are sections for 'Your recent order' (Echo Dot - Charcoal, \$20.94, Visa ending in 3152), 'Your addresses' (Domestic, 515 WESTLAKE AVE N, SEATTLE WA), and 'Your payment methods' (Visa, Credit card ending in 3152). These sections are grouped by an orange rounded rectangle. On the right, there is a question: 'What kind of shopping have you done with this account?'. Below the question, there is a message: '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?](#)'. There are four radio button options: 'Kamino Business's business shopping only', 'Personal shopping only', 'A mix of Kamino Business's business and personal shopping', and 'I'm not sure'. The 'Next' button is highlighted with an orange border and a hand icon pointing to it.



Contact Amazon Business Customer Support at www.amazon.com/gp/help/contact-us or 888.281.3847

amazon business

AMAZON CONFIDENTIAL

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!






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



Start using Amazon Business

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



Contact Amazon Business Customer Support at www.amazon.com/gp/help/contact-us or 888.281.3847



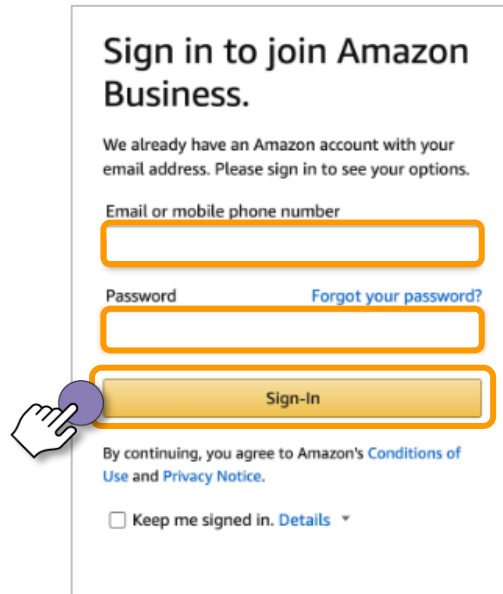
AMAZON CONFIDENTIAL

Scenario 3

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

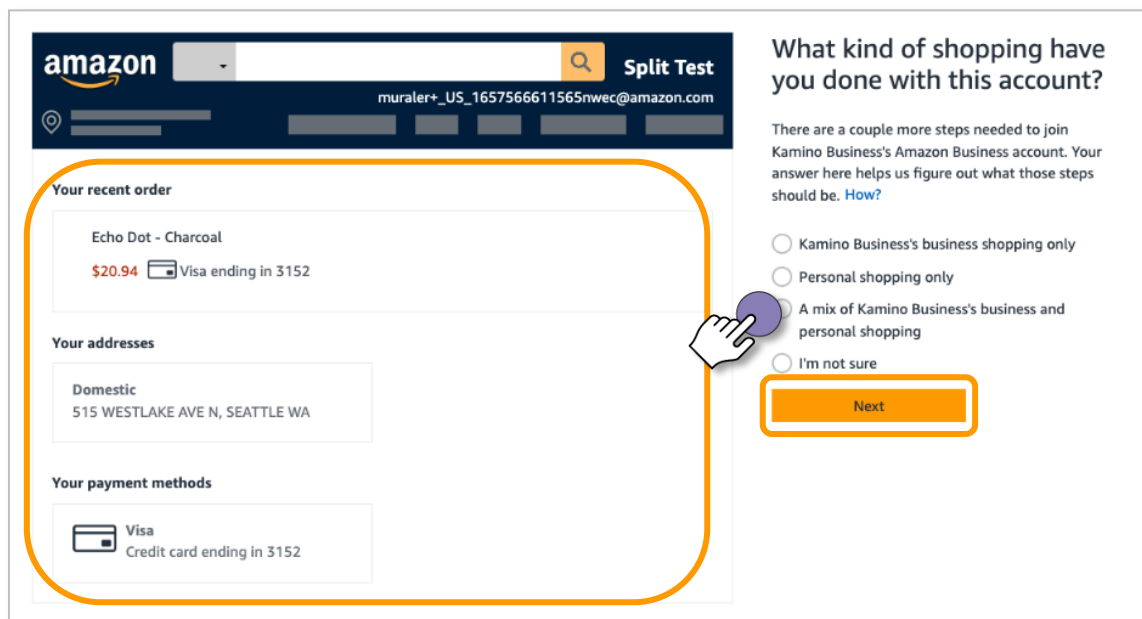
Password [Forgot your password?](#)

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 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

Next

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.

Finish joining Amazon Business



Contact Amazon Business Customer Support at www.amazon.com/gp/help/contact-us or 888.281.3847

amazon business

AMAZON CONFIDENTIAL

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!



Contact Amazon Business Customer Support at www.amazon.com/gp/help/contact-us or 888.281.3847

amazon business

AMAZON CONFIDENTIAL