Amazon Business Registration

SAM HOUSTON STATE UNIVERSITY

How do I register as part of the Sam Houston State University Amazon Business account?

Please read the following instructions prior to accessing Amazon Business. This will ensure your account is set up before making purchases.

Scenario 1 : You have never used your @Shsu.edu email address on Amazon.com

The first time you access Amazon Business, you will be prompted to set up an Amazon Business account. Use your @Shsu.edu email address and enter a password. (Please note: your password does not need to be the same as other internal systems).

Scenario 2: You already have an Amazon account associated with your @shsu.edu email.

When you click into the invite you will be prompted to sign in with your existing credentials. If you do not know your password, call Amazon Business Customer Service (888-281-3847) to reset the password. Once you are logged in you will be prompted with the two choices below:

- **If you have used your @Shsu.edu email address to make only BUSINESS purchases on Amazon.com** you should select 'Convert my existing Amazon account'. This will convert your existing account and transfer any purchase history and pending orders to the central business account.

- **If you have used your @Shsu.edu email address to make PERSONAL purchases on Amazon.com** you should select 'Create a separate business user account'. You will need to choose a new personal email address (e.g. gmail.com, hotmail.com, shsu.edu alias email address, etc.) that is NOT tied to another Amazon account. This may require creating a new email address if you do not have one that is not associated with an Amazon account.

Scenario 3: You already have used your @Shsu.edu email address to register for a verified Amazon Business account

- If you previously used your @Shsu.edu email address to register for an Amazon Business account, you will need to de-register that account. All previous, stand-alone, Amazon Business accounts will be consolidated under the new, centralized account.

How do I deregister my account?

1. Log into your Business Account
2. Download an order history report for the past 6-12 months
3. Click the following link to deregister your existing account: https://amazon.com/gp/b2b/manage/deregister
4. Once you are done, please email your account admin at ldfletcher@shsu.edu to request an invitation to the central business account.

NOTE: The terminology on this screen can be confusing. Rest assured your order history will not be lost, your account will be converted back to an Amazon consumer, allowing you to join the central Amazon Business account.