

Amazon Business Prime | FAQ

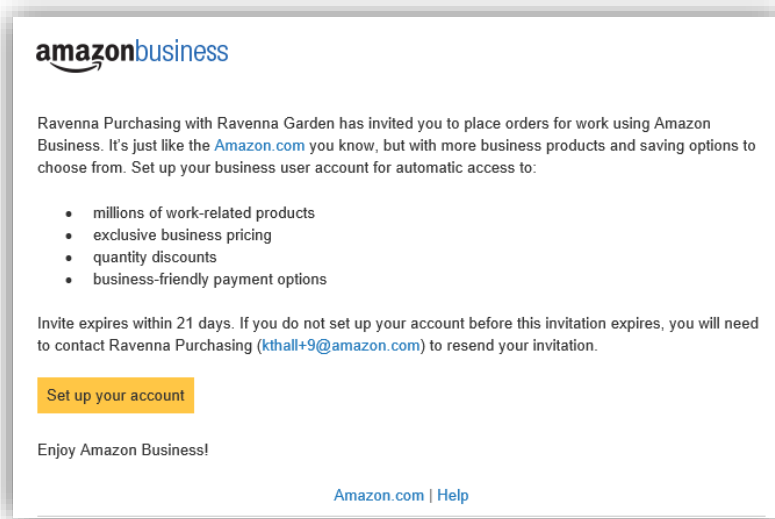
Getting Started

Getting Started

How do I create my Amazon Business Prime account?

Access Amazon Business Prime by clicking the link directly from the registration email you received. The first time you access Amazon Business you will be prompted set up your account.

Use your @nebo.edu email address and create a password.



What will my invitation arrive in my email?

You will receive an email to register on January 8th. The registration email is sent directly from Amazon.com (no-reply@amazon.com). If you still cannot locate the email, contact ryan.pitcher@nebo.edu to have it resent.

How do I register as part of the Nebo School District Amazon Business Prime account?

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

Scenario 1

I have never used my @nebo.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 @nebo.edu email address and enter a password. (Please note: your password does not need to be the same as other internal systems).

Scenario 2

I already use my @nebo.edu email address to make PERSONAL AND BUSINESS purchases on Amazon.com

If your @nebo.edu email address is already associated with an Amazon.com account, you will have the option to split off and transfer any purchase history to a separate account. You will be prompted to enter a new, personal, email address (e.g. gmail.com or hotmail.com) that is NOT tied to another Amazon account.

Scenario 3

I already use my @nebo.edu email address to make BUSINESS purchases on Amazon.com

If your @nebo.edu email address is already associated with an Amazon.com account, you will have the option to merge your existing account and transfer any purchase history and pending orders to the central business

account. You will be prompted to enter in your same password, and in small blue writing please click “I want to convert my existing account and transfer my order history and info to my business account” when prompted to merge your account.

If you are unsure of how to activate your account or use Amazon Business, please locate the Amazon Business reference guide that was sent with the launch communication.

What if I previously used my @nebo.edu email address to register for a verified Amazon Business account?

If you previously used your @nebo.edu email address to register for an Amazon Business account, you will need to de-register that account. Your information and order history will still exist and will follow the user to the next Amazon Business account if you choose to convert your existing account when accepting the invitation. 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>

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.