

BuyUAB – Instructions on Creating an Amazon for Business Account

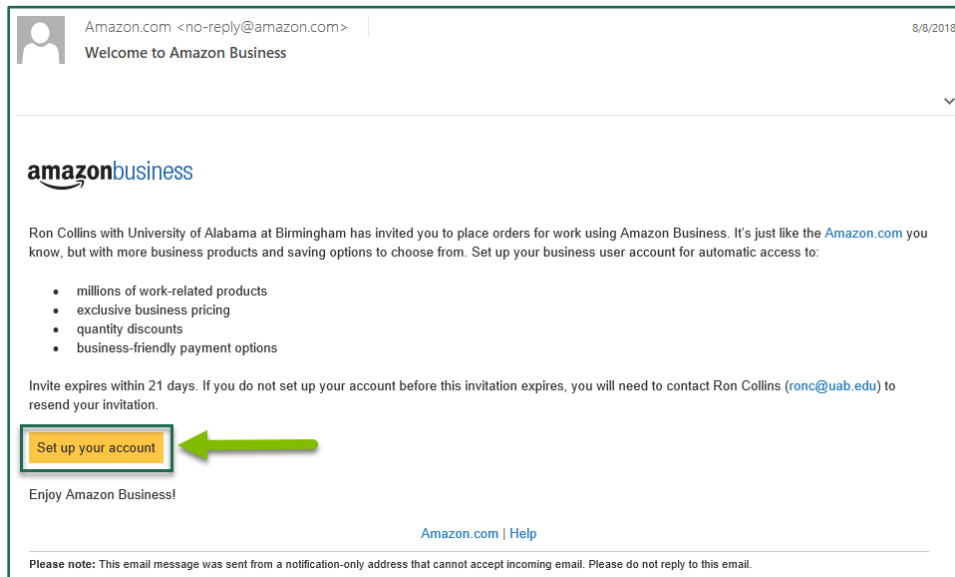
Scenario 1 – Create a new business user account

If you do not have an Amazon account **OR** have an personal Amazon account that is tied to a personal email address, proceed with registration as instructed using your BlazerID@uab.edu email address.

(Important: UAB Amazon for Business accounts should be not be created using an UAB Alias Email.)

If you do not have an existing Amazon account tied to your work email address, you will be provided step-by-step instructions via email to create your new account log-in for your BuyUAB Amazon Business account.

Step 1: Open the Amazon Business email and select the “Set Up Your Account”.



Step 2: Follow the step-by-step instructions to create your log-in. Please be sure to use your full name (first and last name) when completing this form.

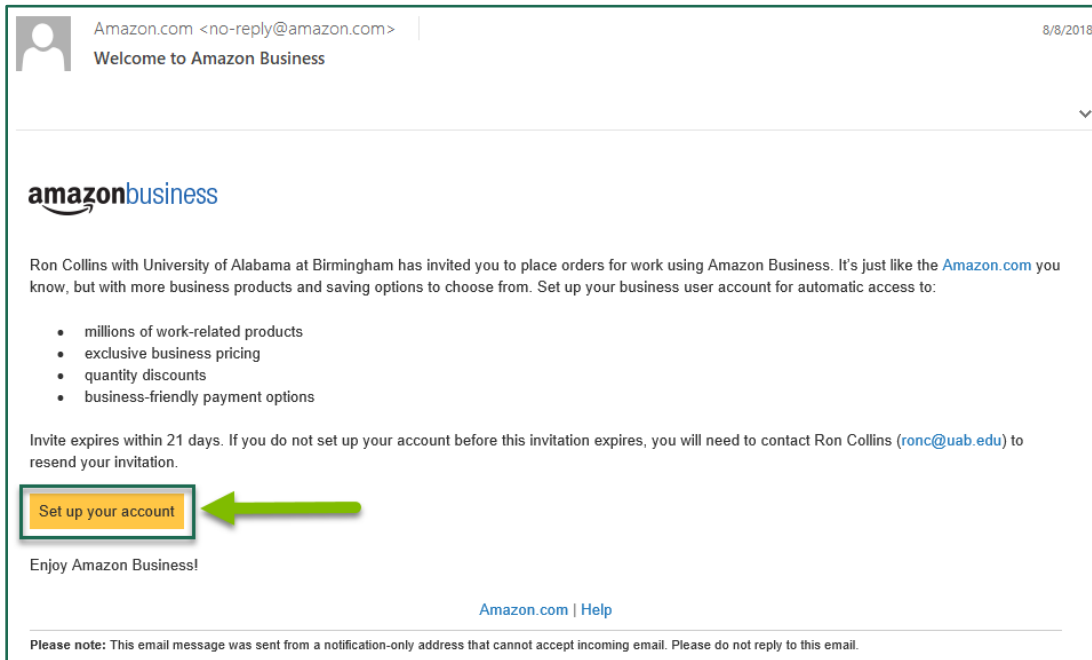
Please note: If you previously registered with another Amazon Business account, you must be deregistered prior to punching out through the central business account. To deregister your email, please visit: <https://www.amazon.com/gp/b2b/manage/deregister>

Once your account has been created, you can start shopping.

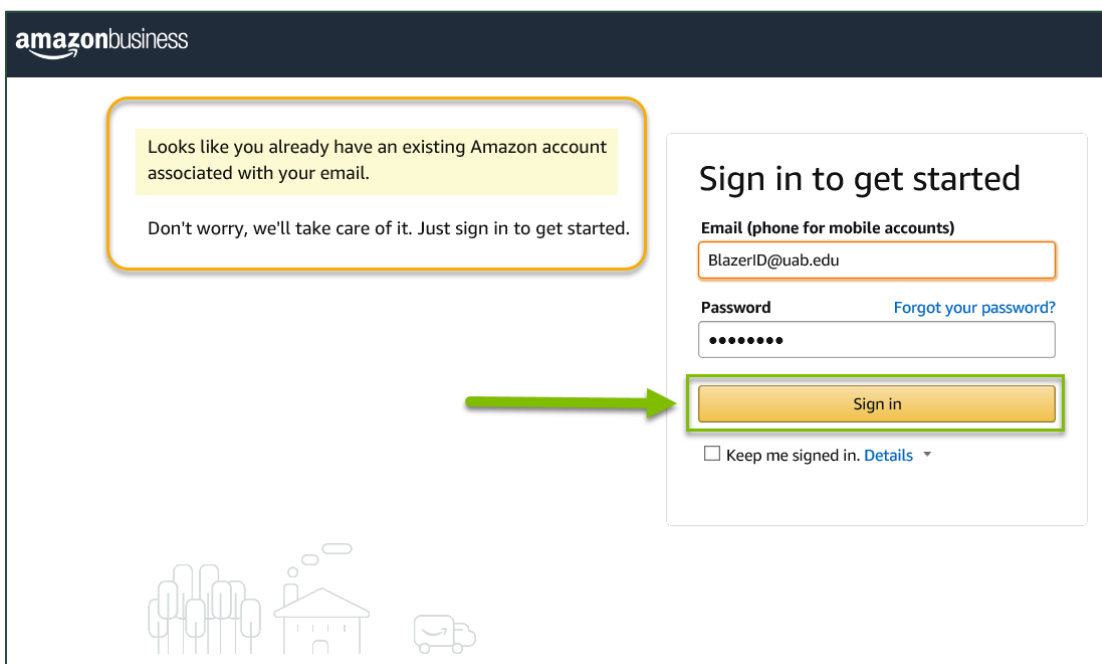
Scenario 2 – Separate Business and Personal Shopping

If you have an existing Amazon account tied to your work email and utilize this account for personal purchases, please follow the prompts to separate your personal order history from your work email.

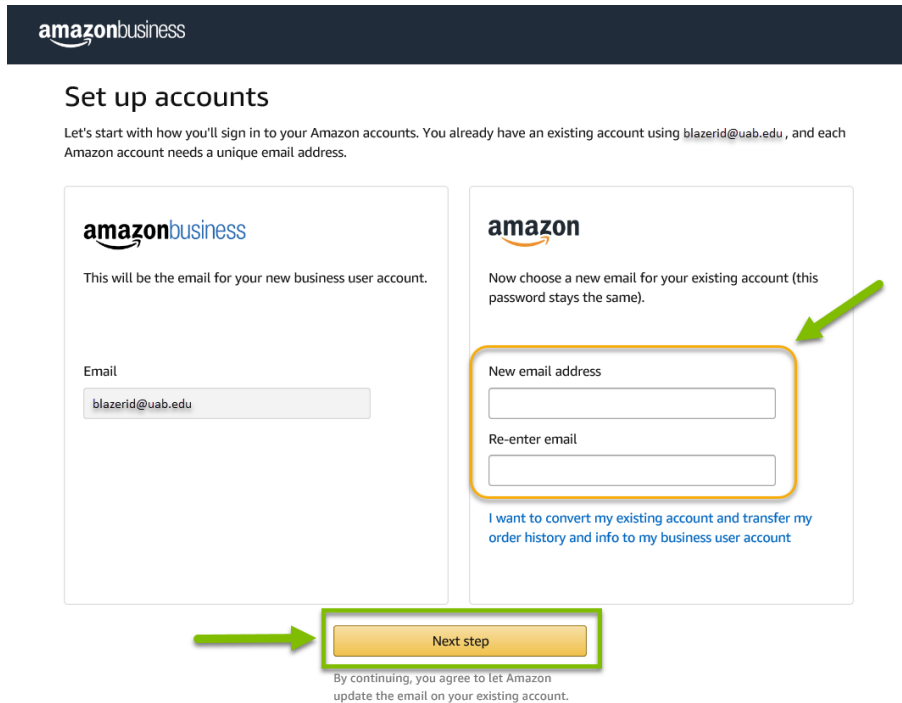
Step 1: Open the Amazon Business email and select the “Set Up Your Account”.



Step 2: The system will recognize if you already have an Amazon account using your UAB email address. Follow the step-by-step instructions to create your log-in.



You will be prompted to separate your personal account from your business account. On the left side, it will show your UAB email address as your Amazon Business email. On the right side, you will need to indicate a new email address to be associated with your personal Amazon account. This email can be any email (i.e. @gmail.com, @outlook.com, @yahoo.com, etc.) other than your work email. After entering your new email address, select “Next Step”.



Continue to follow the setup prompts to complete the process. When you are done, you will see the following message:

