**Step 1:** Log in to MarketPlace+.

**Step 2:** Click the “Amazon” logo.

**Step 3:** Please note-first time users will need to register with the Amazon Business Account one time only. You will not be required to do this each subsequent time.

*If you have an existing Amazon.com account with your business email you will be prompted to type in your password to your existing account. Click “Sign in to an existing account”.

**Step 4:** If you have not made personal purchases using your current business email choose “Confirm and continue” and proceed to Step 5, below.

If you have made personal purchases with your business email, it is recommended you choose “Change personal account email”
Step 4a: If you are changing a personal account email you will be prompted with the following screen.

Step 4b: Enter the personal email address you would like to change your personal account to.
Step 5: Enter your name and a new password for your business account

Create an account for business

Your name

Email fletchp+MATC1@amazon.com

Password

Confirm password

Create account

Step 6: Hit “Complete”

Almost complete!

Your account changes have been saved. fletchp+MATC1@amazon.com will be your account for business.

Complete

Your account has now been created and you can now begin shopping

Your account has been created

You can now purchase for your business with fletchp+MATC1@amazon.com

Start shopping

Any Questions? Contact Amazon Business Customer Service at: 888-281-3847