

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”.**



Create an account for business

Your name

Email

Confirm email

Password

Confirm password

[Create Account](#)

By clicking "Create account," I acknowledge that this account and any account activity will be accessible to the business account associated with it (typically your employer) and consent to such access. [Learn More](#)

[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”

Confirm

We will add **fletchp+MATC2@amazon.com** to the **Tricia Test** business account.

Confirm and continue

Change personal account email

Recommended if you have made personal purchases using this account.

Step 4a: If you are changing a personal account email you will be prompted with the following screen.

Use fletchp+MATC2@amazon.com for business

Just some reminders:

- A business user account is not a personal account. If you add others and allow them to manage your account, they can view your account information (including order history, addresses, payment methods, and personal information), administer or close your account.
- Only one account per email is allowed. You must use different emails for your personal account and business user account.

There are 2 steps to creating a business user account using fletchp+MATC2@amazon.com:

Step 1
Change the email used for your personal account

Step 2
Create an account for business using fletchp+MATC2@amazon.com

Cancel Continue

Step 4b: Enter the personal email address you would like to change your personal account to.

Change your email address

To save your current account information, change the email used to log into the account. You can continue making purchases using this account. Your password will stay the same.

Current email fletchp+MATC2@amazon.com

Change email to
This will be the email used to log into your personal account

Confirm new email

Save and continue

Next, we will create your Amazon business account.

Step 5: Enter your name and a new password for your business account



Create an account for business

Your name

Email

Password

Confirm password

Step 6: Hit "Complete"



Almost complete!

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

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**

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



