

# First Time User Registration Guide

Your Amazon Business account will be created before your first requisition is placed through your E-Procurement system

Use the below scenarios to understand how to take appropriate action for creating an Amazon Business user account

## Scenario 1

Create a new business user account



## Scenario 2

Convert your existing Amazon Account

Login to ePro System and punchout to Amazon Business  
Sign in to your existing account



If you already have an Amazon account tied to your work email address and use this account solely for business purchases, you will migrate this existing account to your organization's Amazon Business account. Do not choose this option if you have made personal purchases on this account.



## Scenario 3

Separate Business and Personal Shopping

Login to ePro System and punchout to Amazon Business  
Sign in to your existing account



If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, we will separate your personal order history from your work email.

Choose a new email for your existing Amazon account. Your password stays the same

The email designated here, will be used to access your previous account, including existing order history and saved payments or shipping addresses.

