How to Register for Amazon Business

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This is an easy to follow 2-step process to assist you with registering to the UCSB Amazon Business as a first time user, a user who needs to transfer account information to a personal email, or a user who does not need to transfer account information to a personal email.

Step 1: Verify if your Gateway Email is Linked to an Amazon Account

1. Log into Gateway. Go to the top right hand corner where your name is and click on the drop down button. Select ‘View My Profile’.

2. You will land on your profile page where you will see the email address that is linked to your Gateway profile. This is the email address that will be used for the UCSB Amazon Business account. Go to Step 2 for the appropriate next steps to register to the UC Santa Barbara’s Amazon Business account.

Step 2: Registering for Amazon Business

Go to the section of the ‘How To’ that applies to you

- Brand new Amazon User (Gateway email not previously linked to Amazon): Access Amazon Business in Gateway and see Section A: New User.
- Amazon User (Gateway email previously linked to Amazon) who would like to transfer all previous account information to a personal email: see Section B: User to Convert.
- Amazon User (Gateway email previously linked to Amazon) who does not need to transfer all previous account information to a personal email: see Section C: User to Merge.
- Amazon Business User (Gateway email linked to Amazon Business) who needs to convert account to a personal account prior to accessing Gateway Section D: User to De-register and Merge
- Unsure of your account status? See Section E: Account Status.
Section A: New User

1. Access the Amazon Business Punchout in Gateway
2. At the ‘Welcome’ page, click continue:

   ![Amazon Business Punchout in Gateway]

3. You will be prompted to ‘Create an account for business’.
   **Note:** If you do not see a screen similar to the one below and land on a log in page, that means your school email is linked to Amazon currently. See Section B: User to Convert if you want your account information to transfer to a personal account or see Section C: User to Merge if you are comfortable with moving all account information to Georgia Tech Amazon Business account.
   
   a. Enter your name in the ‘Your name’ field.
   b. Create a password in the ‘Password’ and ‘Confirm Password’ field.
   c. Select ‘Create account’.

4. You will land on the ‘Almost complete’ screen. Click ‘Continue’.
5. Congratulations! You have now completed your registration for Amazon Business. Click on ‘Start shopping’ to begin your shopping experience.
Section B: User to Convert
This section walks you through the process of transferring the account information (order history, ship-to address, credit card, etc.) to a personal account before registering for Amazon Business through Gateway with your Gateway email.

6. Log into Amazon (www.amazon.com) with your Gateway email and password. Navigate to the ‘Your Account’ screen. This will be the first step in resetting the existing Amazon account to a personal email account. **Note:** The new email address must be one that has never been linked to Amazon.


8. Click on the ‘Edit’ button next to your email address:
9. You will be prompted to change the email associated with this account. **Note:** The new email address must be one that has never been linked to Amazon. Complete the fields on the screen.
   a. Enter new personal email address in **New email address:**
   b. Reenter new personal email address in **Re-enter new email:**
   c. Enter your current password in **Password:**
   d. Enter the character exactly how you see it in the challenge in **Type characters**.
   e. Click **Save changes**

Once you complete the change and click **Save change**, the screen will refresh with a successful message (seen below).

10. Log out of Amazon by going to the top right hand corner to sign out. Ensure you log out this way so that your login information is not cached by the browser.
11. To begin the registration for Amazon Business, log in to Gateway to access the Amazon Business punchout. You should land on the ‘Welcome to Amazon Business’ screen. Click ‘Continue.’

![Amazon Business Welcome Screen](image)

12. You will be prompted to create an Amazon Business Account. Complete the fields and click ‘Create your Amazon Business Account.’ Note: Your school email address will be prepopulated in the ‘Email’ field.

![Amazon Business Create Account](image)

13. You will land on the ‘Almost complete’ screen. Click ‘Continue.’

14. Congratulations! You have now completed your registration for Amazon Business. Click on ‘Start shopping’ to begin your shopping experience.
Section C: User to Merge

This section walks you through the process of merging your current Amazon account with the UCSB Amazon Business account. Note: All previous information will carry over to the UCSB Amazon Business account and will be visible to the administrators of the account.

1. Access the Amazon Business Punchout in Gateway. You will land on the 'Welcome to Amazon Business!' page. Click 'Continue'.

2. You will be prompted to login. The email address tied to your Gateway profile will automatically populate. Enter your password and click 'Sign in'.

3. In the 'Choose an account option' screen, click on 'Use my existing account.'
4. A disclaimer will appear notifying you that your account is changing to a business account and any previous account information will be visible. Click ‘Confirm and continue’.

If you change your mind and would like to transfer this information to a persona account, click ‘Cancel’. Close out of the punch out and follow the steps in **Section B: User to Convert**.

5. You will land on the ‘Almost complete’ screen. Click ‘Continue.’

6. Congratulations! You have now completed your registration for Amazon Business. Click on ‘Start shopping’ to begin your shopping experience.

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**Section D: User to De-register and Merge**

This section walks you through the process of de-registering your current Amazon Business account prior to merging your account to Gateway

1. Log onto your Business Account and download an order history report for the past 6-12 months (recommended best practice).

2. Click the following link to deregister your existing account (it will not remove any information on the account, simply the Amazon Business account tag): [https://amazon.com/gp/b2b/manage/deregister](https://amazon.com/gp/b2b/manage/deregister)

3. Go to Gateway, click the Amazon Business icon and follow instructions in **Section C: User to Merge** to begin using the new Amazon Business account

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**Section E: Account Status**

This section walks you through the process to easily check if your school email address was previously linked to Amazon.

1. Access the Amazon Business punchout in Gateway. You will land on the ‘Welcome to Amazon Business!’ page. Click ‘Continue’.
2. If you land on a page that prompts you to login with your school email, then your email is currently linked to Amazon. If you do not remember your password, click on the “Forgot your password?” link. An email will be sent to you to reset your password.

**Note, if you do not receive an email to reset your password, you must call Amazon Business Customer Service at 1-888-281-3847**

3. If you would like to transfer your account information to a personal email, see Section B: User to Convert. If you do not need to transfer your account information to a personal email, see Section C: User to Merge.