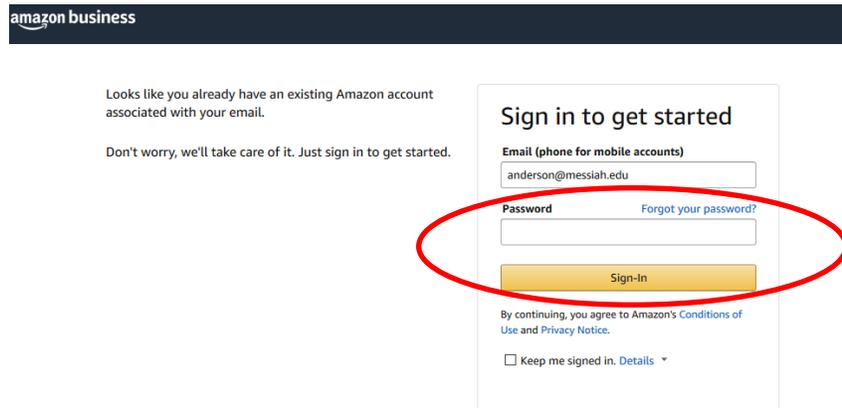


SCENARIO 3 – You have used your @messiah.edu email address to make BOTH College-related AND personal purchases with Amazon. Follow these instructions to provide a new email address for your existing Amazon account and use your @messiah.edu email address for your new business account. **You purchase history will NOT be transferred to your new Messiah College business account.**

- Enter the **password** associated with existing Amazon account and click **Sign-In**.
- If you do not remember the password, click **Forgot your password?** to reset it.



amazon business

Looks like you already have an existing Amazon account associated with your email.

Don't worry, we'll take care of it. Just sign in to get started.

Sign in to get started

Email (phone for mobile accounts)
anderson@messiah.edu

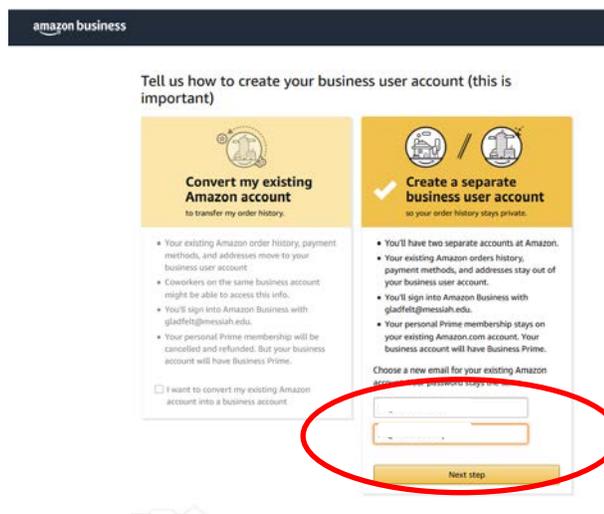
Password [Forgot your password?](#)

Sign-In

By continuing, you agree to Amazon's [Conditions of Use and Privacy Notice](#).

Keep me signed in. [Details](#)

- Enter and confirm a new, personal email address for your existing account. The email address cannot be tied to any other Amazon account. **All account history will stay with this account and will not be accessible by the College.**
- Click **Next step**



amazon business

Tell us how to create your business user account (this is important)

<p>Convert my existing Amazon account to transfer my order history</p> <ul style="list-style-type: none">• Your existing Amazon order history, payment methods, and addresses move to your business user account• Coworkers on the same business account might be able to access this info.• You'll sign into Amazon Business with glaffelt@messiah.edu.• Your personal Prime membership will be cancelled and refunded. But your business account will have Business Prime. <p><input type="checkbox"/> I want to convert my existing Amazon account into a business account</p>	<p>Create a separate business user account so your order history stays private.</p> <ul style="list-style-type: none">• You'll have two separate accounts at Amazon.• Your existing Amazon orders history, payment methods, and addresses stay out of your business user account.• You'll sign into Amazon Business with glaffelt@messiah.edu.• Your personal Prime membership stays on your existing Amazon.com account. Your business account will have Business Prime. <p>Choose a new email for your existing Amazon account (your purchase history stays the same)</p> <p>Next step</p>
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- Enter your name and create and confirm a new password for your new Messiah College Amazon Business account.

amazon business

Enter your full name and choose your business password

Your name

Email

Password

Passwords must be at least 6 characters.

Re-enter password

Next step

By creating an account, you agree to Amazon's [Conditions of Use](#) and [Privacy Notice](#).

- Your account is ready, click **Start shopping**.

amazon business

Your account is ready to go!

You can start using it to shop for work.

Start shopping

 Email: anderson@messiah.edu	 Email: daisy123@gmail.com
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If your Messiah College Purchasing Card (P-Card or DB-Card) is attached to any other Amazon account please remove it now. Click [here](#) for instructions.

Our Messiah College Amazon Business account is set up with Amazon Prime and as sales tax exempt. If you purchased Amazon Prime for your separated account it will stay with your account.

Click [here](#) to review Amazon Business FAQs.