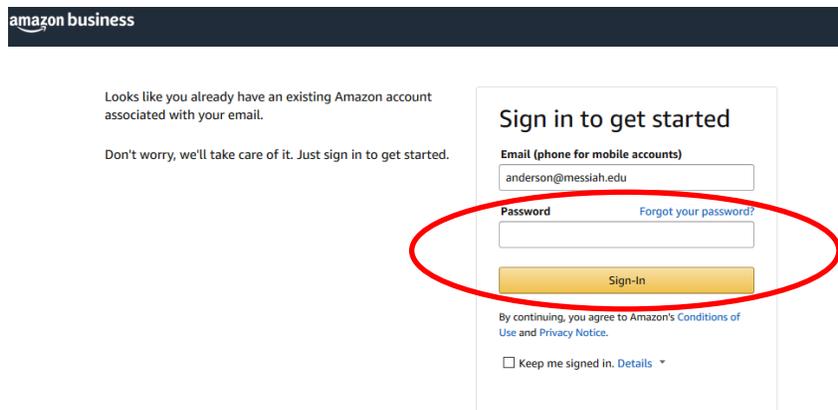


SCENARIO 2 – You have used your @messiah.edu email address to make ONLY College-related purchases with Amazon. Follow these instructions to convert your existing account to your new business account. **Your purchase history will be transferred to your new Messiah College business account.**

***DO NOT CHOOSE THIS OPTION IF YOU HAVE MADE PERSONAL PURCHASES ON THIS ACCOUNT; CHOOSE SCENARIO 3.**

- Enter the **password** associated with this 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](#) ▾

- If you have made only College-related purchases with this account, **check the box** to convert the account and click **Next step** in the **Convert my existing Amazon account box**.
- If you have made both College-related and personal purchase with this account, follow these [instructions](#) for Scenario 3.

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

 **Convert my existing Amazon account**
to transfer my order history.

- 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 anderson@messiah.edu

I want to convert my existing Amazon account into a business account

Next step

 **Create a separate business user account**
so your order history stays private.

- 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 anderson@messiah.edu.

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

Enter new email

Re-enter email

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

Your account is ready to go!

You can start using it to shop for work.



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 is sales tax exempt. If you purchased Amazon Prime on your converted account it will be cancelled and a pro-rated refund will be made to your original form of payment.

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