

- Click the link from the registration email you received from Amazon.
- If you did not receive an invitation check your junk mail folder.
- If you cannot locate the email, contact purchasing@messiah.edu or extension 6010 to have it resent.

From: Amazon.com <noreply@amazon.com>
Sent: Tuesday, July 30, 2019 11:57 AM
To: Rudasill, Sherry <srudasill@messiah.edu>
Subject: ACTION REQUIRED: Activate your Messiah College Amazon Business account

CAUTION: This email originated outside of Messiah College



Activate your account

Welcome to Amazon Business!

Messiah College has selected Amazon Business as an approved supplier for purchasing.

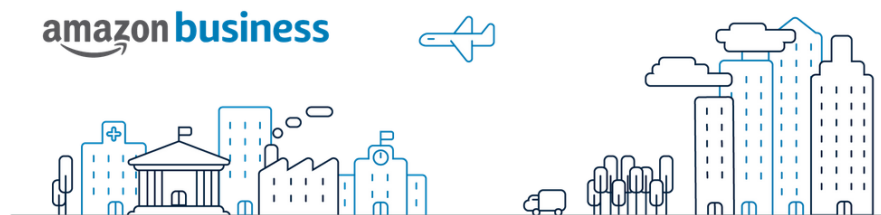
Daisy Anderson (anderson@messiah.edu), your Amazon Business administrator, has invited you to join the account - click to activate now.

Enjoy Amazon Business!

[Help](#)

Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.

- Click Get started.



Welcome to Amazon Business!

Let's create your free business user account so you can join your Messiah College coworkers and shop for work.

Get started

By clicking "Get Started", you agree to the [Amazon Business Acceptable Use Policy](#)

Your business user account information, including order history, addresses, payment methods and personal information will be visible to administrators of the business account. The administrator of the business account will have the ability to manage or close this account.

There are three scenarios you can encounter when setting up your account. Please read the description of each below and follow the scenario that fits your situation. If you are unsure please contact Procurement Services at extension 6010 for assistance.

SCENARIO 1 – You have never used your @messiah.edu email address to make purchases with Amazon. You will see this box after clicking Get started. Follow these [instructions](#) to set up your Amazon Business account using your @messiah.edu email address.

Enter your full name and choose your business password

Your name
Donna Brosious

Email
dbrosious@messiah.edu

Password
••••••••
i 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.

SCENARIO 2 – You have used your @messiah.edu email address to make ONLY College-related purchases with Amazon. You will see this box after clicking Get started. Follow these [instructions](#) to convert your existing account to your new business account using your @messiah.edu password. **Your purchase history will be transferred to your new Messiah College Amazon Business account.**

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](#)

SCENARIO 3 – You have used your @messiah.edu email address to make BOTH College-related AND personal purchases with Amazon. You will see this box after clicking Get started. Follow these [instructions](#) to provide a new email address for your existing 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.**

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](#)

Our Messiah College Amazon Business account is set up with Amazon Prime and is sales tax exempt.

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