

# First Time Punch-Out Registration

## Scenario 1

### Create a new business user account

- If you don't have an existing Amazon account tied to your work email address, you will be provided step-by-step instructions to create your new account log-in for your organization's Amazon Business account.
- Please be sure to use your full name when completing this form (First Last).
- Once your account has been created, you can start shopping.

## Scenario 2

### Separate Business & Personal Shopping

- If you have an existing Amazon account tied to your work email and utilize this account for business & personal purchases, Please follow the prompts to separate your personal order history from your work email.

*If you cannot remember your password, you can click [Forgot your password?](#) to reset it.*

- After signing into you existing account, choose a new email for your existing personal order history to be associated with. *The new email address cannot be associated with an existing Amazon.com account.*
- This will free up your work email to be used strictly for business purchases moving forward.

## Scenario 3

### Migrate your existing Amazon Account

- If you already have an Amazon account tied to your work email address and utilize this account solely for business purchases, you can migrate this existing account to your organization's Amazon Business account.
- Sign in to the existing account that you for business purchases on Amazon.com
- To migrate this account, click on the blue hyperlink on the right: "[I want to convert...](#)"
- Confirm that you have not made personal purchases on this account. If you change your mind you can still separate your accounts.
- Click next step to confirm your account conversion and start shopping on the central account with your same existing credentials.

## The Business Marketplace