

Registering an Amazon Business Account

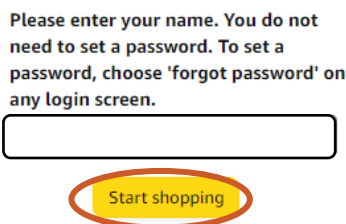
Overview: This tutorial outlines how to register an Amazon Business account for use in Spartan Marketplace using an MSU PCard, including set up of a delivery address.

Please note that an MSU email address must be used for the Amazon Business account and cannot be used for a personal Amazon account. If your MSU email address is currently tied to a personal-use account, you must change the email address associated with your personal account before setting up the Amazon Business account.

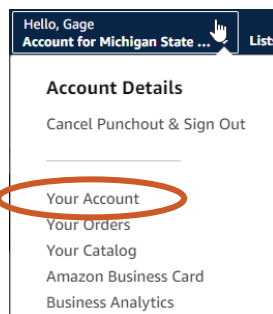
1. In the supplier catalogs of [Spartan Marketplace](#), click the **Amazon Business** punchout icon.



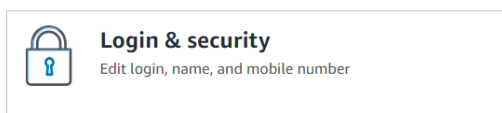
2. Within the Amazon Business window, enter your first and last name, then click the **Start shopping** button. You will be redirected to the Amazon Business home page.



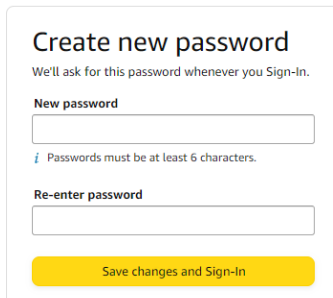
3. Amazon will send an email stating that you created a **business user account** with your MSU email address.
4. In the **Account Details** drop-down menu on the Amazon Business home page, select **Your Account**.



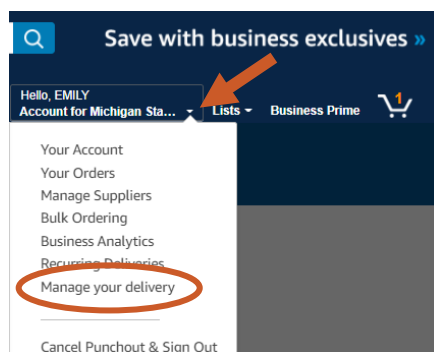
5. Select the **Login & security** box.



6. You will be asked to reset your password. Click the **Send OTP** button to request a one-time password.
7. Enter the received password into the **Enter OTP** text field and click **Continue**.
8. Create a new password for your Amazon Business account in the **Create New Password** window that appears.
 - a. **Note:** This new password does not need to match the password for your MSU NetID.

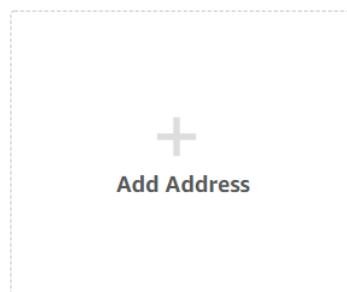


9. Click **Save changes and Sign-In**.
10. You will be instructed to optionally opt-in for mobile phone recovery. Click the **Skip** option at the bottom of the window if you do not want to set up mobile recovery.
11. Sign in to Amazon using the newly created password. You will be redirected to the **Login & Security** page.
12. If you plan to send Amazon orders regularly to an off-campus address, select the Account dropdown menu and select **Manage your delivery**.



13. Click **Add Address** to create your off-campus delivery address.
 - a. **Note:** a personal address can be used with departmental approval.

Your Addresses



14. Add the appropriate address information and click the **Add Address** button at the bottom of the screen to save the new delivery address.

