


**Steps to accept the Amazon Business invitation:**

Edinboro University Cardholders will receive an email invitation directly from Amazon Business to join the Edinboro University Amazon Business account. Cardholders authorized to use the Edinboro University Amazon business account are required to accept the invitation.

**Accepting the Amazon Business Invitation**

	<p>1. <b>Email Invitation: Look out for this email with subject: “<u>Welcome to Amazon for Business</u>”. Click ‘Accept the Invitation’ button.</b></p>  <p><b>Primary Admin (<a href="mailto:jhherber+curation@amazon.com">jhherber+curation@amazon.com</a>) has invited you to purchase on behalf of Top National Institution.</b></p> <p>Amazon Business allows you to shop on Amazon using your organization's multi-user business account and track spending. Find what you need among the millions of business products on Amazon and get business pricing on select items.</p> <p><a href="#">Accept the invitation</a></p> <p>Thank you for choosing Amazon Business.</p> <p><a href="#">Amazon.com</a>   <a href="#">Help</a></p> <p><b>Please note:</b> This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.</p>
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2. Click the Continue button.



## Welcome to Amazon Business!

Primary Admin has invited you to purchase on behalf of **Top National Institution**

Create an account using **jhherber+cardholder@amazon.com** to get started

Continue

By clicking "Continue", you accept the Amazon Business Account Terms and Conditions

### Need help?

For questions, contact [Business Customer Service](#)

3. **If you already have an Amazon account using your Edinboro University email address, skip to step 4.**

If you do not have an Amazon Account, you will be prompted to enter your First and Last Name & set a Password for your **Edinboro University** email address to be used when signing onto Amazon Business.



### Create account

Your name

Email

Password

Re-enter password

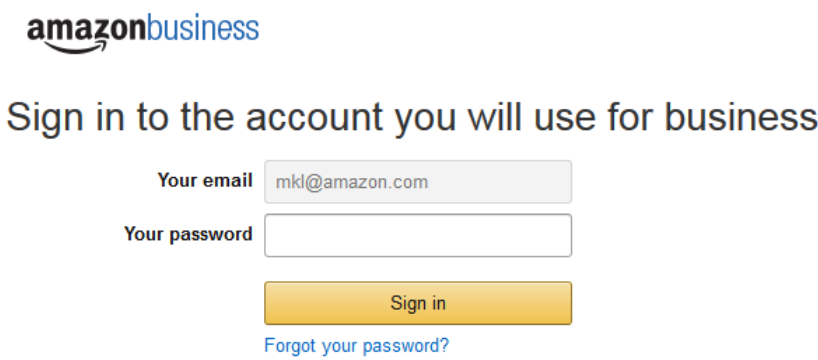

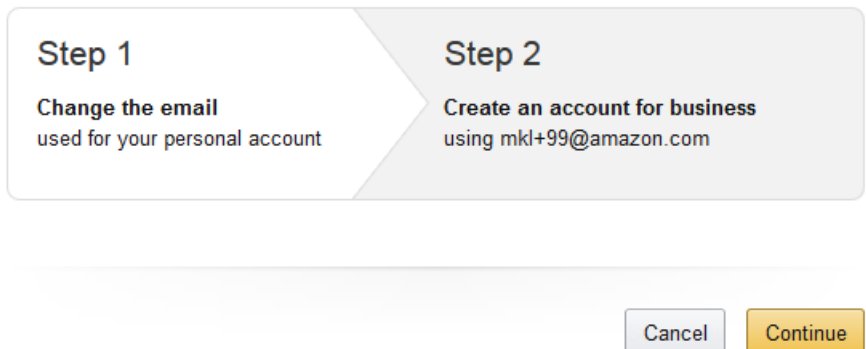
Create your Amazon Business account

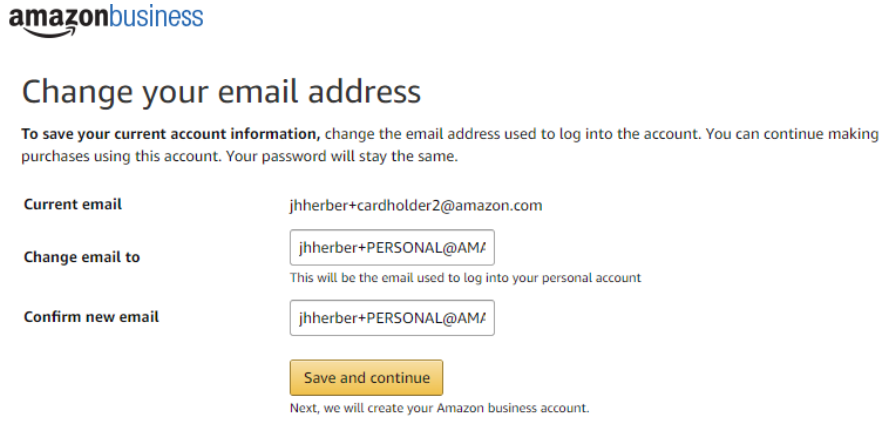
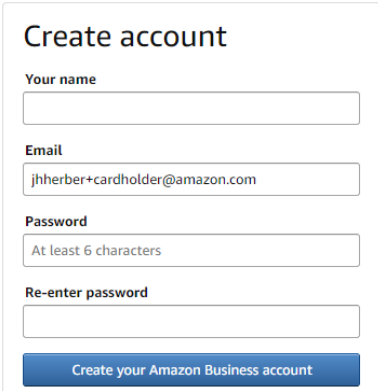
Click the **Create account** button.

**Result:** You will see an **Almost complete!** Window.

Click the **Complete** button.

**Result:** **You are done!** You will see an **Account Created** window. **Click Start Shopping.**

<p>4.</p>	<p>If you already have an Amazon account using your <b>@edinboro.edu</b> email, you will see the following sign-in page. Use the password that you originally set for that account to sign in and accept the invite. If you do not remember your password, please click the 'forgot password' link and an email will be sent for you to reset your password.</p> 
<p>5.</p>	<p>If you <b>have not</b> made personal purchases using your current business email choose <b>“Use existing account”</b> and proceed to Step 6, below.</p> <p>If you <b>have</b> made personal purchases with your business email, you must choose <b>“create separate account”</b>:</p> 
<p>6.</p>	<p>Click the <b>Continue</b> button.</p> 

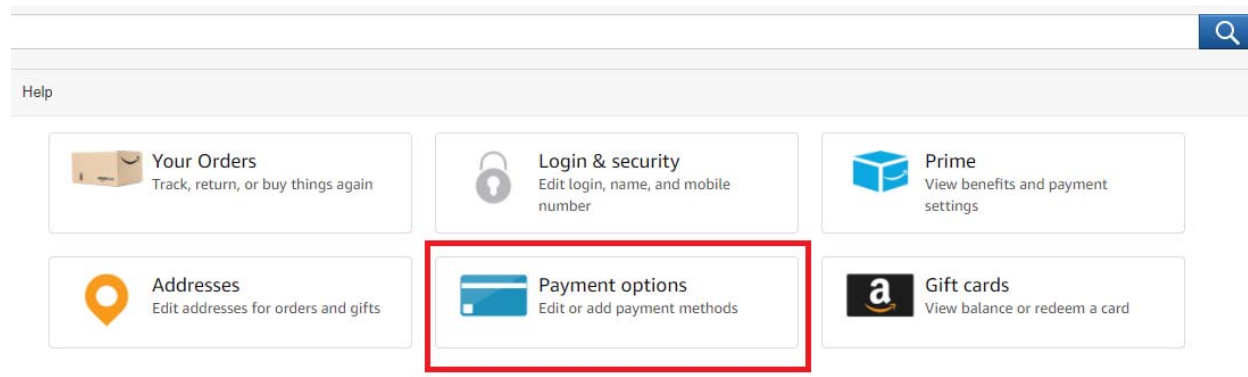
<p>7.</p>	<p>Change the email on your Amazon personal account. Enter and confirm the new personal email address. This will transfer your existing personal account information away from the <b>Edinboro University</b> email address.</p>  <p><b>amazonbusiness</b></p> <h3>Change your email address</h3> <p>To save your current account information, change the email address used to log into the account. You can continue making purchases using this account. Your password will stay the same.</p> <p>Current email: jhherber+cardholder2@amazon.com</p> <p>Change email to: <input type="text" value="jhherber+PERSONAL@AM#"/> This will be the email used to log into your personal account</p> <p>Confirm new email: <input type="text" value="jhherber+PERSONAL@AM#"/></p> <p><input type="button" value="Save and continue"/></p> <p>Next, we will create your Amazon business account.</p>
<p>8.</p>	<p>Enter your name and set the password for your new account using your <b>Edinboro University</b> email address.</p>  <p><b>amazonbusiness</b></p> <h3>Create account</h3> <p>Your name: <input type="text"/></p> <p>Email: <input type="text" value="jhherber+cardholder@amazon.com"/></p> <p>Password: <input type="text" value="At least 6 characters"/></p> <p>Re-enter password: <input type="text"/></p> <p><input type="button" value="Create your Amazon Business account"/></p> <p>Click the <b>Create account</b> button.  <b>Result:</b> You will see an <b>Almost complete!</b> Window.  Click the <b>Complete</b> button.  <b>Result:</b> <b>You are done!</b> You will see an <b>Account Created</b> window. <b>Click Start Shopping.</b></p>

**Don't forget to add your credit card:**

**Step 1: Go to 'your account' page**

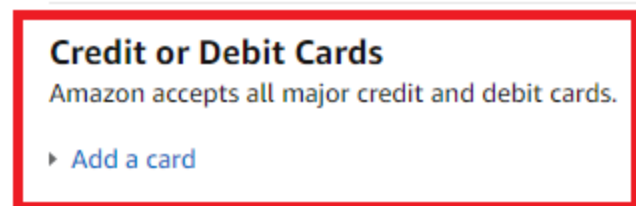


**Step 2: Click 'Payment Options' tile on the 'Your Account' page**



**Step 3: Click 'Add a card' on the 'payment options' page**

## Add a New Payment Method



**Step 4: Add card information, click 'add your card', add billing information and complete.**

**NOTE:** Please enter billing address exactly as it appears on your bank statement.

### **To Request Refund on Taxes Charged (by 3<sup>rd</sup> parties):**

1. Go to “your orders” on Amazon.com
2. Find the item that was charged tax and click the “contact the seller” button (If this button is not there, call **888-281-3847**)
3. Enter subject as “Tax Exemption Refund Request”
4. Include the order number and amount charged.

The seller is required to respond within 72 hours. They may ask for some additional information, but if not they should just issue the refund.

If you have any issues contacting the seller, or other questions, you can also contact our tax team (number below).

**If the item was fulfilled by Amazon, simply call the tax support team:**

**Amazon’s tax exemption support team: 888-281-3847**