

## ASU-Amazon Business Account Registration – Scenarios and Setup Instructions

Status	You must	When to do it	Directions
<p>If you have a personal Amazon account that uses the ASU email address that is also tied to your SunRISE profile, and the account has been used for personal purchases</p>	<p>Change the email address on your personal account to a personal email.</p> <p>If you do not take action, ASU will have access to your personal purchase history.</p>	<p>Prior to July 2, 2018</p>	<ol style="list-style-type: none"> <li>1. Login to your personal Amazonaccount</li> <li>2. Hover over drop down and select <b>your account</b></li> <li>3. Select <b>login and security</b></li> <li>4. Click <b>edit</b> next to your email address and enter in a personalemail address that is not already tied to another Amazon account</li> <li>5. Click <b>save</b></li> </ol>
<p>If you have an Amazon account that uses the ASU email address that is also tied to your SunRISE profile, and the account has been solely used for University purchases</p>	<p>Register for ASU’s Amazon Business account and Migrate your existing Amazon account information to your new SunRISE Amazon Business account</p>	<p>July 2, 2018</p>	<ol style="list-style-type: none"> <li>1. Access SunRISE through theFMS               <ol style="list-style-type: none"> <li>a. Log into FMS</li> <li>b. Click the <b>purchases</b> icon</li> <li>c. Click on <b>connect to supplierwebsite</b></li> <li>d. You will see the SunRISE Icon on the left. Click on the <b>connect</b> button on the right</li> </ol> </li> <li>2. Click on the Amazon icon in the ASU Contracted Suppliers Hosted and Punchoutsection</li> <li>3. You will land on the <b>welcome to Amazon Business</b> page and click <b>continue</b>.</li> <li>4. You will be prompted to login. The email address tied to your SunRISE profile will automatically populate. Enter your password and click <b>sign in</b></li> <li>5. On the <b>choose an account option</b> screen, click <b>use myexisting account</b></li> <li>6. A disclaimer will appear notifying you that your account is changing to a business account and any previous account information will be visible. Click <b>confirm andcontinue</b></li> <li>7. You will be taken to the <b>almost complete</b> screen. Click <b>continue</b></li> <li>8. You have now completed your registration for Amazon Business.</li> </ol>
<p>If you previously registered for an Amazon Business account using your ASU email address that is also tied to your SunRISE profile</p>	<p>Deregister that account, so that you can successfully purchase in SunRISE.</p> <p><b>and</b></p> <p>Activate your new SunRISE Amazon Business account</p>	<p>Prior to July 2, 2018</p> <p>July 2, 2018</p>	<ol style="list-style-type: none"> <li>1. Log onto your Business Account and download an order historyreport for the past six to 12 months. This is a recommended best practice -all order history associated with group payment methods will be deleted upon migration. To download an order history report, navigate to Business Analytics under the You’re Account for Business drop down menu. Select the drop-down menu under <b>show</b> and choose <b>orders</b>. Select a time period, click <b>download CSV</b>.</li> <li>2. <b>Deregister</b> your existing account. It will not remove any information on the account, only the AmazonBusiness account tab.</li> </ol> <ol style="list-style-type: none"> <li>1. Access SunRISE through theFMS               <ol style="list-style-type: none"> <li>a. Log into FMS</li> <li>b. Go to the “Purchases” icon</li> </ol> </li> </ol>

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			<ul style="list-style-type: none"> <li>c. Click on connect to supplier website</li> <li>d. You will see the SunRISE Icon on the left. Click on the <b>connect</b> button on theright</li> <li>2. Click on the “Amazon” icon in the “ASU Contracted Suppliers (Hosted and Punchout)” section</li> <li>3. You will land on the <b>welcome to Amazon Business</b> page and click <b>continue</b></li> <li>4. You will be prompted to login. The email address tied to your SunRISE profile will automatically populate. Enter your password and click <b>sign in</b></li> <li>5. On the <b>choose an account option</b> screen, select <b>use my existing account</b></li> <li>6. A disclaimer will appear notifying you that your account is changing to a business account and any previous account information will be visible. Click <b>confirm andcontinue</b></li> <li>7. You will land on the <b>almost complete</b> screen and click <b>continue</b></li> <li>2. You have now completed your registration for Amazon Business.</li> </ul>
<p>If you previously registered for an Amazon Business account using your ASU email address that is also tied to your SunRISE profile, and have more than five individuals on the account</p>	<p>Deregister that account, so that you can successfully purchase in SunRISE.</p> <p><b>and</b></p> <p>Activate your SunRISE Amazon Business account</p>	<p>Prior to July 2, 2018</p> <p>July 2, 2018</p>	<ul style="list-style-type: none"> <li>1. Log onto your Business Account and download an order historyreport for the past six to 12 months. This is a recommended best practice- all order history associated with group payment methods will be deleted uponmigration. To download an order history report, navigate to Business Analytics under the You’re Account for Business drop down menu. Select the drop-down menu under <b>show</b> and choose <b>orders</b>. Select a time period, click <b>download CSV</b>.</li> <li>2. Remove all users on Your account. Go to <b>manage your business</b> and use the global search bar at the top right of the screen to search for each user. Select the user and then select <b>remove from business</b>. This will not delete their account, any order history purchased by users paying with an individual payment method will be transferred over to the user’saccount.</li> <li>3. Once all users are removed, <a href="#">deregister your existing account</a>. It will not remove any information on the account, simply the Amazon Business account tag.</li> <li>1. Access SunRISE through theFMS <ul style="list-style-type: none"> <li>a. Log into FMS</li> <li>b. Go to the <b>purchases</b> icon</li> <li>c. Click on <b>connect to SupplierWebsite</b></li> <li>d. You will see the SunRISE Icon on the left. Click on the <b>connect</b> button on the right</li> </ul> </li> <li>2. Click on the Amazon icon in the ASU Contracted Suppliers Hosted and Punchout section</li> </ul>

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			<ol style="list-style-type: none"> <li>3. You will land on the <b>welcome to Amazon Business</b> page. Select <b>continue</b>.</li> <li>4. You will be prompted to login. The email address tied to your SunRISE profile will automatically populate. Enter your password and select <b>sign in</b></li> <li>5. On the <b>choose an account option</b> screen, select <b>use my existing account</b></li> <li>6. A disclaimer will appear notifying you that your account is changing to a business account and any previous account information will be visible. Select <b>confirm and continue</b></li> <li>7. You will land on the <b>almost complete</b> screen. Select <b>continue</b></li> <li>8. You have now completed your registration for the ASU Amazon Business account.</li> </ol>
<p>You are unsure of your Amazon account status</p>	<p>Determine if your ASU email address was previously linked to Amazon</p>	<p>July 2, 2018</p>	<ol style="list-style-type: none"> <li>1. Access SunRISE through the FMS             <ol style="list-style-type: none"> <li>a. Log into FMS</li> <li>b. Go to the <b>purchases</b> icon</li> <li>c. Click on <b>connect to supplier website</b></li> <li>d. You will see the SunRISE icon on the left. Click on the <b>connect</b> button on the right</li> </ol> </li> <li>2. Click on the Amazon icon in the <b>ASU Contracted Suppliers</b> Hosted and Punchout section</li> <li>3. You will land on the <b>welcome to Amazon Business</b> page. Select <b>'Continue'</b>.</li> <li>4. If you land on a page that prompts you to login with your ASU email, then your email is currently linked to Amazon. If you do not remember your password, click on the 'Forgot your password?' link. An email will be sent to you to reset your password. If you do not receive an email to reset your password, call Amazon Business Customer Service at 1-888- 281-3847</li> <li>5. Once you reset your password, see <b>change your email address and/or migrate your existing Amazon Account</b>.</li> </ol>

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<p>You are a new user and wish to register for the ASU Amazon Business now or sometime in the future</p>	<p>Register for your ASU Amazon Business account</p>	<p>On or after July 2, 2018</p>	<ol style="list-style-type: none"><li>1. Access SunRISE through the FMS<ol style="list-style-type: none"><li>a. Log into FMS</li><li>b. Go to the <b>purchases</b> icon</li><li>c. Click on <b>connect to supplier website</b></li><li>d. You will see the SunRISE Icon on the left. Click on the <b>connect</b> button on the right</li></ol></li><li>2. Click on the Amazon icon in the <b>ASU Contracted Suppliers</b> Hosted and Punchout section</li><li>3. You will land on the <b>welcome to Amazon Business</b> page and click <b>continue</b>.</li><li>4. You will be prompted to <b>create an account for business</b>. Enter your name, create a password, and select <b>createaccount</b>. If you do not see a screen that says <b>create account</b> and land on a log in page, this means your ASU email is linked to an Amazon account. See <b>above</b> for necessary steps. If you do not remember your log in information, click on the <b>forgot your password</b> link. An email will be sent for you to reset your password.</li><li>5. You will land on the <b>almost complete</b> page. Click <b>continue</b>.</li><li>6. You have now completed your registration for Amazon Business.</li></ol>
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If you have account registration problems or questions after the catalog is live on July 2, 2018, email [Amazon Business Services](#).