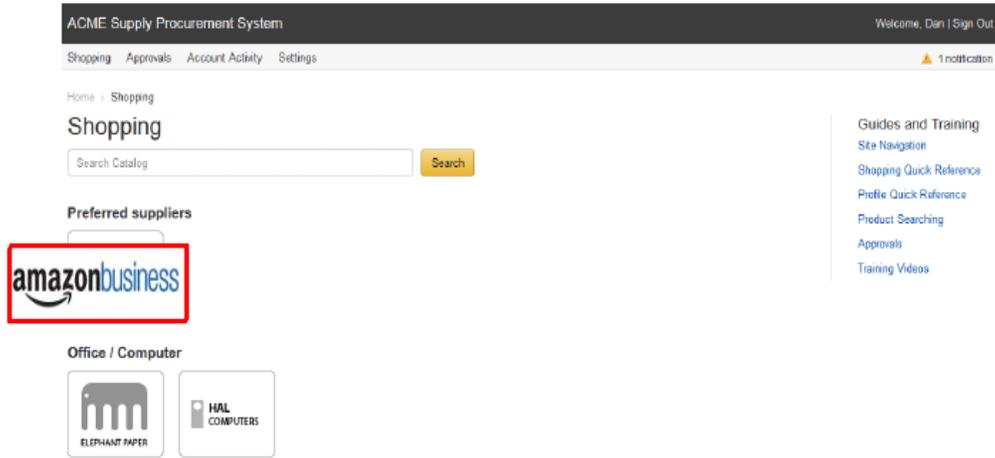


Step 1: Log in to ESM easyPurchase [here](#)

Step 2: Click on the “Amazon” catalog.



Step 3: Please note **first time** University of Akron punchout users will need to register their UA email with the Amazon Business Account & create a password. You will not be required to do this each subsequent time. Once your account is created you can begin shopping. **You're Done!**

A screenshot of the Amazon Business 'Create account' form. The form includes fields for 'Your name' (Punchout User 1), 'Email' (jhherber+ppi2@amazon.com), 'Password', and 'Re-enter password'. A blue button at the bottom is labeled 'Create new business account'.

Step 4: If you have an **existing UA Amazon Business** account with your UA email you will be prompted to type in your password to your existing account. Click “Sign in”.

A screenshot of the Amazon Business 'Sign in with business credentials' form. The form includes fields for 'Email (phone for mobile accounts)' (jhherber+ppi2@amazon.com) and 'Password'. A blue button at the bottom is labeled 'Sign in'. A link for 'Forgot your password?' is also visible.

Step 5: If you **have not** made personal purchases using your UA email choose “Use existing account” and proceed to Step 7, below.

If you **have** made personal purchases with your UA email, you must choose “create separate account”:



Step 5a: If you are changing a personal account email you will be prompted with the following screen.

Just some reminders:

- A business user account is not a personal account. If you add others and allow them to manage your account, they can view your account information (including order history, addresses, payment methods, and personal information), administer or close your account.
- Only one account per email is allowed. You must use different emails for your personal account and business user account.

There are 2 steps to creating a business user account using fletchp+MATC2@amazon.com:

Step 1

Change the email used for your personal account

Step 2

Create an account for business using fletchp+MATC2@amazon.com

Cancel

Continue

Step 5b: Enter the personal email address you would like to change your personal account to.



Change your email address

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.

Current email james.herbert16@gmail.com

Change email to

e.g. name1example@gmail.com

This will be the email used to log into your personal account

Confirm new email

e.g. name1example@gmail.com

Save and continue



Step 6: Enter your name and a password for your business account which will be linked to your UA email



Create account

Your name

Email

Password

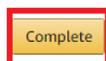
Re-enter password

Step 7: Hit “Complete”



Almost complete!

Your account changes have been saved. **jhherber+ppi4@amazon.com** will be your account for business.



You're Done: Your account has been created & you can now access through ESM Marketplace!



Your account has been created

You can now purchase for your business with **jhherber+ppi4@amazon.com** through ESM Marketplace

Any Questions? Contact Amazon Business Customer Service at: 888-281-3847 or by email at corporate-PunchOut@amazon.com

