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

Step 2: **Click on the "Amazon" catalog.**
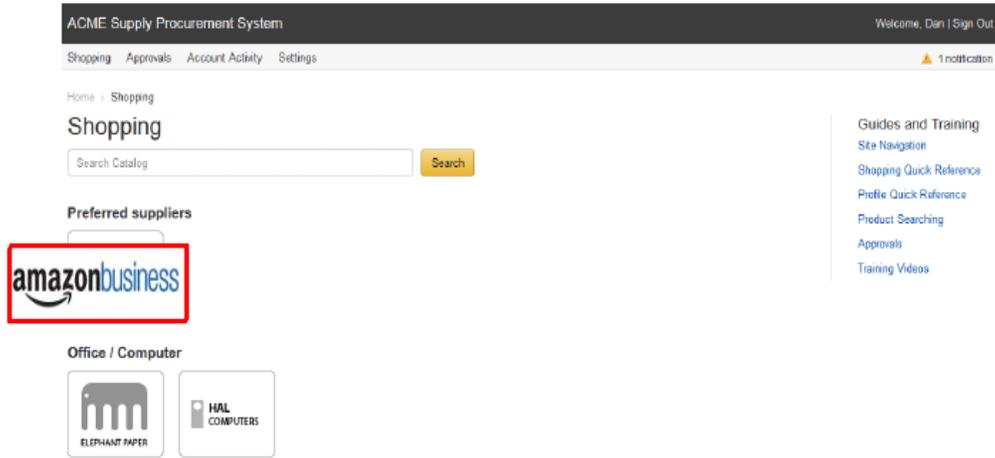
Step 3: Please note-<mark>first time</mark> University of Akron punchout users will need to register their UA email with the Amazon Business Account & create a password. You will not be required to do this each subsequent time. Once your account is created you can begin shopping. <mark>You're Done!</mark>

Step 4: If you have an <mark>existing UA Amazon Business</mark> account with your UA email you will be prompted to type in your password to your existing account. Click "Sign in".

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.

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

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

Step 7: Hit "Complete"
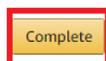
You're Done: Your account has been created & you can now access through ESM Marketplace!

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