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!

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”.
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”:

![Choose an account option](https://example.com/choose-account-option.png)

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

![Business account change email reminder](https://example.com/business-account-change-email.png)

**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

![Amazon Business Create Account Form]

Step 7: Hit “Complete”

![Amazon Business Confirm Account Creation]

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