



## Registering an Amazon Business Account

**Overview:** This tutorial outlines how to create or update an Amazon Business account for use in Spartan Marketplace using your MSU email address. Staff who are new to Amazon Business will receive an invitation to join from UPL Procurement. An MSU email address cannot be used for a personal Amazon account. If your MSU email address is currently tied to a personal-use account, you must change the email address associated with your personal account before setting up the Amazon Business account.

**Note:** The MSU PCard is the only accepted form of payment for Amazon Business.

1. In the supplier catalogs of [Spartan Marketplace](#), click the **Amazon Business** punchout icon.

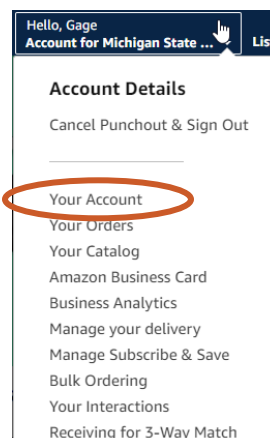


2. Within the Amazon Business window, enter your first and last name, then click the **Start shopping** button.

Please enter your name. You do not need to set a password. To set a password, choose 'forgot password' on any login screen.


Start shopping

3. You will be redirected to the Amazon Business home page.
4. Amazon will send an email stating that you created a **business user account** with your MSU email address.
5. In the **Account Details** drop-down menu on the Amazon Business home page, select **Your Account**.





6. In the Your Account page, select the **Login & security** option.



### Login & security

Edit login, name, and mobile number

7. You will be asked to reset your password. Click the **Send OTP** button to request a one-time password.
  - a. Enter the received password into the **Enter OTP** text field and click **Continue**.
8. Create a new password for your Amazon Business account in the **Create New Password** window that appears.
  - a. **Note:** This new password does not need to match the password for your MSU Net ID.

## Create new password

We'll ask for this password whenever you Sign-In.

**New password**

*i* Passwords must be at least 6 characters.

**Re-enter password**

**Save changes and Sign-In**

9. Once you have entered and re-entered your new password in the appropriate fields, click **Save changes and Sign-In**.
10. You will be instructed to optionally opt-in for mobile phone recovery. Click the **Skip** option at the bottom of the window if you do not want to set up mobile recovery.
11. Sign in to Amazon using the newly created password.
12. You will be redirected to the **Login & Security** page. Continue to add information to this page or begin shopping.