

Transfer Amazon Account Process

Prior to becoming members of the University's Amazon business account, both Department Card Managers (DCMs) and P-Cardholders are required to:

- Use their University email addresses for the University's Amazon business account. It is important to maintain a separate account for personal purchases and not use an Amazon account established with a University email address for personal purchases.
- Transfer any personal Amazon accounts associated with their University email addresses to personal email addresses (e.g., free Gmail or Yahoo accounts) before they accept the invitation to join the University's Amazon business account.

Following are step-by-step transfer instructions.

Step	Task
1.	Log in to Amazon .
2.	Point to Your Account with your mouse.
3.	Click Your Account .
4.	View the Settings selections.
5.	Click Change Account Settings . Result: You will see the Change Account Settings screen.
6.	Click the Edit button to the right of your email address.
7.	Enter your personal email address and password.
8.	Click the Save changes button. Result: You will receive this message: You have successfully modified your account!

After you have completed this process, you can accept the business account email from Amazon.com.