

BABSON COLLEGE

Amazon Business Registration Employee Job Aid

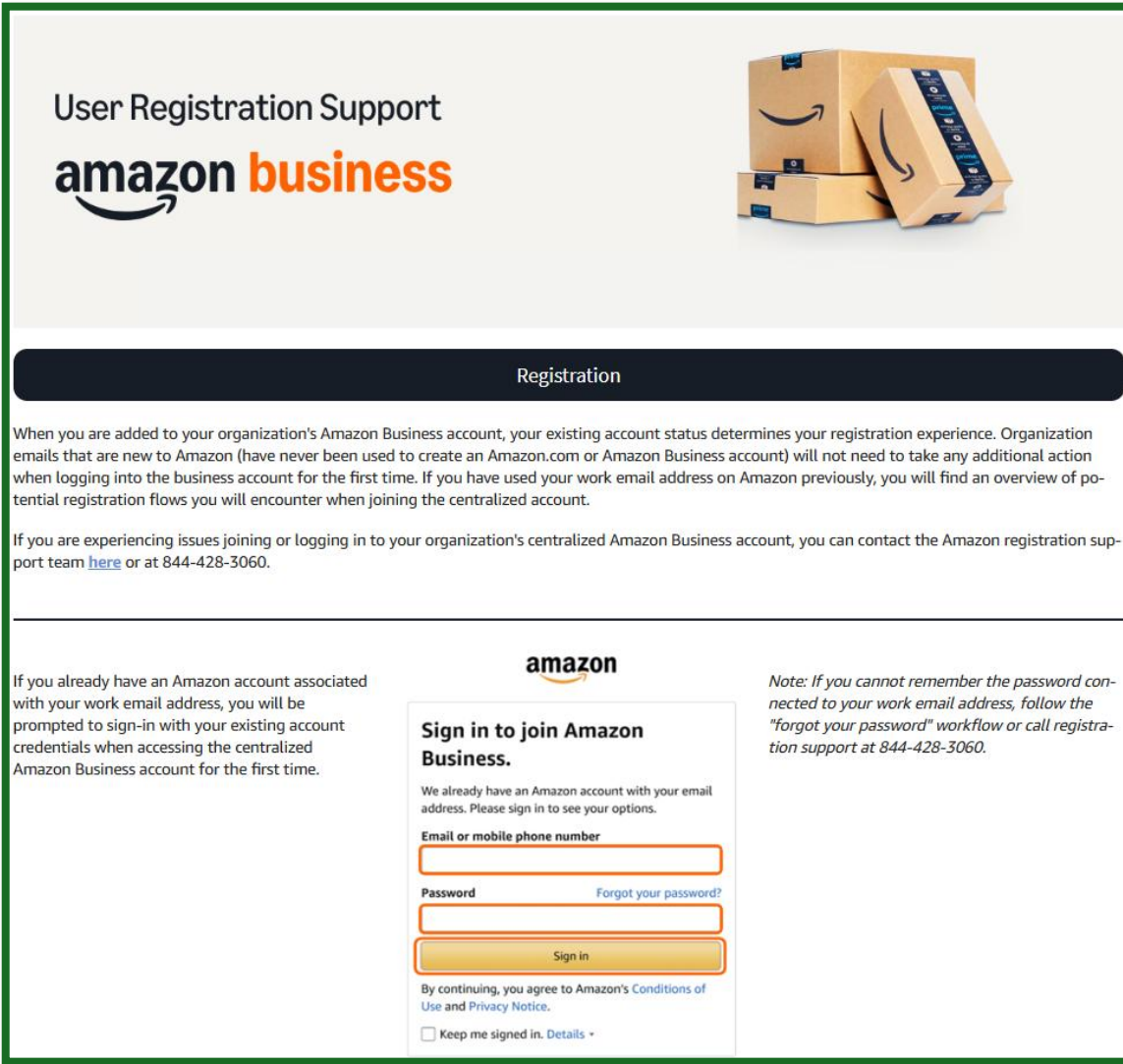
*Instructions for Users Who Have Their Babson Email Linked to Another
Amazon Account*

Prepared by: Finance
Operations & Procurement
Date: September 23, 2026

Who Should Use This Guide

If your personal Amazon account uses your Babson email address, you will need to change your email on your personal account to a personal email address before purchasing through the Amazon Business Punchout in Workday. This keeps your personal purchases separate from Babson's account. Follow the steps below:

Step 1: When you first access Babson's Amazon Business account, Amazon may ask you to sign in if your Babson email address is already linked to an Amazon account. Use the password for that existing Amazon account to continue.



User Registration Support

amazon business

Registration

When you are added to your organization's Amazon Business account, your existing account status determines your registration experience. Organization emails that are new to Amazon (have never been used to create an Amazon.com or Amazon Business account) will not need to take any additional action when logging into the business account for the first time. If you have used your work email address on Amazon previously, you will find an overview of potential registration flows you will encounter when joining the centralized account.

If you are experiencing issues joining or logging in to your organization's centralized Amazon Business account, you can contact the Amazon registration support team [here](#) or at 844-428-3060.

If you already have an Amazon account associated with your work email address, you will be prompted to sign-in with your existing account credentials when accessing the centralized Amazon Business account for the first time.

amazon

Sign in to join Amazon Business.

We already have an Amazon account with your email address. Please sign in to see your options.

Email or mobile phone number

Password [Forgot your password?](#)

Sign in

By continuing, you agree to Amazon's [Conditions of Use and Privacy Notice](#).

☐ Keep me signed in. [Details](#)

Note: If you cannot remember the password connected to your work email address, follow the "forgot your password" workflow or call registration support at 844-428-3060.

NEED HELP?

Hover over "[here](#)" in the above screenshot, then **click** to open Amazon's "**Call Me**" feature to request a callback and assistance.

Step 2: Amazon will display one of the account scenarios below based on how your Babson email address is currently used. Find the matching box below, hover over it and **click** to open the instructions for your next steps.

If you are unsure which type of account you have, hover over [“Your Orders”](#) at the bottom of the below screenshot and **click** to review your Amazon order history.

Depending on what type of account you have previously created with your organization's email address, you will encounter one of the scenarios listed below. Click the navigation button that corresponds with your existing account set up below to be directed to your relevant registration scenario.

User already has an Amazon.com Account (Busine... Choose this option if you have used your work email address to place orders for the organization on Amazon.com	User already has an Amazon.com Account (Person... Choose this option if you have used your work email address to place personal orders on Amazon.com
User has a Single User Amazon Business Account Choose this option if you have registered a separate Amazon Business account with no other users associated with it using your work email	User has an Amazon Business Account with Multiple Users Choose this option if you have registered a separate Amazon Business account with multiple users associated with it using your work email

If you are unsure whether or not you have placed business or personal orders on your account, you can navigate to [Your Orders](#) to review your order history.

Step 3: Follow the instructions for your account scenario. If you have trouble joining or signing in, use the [“here”](#) link in the first screenshot to request a callback from Amazon, or call Amazon registration support at 888-428-3060.