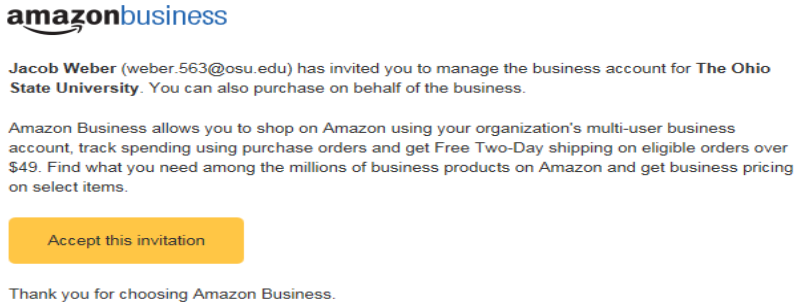
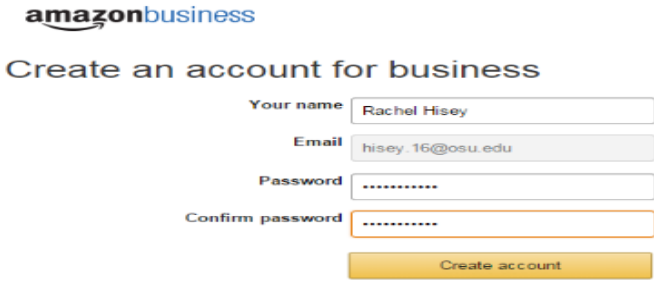

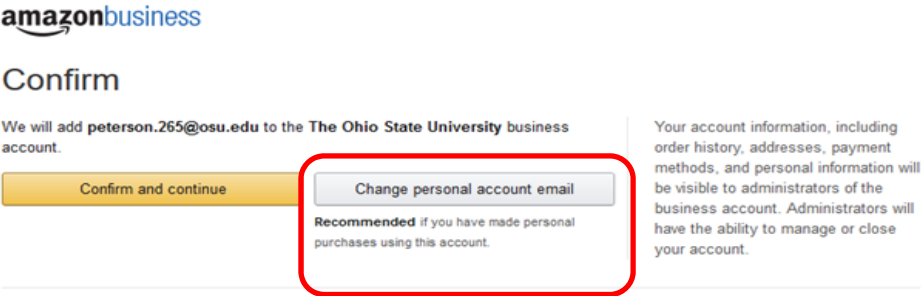
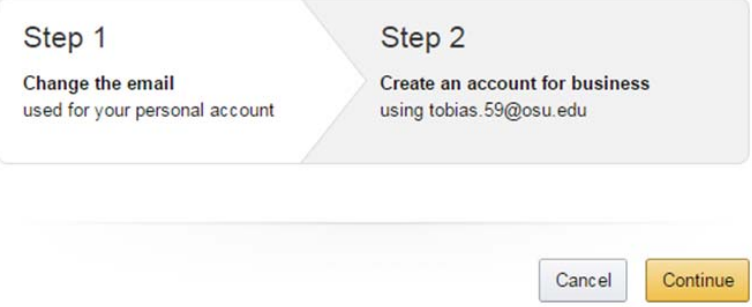
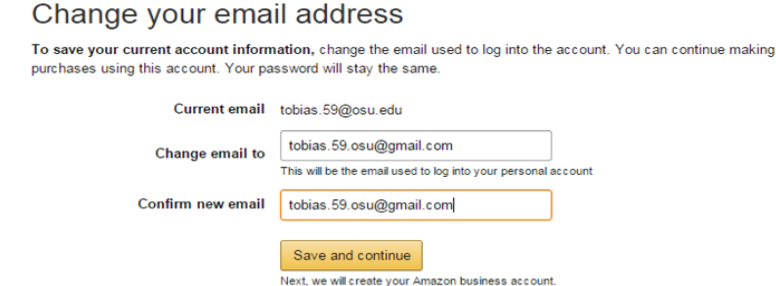



Establish Business Account Access as Group Administrator

Step	Task
1.	<p>Once you have been added to the OSU Amazon Business Account as a Group Administrator by the PCard Office, you will receive an email invitation directly from Amazon to officially join the business account. Click the Accept the invitation button from the invitation email.</p> 
2.	<p>Click the Continue button.</p>
3.	<p>If an existing Amazon account exists for your OSU name.# – skip to step 4.</p> <p>If no Amazon account has been previously established, the Group Administrator will be prompted to enter his/her First and Last Name and a Password for the OSU email address in the business account.</p>  <ul style="list-style-type: none"> • Click the Create account button. Result: You will see an Almost complete! Window. • Click the Complete button. Result: You will receive a confirmation that Your account has been created. <p>**Business account complete, no need to continue to the next steps.**</p>

Step	Task
4.	<p>If an existing personal account exists for OSU name.#, the Group Administrator will be prompted to enter his/her existing Password and Sign in for the OSU email address in the business account.</p>  <p>The screenshot shows the Amazon Business sign-in interface. At the top is the Amazon Business logo. Below it is the heading "Sign in to the account you will use for business". There are two input fields: "Your email" with the value "peterson.265@osu.edu" and "Your password" which is empty. A yellow "Sign in" button is positioned below the fields, and a blue link "Forgot your password?" is located below the button.</p>
5.	<p>Existing personal Amazon accounts using the OSU name.# must be transferred to a personal email address (e.g. Gmail, Yahoo., etc.) and must not be used in association with an OSU email (name.#) address. Click Change Personal Account Email.</p>  <p>The screenshot shows the Amazon Business "Confirm" page. It states: "We will add peterson.265@osu.edu to the The Ohio State University business account." There are two buttons: "Confirm and continue" and "Change personal account email". The "Change personal account email" button is highlighted with a red box and has a note below it: "Recommended if you have made personal purchases using this account." To the right, a text box explains: "Your account information, including order history, addresses, payment methods, and personal information will be visible to administrators of the business account. Administrators will have the ability to manage or close your account."</p>
6.	<p>There are 2 steps to transferring the personal Amazon account to the business account using the OSU name.#. Click the Continue button.</p>  <p>The screenshot shows a progress indicator with two steps. Step 1 is "Change the email used for your personal account" and Step 2 is "Create an account for business using tobias.59@osu.edu". Below the steps are "Cancel" and "Continue" buttons.</p>
7.	<p>Step 1: Change the email on your personal account</p> <ul style="list-style-type: none"> Enter and confirm the new (non OSU) email address to transfer personal account information from the OSU name. # email address.  <p>The screenshot shows the "Change your email address" page. It includes the instruction: "To save your current account information, change the email used to log into the account. You can continue making purchases using this account. Your password will stay the same." There are three input fields: "Current email" (tobias.59@osu.edu), "Change email to" (tobias.59.osu@gmail.com), and "Confirm new email" (tobias.59.osu@gmail.com). A yellow "Save and continue" button is at the bottom, with the text "Next, we will create your Amazon business account." below it.</p>

Step	Task
8.	<p data-bbox="245 163 737 195">Step 2: Create an account for business</p> <ul data-bbox="285 205 1422 405" style="list-style-type: none"><li data-bbox="285 205 1422 268">• Enter and confirm the password associated with the OSU name. # email address used in the OSU Amazon Business Account.<li data-bbox="285 275 1422 338">• Click the Create account button. Result: You will see an Almost complete! Window.<li data-bbox="285 344 1422 405">• Click the Complete button. Result: You will receive a confirmation that Your account has been created. <p data-bbox="318 457 548 489"></p> <p data-bbox="298 512 829 543">Create an account for business</p> <p data-bbox="537 554 940 585">Your name <input data-bbox="646 554 940 585" type="text" value="Joe Tobias"/></p> <p data-bbox="581 594 940 625">Email <input data-bbox="646 594 940 625" type="text" value="tobias.59@osu.edu"/></p> <p data-bbox="548 634 940 665">Password <input data-bbox="646 634 940 665" type="password" value=""/></p> <p data-bbox="477 674 940 705">Confirm password <input data-bbox="646 674 940 705" type="password"/></p> <p data-bbox="639 722 940 753"><input data-bbox="639 722 940 753" type="button" value="Create account"/></p>