



Request Group Administrator Access for UNIV

Step	Task
1.	Go to: OSU Amazon Business Account Website (http://u.osu.edu/amazonbusiness/forms-2/)
2.	Read, Check Box and Sign the Group Administrator Access Request & Agreement Form (<i>Designated Group Administrator</i>)
3.	Sign the Group Administrator Access Request & Agreement Form (<i>Senior Fiscal Officer of College/VP area</i>)
4.	Submit the Group Administrator Access Request & Agreement Form to the PCard Office (<i>Access Request processed within 2 business days - exceptions may apply</i>)

Notes:

- The Senior Fiscal Officer may also act as the Group Administrator for the College/VP area
- A maximum of 3 designees are permitted as the Group Administrator for the College/VP area
- Personal Amazon accounts associated with the University email address of the designated Group Administrator must be changed to a personal email addresses (e.g., Gmail, Yahoo, etc...) in order to administer functions in the OSU Amazon Business Account.