

## PERSONAL AMAZON ACCOUNT MIGRATION

This guide is ONLY for people who've been notified that they have a Personal/Consumer Amazon Account associated with their U of M email address and who need to make University purchases through Amazon Business.

By following these steps you'll be able to successfully punchout to Amazon on U Market and shop.

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Visit <u>umarket.umn.edu</u> and login to U Market using the "Shop Now" button in the upper-right corner.

- 2 In U Market, click on the "Amazon Business" tile at the far bottom of the page.
- U Market Services es For U v U Market Shopping v Stay Informed v Contact Us SHOP NOW



3 You will be presented with the following options.

Choose the option that best represents the type of shopping you've used with your account.

If you don't remember what type purchases you've made with your account, select "I'm not sure."

If you chose "University of Minnesota's business shopping only" you will see this screen.

Select "Yes, add to my organization's shared account" and the click "Next."







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5 | If you chose any of the other three options (e.g. "Personal shopping only," etc.), you will see this screen.

> Enter a non-U of M email that you would like associated with your Personal/Consumer Amazon account.

Scharge the sign-in email for your personal account

Big to you aren't sure if your account has been used for personal purbases, were recommend that you change the email address for this account.

Big to bis hesp your personal account details—like order history and any usbergröters—private and separate from the lubergrive of and any usbergröters—private and separate from the lubergrive or use an email address not associated with your work.

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6 Once complete, you should see this screen.

Click " Start using Amazon Business" to begin shopping!

7 If you encounter any issues migrating your account, please contact Amazon through their punchout site by hovering over your name in the upper-right corner and then clicking "Customer Service."



