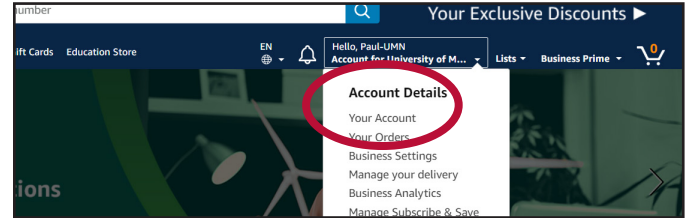


# "UNOFFICIAL" AMAZON ACCOUNT MIGRATION

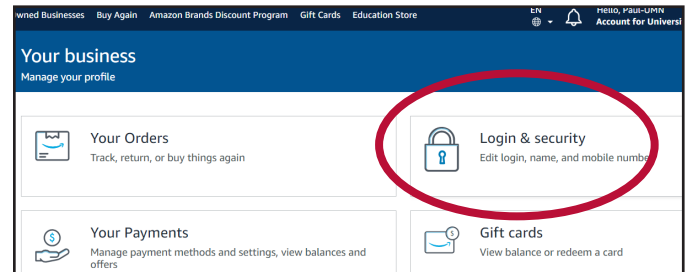
*This guide is **ONLY** for people who've been notified that they have an "unofficial" University Amazon Business Account and who have **NOT** used their account for University purchasing.*

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

- 1 | Log into Amazon.com.  
Hover over your account name in the upper-right corner and select "Your Account."

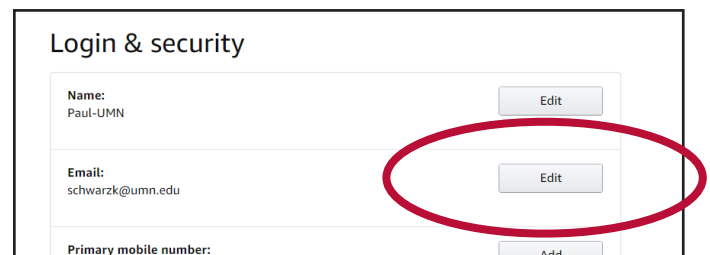


- 2 | On your account page, click on "Login & security" on the right-hand side near the top of the page.

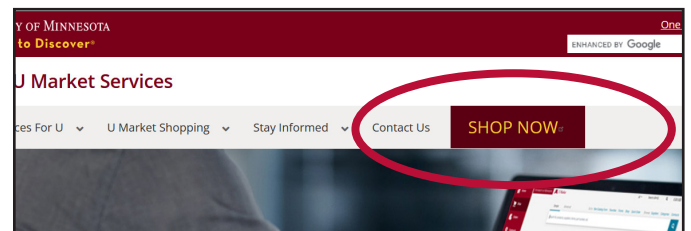


- 3 | On the "Login & security" page click the "edit" button next to your email address.

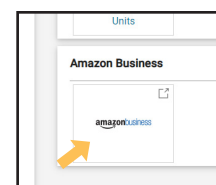
Follow the instructions to change the email associated with your Amazon Business account to a non-U of M email.



- 4 | Visit [umarket.umn.edu](http://umarket.umn.edu) and login to U Market using the "Shop Now" button in the upper-right corner.



- 5 | In U Market, click on the "Amazon Business" tile at the far bottom of the page.

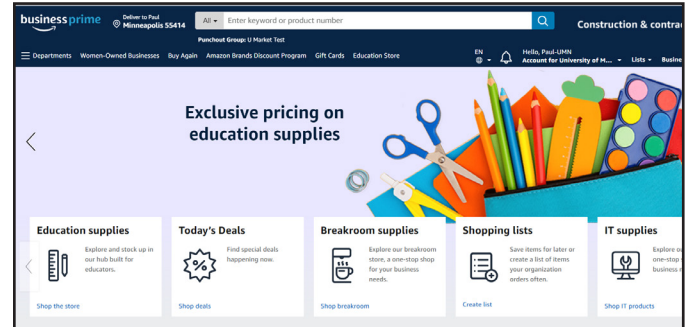


## "UNOFFICAL" AMAZON ACCOUNT MIGRATION

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**6** | If you correctly removed your U of M email from your "unofficial" University Amazon Business account, you should be able to punchout to Amazon and begin to shop.



**7** | If for some reason your U of M email is still tied to your "unofficial" University Amazon Business account, you will receive an error similar to the one on the right.



If this happens, return to Step 1 and make sure your U of M email is no longer attached to your "unofficial" University Amazon Business account.

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

