AMAZON BUSINESS INITIAL LOG IN INSTRUCTIONS

First time ePSU Marketplace Amazon users will need to register with the Amazon Business Account upon first use. You will not be required to do these steps each subsequent time you access Amazon on the ePSU Marketplace. As this process is relatively complex, please do not hesitate to reach out to eprocure@pdx.edu for assistance with walking through this process.

Step 1: Log in to ePSU Marketplace.

Step 2: Click the “Amazon” logo.

Step 3: To register, click “Get started.”

Step 4: Enter your full name, your PDX email*, and password and then click “Next Step.”

*Please note that when registering your account, we suggest using your personal PDX email that matches the PDX email/ODIN provided on your ePSU Marketplace Access Request and Agreement Form. We make this suggestion because we have noticed high instances of issues when departments have registered their Amazon Business Accounts using PDX Service/Delegated Email Accounts.
If you *have* an existing Amazon.com account associated with your personal PDX email, you will be prompted to type in your password to your existing account. Click “Sign in to an existing account” and proceed to Step 4a.

If you *do not have* an existing Amazon.com account associated with your personal PDX email, proceed to Step 5.

**Step 4a:** If you have an existing Amazon account associated with your personal PDX email address, it is suggested you maintain a separate Amazon account for personal purchases.

To maintain two separate Amazon accounts (one for PSU business-related transactions and one for personal purchases), transfer your personal Amazon account associated with your PDX email address to another one of your personal email addresses (e.g., free Gmail or Yahoo account) by following the below steps.

- Choose “Create a separate business user account” and proceed to Step 4b below.

**Step 4b:** Enter the email address you would like your existing Amazon account associated with your personal PDX email address to be transferred to. This email will now become the email associated with your Amazon account for personal purchases. Your PDX email address will then now be associated with your Amazon Business Account for PSU business-related transactions.
Step 4c: To complete setup of your Amazon account for PSU business-related transactions, enter your name and a password for your Amazon Business account and click “Next step.”

Step 4d: You will then see a confirmation screen detailing your accounts, one for PSU business-related transactions (Amazon Business) and one for personal transactions. You can now begin purchasing items.

Step 5: Your account should now be registered, and you can now begin purchasing items.

If more than one person is associated with this business account or if you registered for a business account, but have changed your mind, you can de-register by:

- Contacting Amazon Business Customer Service at 888-281-3847
- Or via email, Phone or Chat by clicking this link: https://www.amazon.com/gp/b2b/manage/deregister/