

Amazon Business

Log In Experience for Members with an Amazon.com Account Today.

A Step-by-Step Guide for New Amazon Business Users

Note About Screenshots

Screenshots in this guide contain sample data for illustration purposes only. Any personal information shown has been redacted or replaced.

Section 1 — Getting Started: Accepting Your Invitation

When your Tribal Government adds you to the Nez Perce Tribal Government's Amazon Business, you will receive an invitation email. Follow the steps below to get started.

Open your invitation email

- 1 Check your inbox for an email from Amazon Business (business@amazon.com) inviting you to join Nez Perce Tribal Government's Amazon Business account.



You have been invited to join Amazon Business by Nez Perce Tribe!



You have been invited to join **Nez Perce Tribe** at Amazon Business by **Nez Perce Tribe** as a buyer to place orders and request approvals.

[Accept invitation](#)

By accepting this invitation, you agree to the [Amazon Business Accounts Terms & Conditions](#) and the [Amazon.com Privacy Notice](#).

You have **90 days** to accept before your invitation expires on Aug 11, 2026. If you have questions, please contact your admin, Nez Perce Tribe at accountspayable@nezperce.org.

Having trouble?

- Call us at +1-844-428-3060
- [Contact Amazon Business Customer Service](#)

[Decline this invitation to join Amazon Business account.](#)

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Screenshot: Sample invitation email (contains sample data only)

Important

Your invitation link expires after 90 days. If your invitation has expired, contact your Amazon Business administrator at amazonbenefit@nezperce.org to resend it.

Click "Accept Invitation"

- Click the "Accept Invitation" button in the email. This will take you to the Amazon sign-in page.

Section 2 — Signing In using Your Existing Amazon Account

This guide covers the experience for someone who already has an Amazon.com account (with or without Prime).

Enter your email address

- Type in the email address associated with your existing Amazon account, then click Continue.

The screenshot shows the Amazon Business account creation interface. At the top left is the 'amazon business' logo. To the right is a progress bar with three steps: 1. ACCOUNT CREATION (highlighted), 2. BUSINESS DETAILS, and 3. FINISH. The main heading is 'Enter your full name and choose your business password'. Below this is a sub-heading: 'Enter your full name and choose your business password'. There are four input fields: 'Your name' (with placeholder 'First and last name'), 'Email' (with placeholder 'first.last.name@icloud.com'), 'Password' (with placeholder 'At least 6 characters' and a note 'Passwords must be at least 6 characters.'), and 'Re-enter password'. A yellow 'Create your Business account' button is at the bottom. Below the button is a small disclaimer: 'By creating an account, you agree to Amazon's Conditions of Use and Privacy Notice.'

Screenshot: Amazon sign-in page (sample data shown)

Enter your password

- Type your Amazon password, then click "Sign In."

The screenshot shows the Amazon Business password entry screen. At the top left is the 'amazon business' logo. To the right is a progress bar with three steps: 1. ACCOUNT CREATION, 2. BUSINESS DETAILS (highlighted), and 3. FINISH. The main heading is 'We already have an Amazon account with your email address.' Below this is a sub-heading: 'We already have an Amazon account with your email address. Please sign in to see your options.' There is a link for 'Forgot password?'. Below that is a 'Password' input field with a placeholder '*****'. A yellow 'Sign in' button is at the bottom. Below the button are two other options: 'Sign in with a passkey' and 'Sign in with Amazon shopping app'.

Screenshot: Password entry screen

Section 3 — Choose Your Account Setup

After signing in, you will be prompted to choose how you want to use your email address with Amazon Business. You have two options:

✓ Option A: Use the Same Email (Recommended)

Use the same email address for both your personal and Amazon Business accounts. Best for most users — makes it easy to switch between your personal and business shopping.

★ Option B: Use a Separate Email

Create a separate email address for your personal Amazon.com account. Best if multiple people share your personal Amazon account, or if you prefer to keep accounts completely separate.

The screenshot shows the Amazon Business account creation process. At the top, the Amazon Business logo is on the left, and a progress bar shows three steps: 1. ACCOUNT CREATION (active), 2. BUSINESS DETAILS, and 3. FINISH. The main heading is "Enter your full name and choose your business password". Below this, a sub-heading says "Enter your full name and choose your business password". There are four input fields: "Your name" (with placeholder "First and last name"), "Email" (with placeholder "af.123456789@icloud.com"), "Password" (with placeholder "At least 6 characters" and a note "Passwords must be at least 6 characters."), and "Re-enter password". A yellow button labeled "Create your Business account" is at the bottom. A small note at the bottom states "By creating an account, you agree to Amazon's Conditions of Use and Privacy Notice."

Screenshot: Email setup options screen

💡 Tip: Still Unsure?

If you are unsure which option to choose, click "Learn More" on the screen to see a detailed explanation. For most users, Option A (same email) is the recommended choice as it allows you to easily switch between personal and business accounts without logging out.

Section 4 — Welcome to Your Business Account

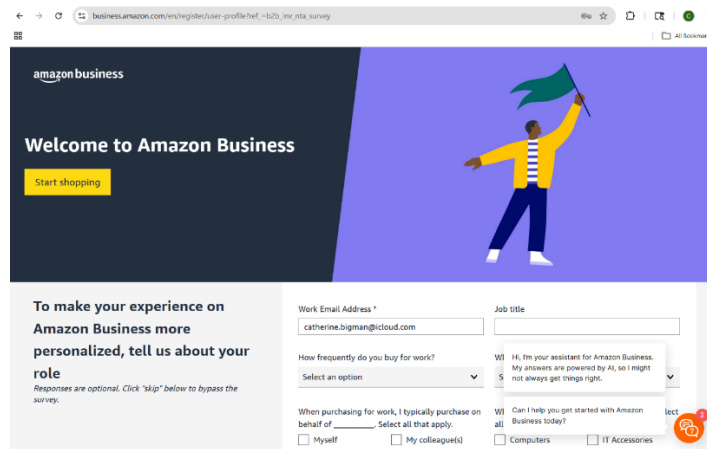
Congratulations! You are now signed in to your Nez Perce Tribal Government Amazon Business account. The welcome screen provides two quick actions to get you started:

Start Shopping

- 1 Click "Start Shopping" to immediately browse Amazon's Business catalog, including Business-exclusive pricing and bulk purchasing options.

View Your Business Account

- Click "View Your Business Account" to see your profile, manage orders, update payment methods, and view your settings.



Screenshot: Amazon Business welcome screen

Section 5 — How to Identify Which Account You're In

You can tell at a glance which type of Amazon account you are currently using by looking at the top-left corner of the page:



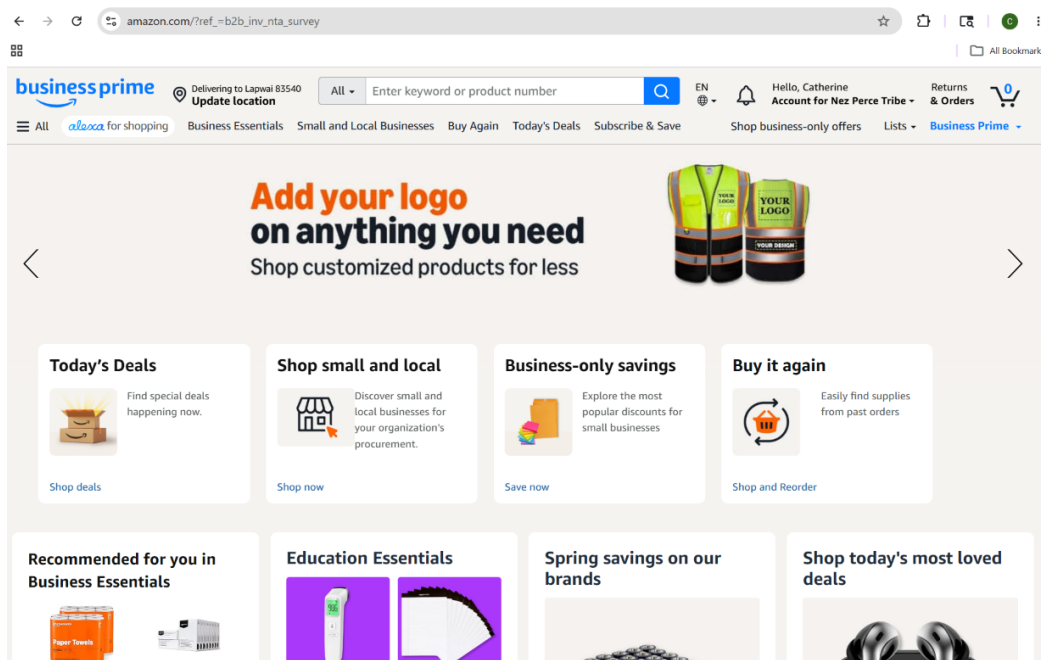
Business Account

The top-left corner displays "Business Prime." Additionally, under "Hello, [Name]" it will say "Account for Nez Perce Tribe."

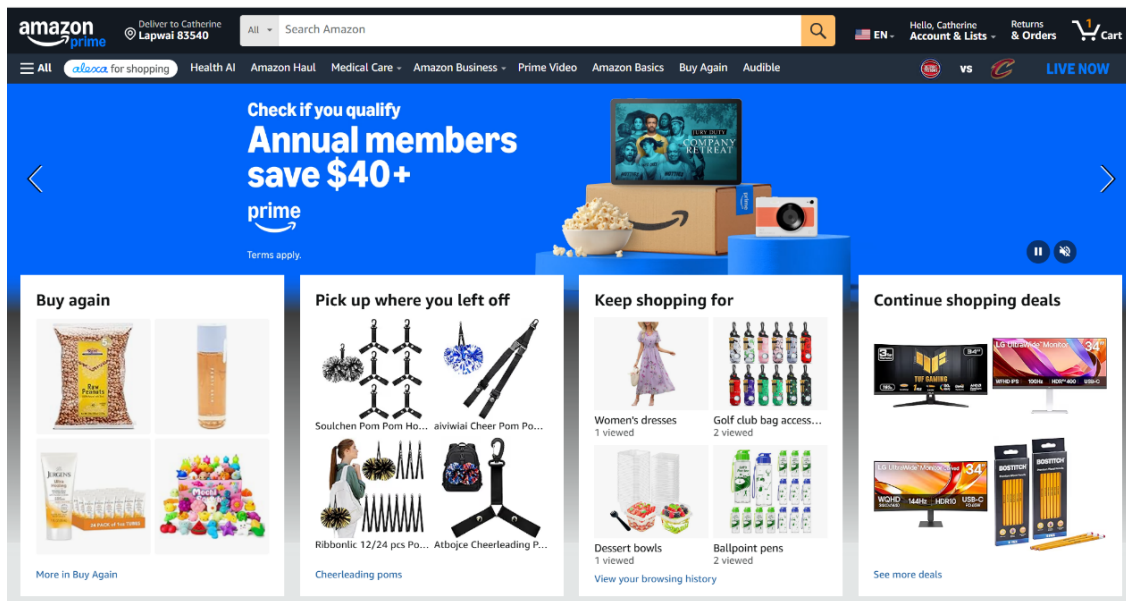


Personal Account

The top-left corner displays "Amazon Prime" (if you have Prime) or simply "Amazon" (if you do not have Prime).



Screenshot: Business account view — note "Business Prime" in top left



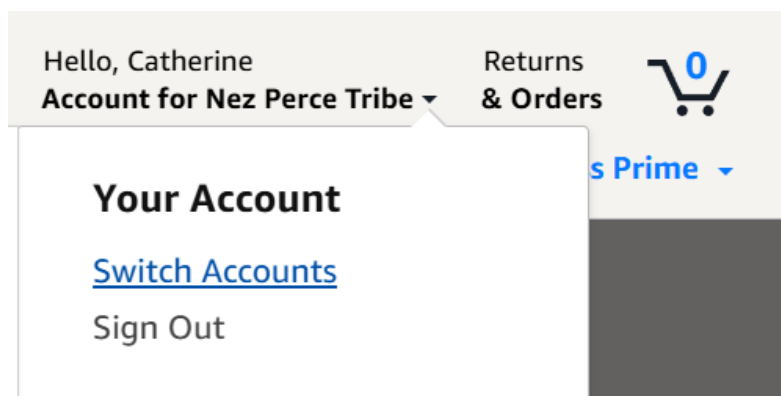
Screenshot: Personal account view — note "Amazon Prime" or "Amazon" in top left

Section 6 — How to Switch Between Accounts

You can easily switch between your personal Amazon account and your Nez Perce Tribal Government Amazon Business account at any time. To switch accounts, click "Switch Account" from either account.

Switching from Your Personal Account → Business Account

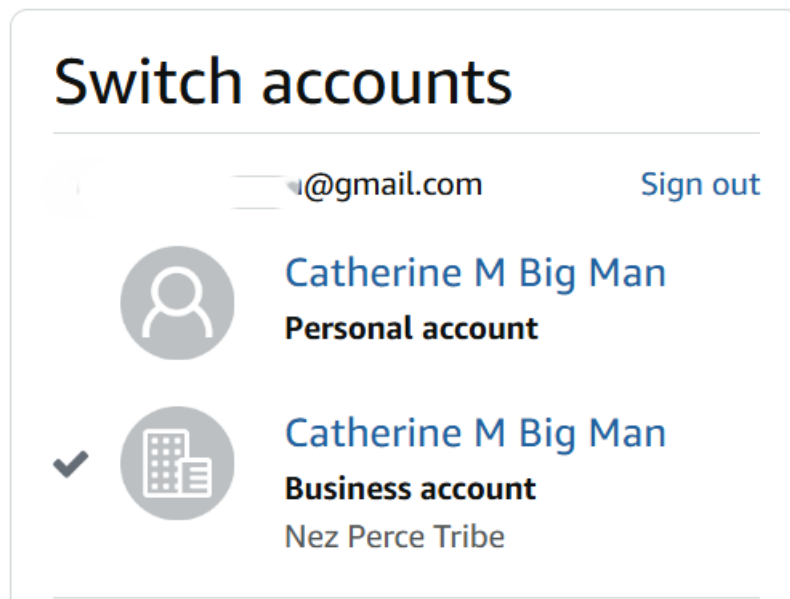
- 1 Click your account name**
In the top navigation bar, click "Hello, [Name]."
- 2 Select "Switch Account"**
In the dropdown menu, click "Switch Account."
- 3 Choose your Business Account**
Select your Nez Perce Tribal Government Amazon Business account from the list.



Screenshot: Account dropdown from personal account — Switch Account option highlighted

Switching from Your Business Account → Personal Account

- 1 Click your account name**
In the top navigation bar, click "Hello, [Name]"
- 2 Select "Switch Account"**
In the dropdown menu, click "Switch Account."
- 3 Choose your Personal Account**
Select your personal Amazon account from the list.



Screenshot: Account selection menu — choose which account to shop from

Tip: Your Account History

When you switch accounts, your cart and browsing history are separate between your personal and business accounts. Your saved lists and payment preferences remain within the respective account.

Amazon Business Quick Reference Card

Everything you need to know at a glance

Action	How To
Accept Invitation	Open invitation email → Click "Accept Invitation" button (expires in 90 days)
Sign In	Enter your existing Amazon email → Continue → Enter password → Sign In
Email Setup	Choose same email (recommended) or separate email - click "Learn More" if unsure
Start Shopping	On welcome screen, click "Start Shopping" to browse Business catalog
Identify Business Account	Look for "Business Prime" in top-left corner
Identify Personal Account	Look for "Amazon Prime" or "Amazon" in top-left corner
Switch to Business Account	Click "Hello, [Name] " → Switch Account → Select Business account
Switch to Personal Account	Click "Hello, [Name] " → Switch Account → Select Personal account

Key Tips

Your cart and browsing history are kept separate between personal and business accounts. Saved lists and payment preferences stay with each respective account. If you need help, contact your Amazon Business administrator at amazonbenefit@nezperce.org.

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