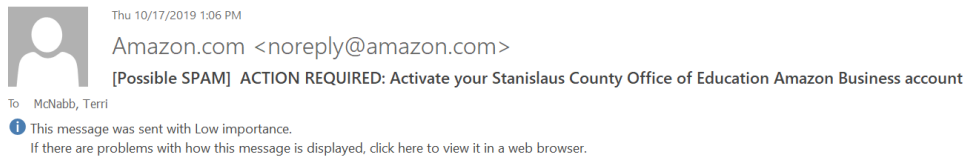
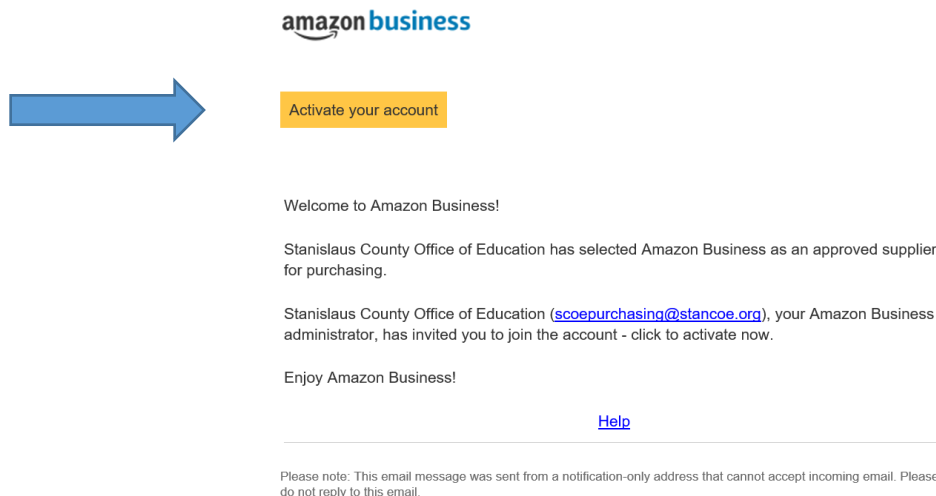


SCOE AMAZON BUSINESSPRIME ACCOUNT ACTIVATION

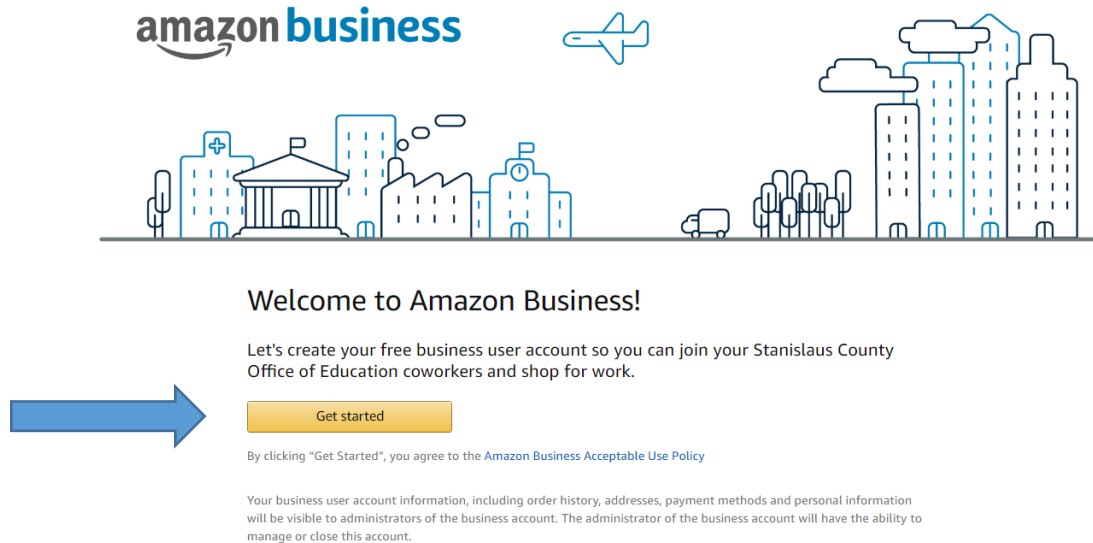
1. Business Services will open an Amazon businessprime account for you using your **SCOE E-Mail**.
2. You will receive an e-mail from Amazon to Activate this new login
 - a. NOTE: If you already use your **SCOE E-Mail** account to login to Amazon, it will be converted to this new program. You will not lose your order history information. **BUT:** Before you activate the new account, you should login to your existing **SCOE Amazon account** and remove any stored payment options.
3. Below is a screen shot of what the e-mail will look like when you receive it.
 - a. Click on the “Activate your account” button direct from the e-mail



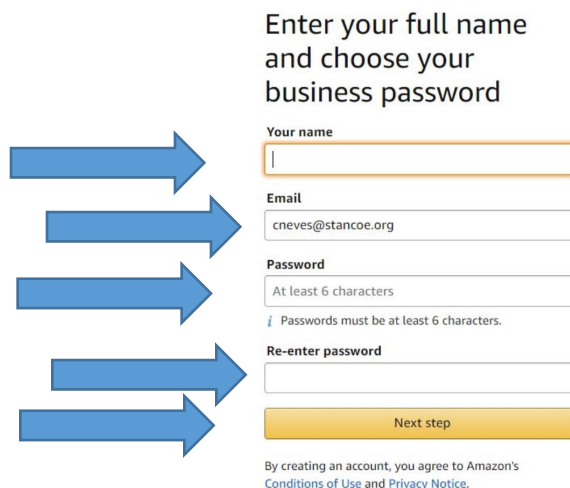
CAUTION: This email originated from outside of SCOE. Do not click links or open attachments unless you recognize the sender and know the content is safe.



4. You will be taken to a screen that looks like the one below.
5. From this screen, click on the “get started” button



6. You will then be directed to One of Two Possible Screens:
 - a. The first option is if you don't have an account with your SCOE E-Mail
 - i. You will be brought to a screen to enter a password.
 - ii. Enter your full name, SCOE e-mail and password
 - iii. Be sure to follow the rules for the password, click next step



Enter your full name and choose your business password

Your name

Email

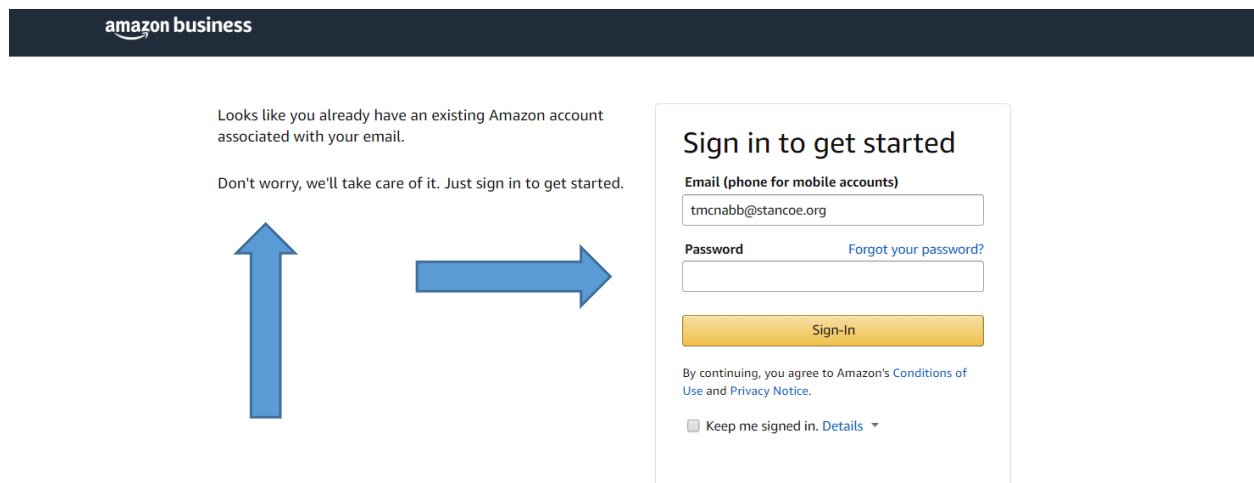
Password
Passwords must be at least 6 characters.

Re-enter password

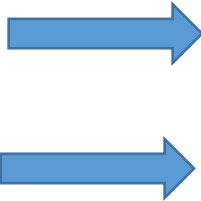
Next step

By creating an account, you agree to Amazon's [Conditions of Use and Privacy Notice](#).

- b. The second possible screen option is if you already have an Amazon account using the **SCOE e-mail**, then you will see the note on the left of the screen that says “Looks like you already have an existing Amazon Account associated with your e-mail....” See example below.
 - i. If you have this message, go ahead and type in your regular password to login that you usually use when logging in to Amazon with your SCOE e-mail.



7. For those with a SCOE account that uses their SCOE e-mail to login, type in your password on the password line. Leave the box “keep me signed in” **un-checked** for security purposes. (Step 7 and 8 are only for those who already use their SCOE E-mail for their SCOE Amazon account. All others will type in a new password and will be asked to confirm their password)



Sign in to get started

Email (phone for mobile accounts)

tmcnabb@stancoe.org

Password

[Forgot your password?](#)

.....

Sign-In

By continuing, you agree to Amazon's [Conditions of Use](#) and [Privacy Notice](#).



Keep me signed in. [Details](#) ▾


8. At this step, Amazon will convert your existing SCOE E-mail login account to the SCOE business account. You will need to click on the box on the left side of the screen and click the box “I want to convert my existing Amazon account into a business account”.

a. Again, this step is **ONLY** for those who have used their SCOE E-mail to login to create a SCOE amazon account.

amazon business

Tell us how to create your business user account (this is important)

<p></p> <p>Convert my existing Amazon account to transfer my order history.</p> <ul style="list-style-type: none">Your existing Amazon order history, payment methods, and addresses move to your business user accountCoworkers on the same business account might be able to access this info.You'll sign into Amazon Business with tmcnabb@stancoe.org. <p><input type="checkbox"/> I want to convert my existing Amazon account into a business account</p> <p>Next step</p>	<p></p> <p>Create a separate business user account so your order history stays private.</p> <ul style="list-style-type: none">You'll have two separate accounts at Amazon.Your existing Amazon orders history, payment methods, and addresses stay out of your business user account.You'll sign into Amazon Business with tmcnabb@stancoe.org. <p>Choose a new email for your existing Amazon account. Your password stays the same.</p> <p>Enter new email</p> <p>Re-enter email</p>
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Convert my existing Amazon account
to transfer my order history.

- Your existing Amazon order history, payment methods, and addresses move to your business user account
- Coworkers on the same business account might be able to access this info.
- You'll sign into Amazon Business with tmcnabb@stancoe.org.

I want to convert my existing Amazon account into a business account

Next step



9. After you “convert” your account (or create the new account), you will receive the “Your account is ready to go!” screen.
10. Click on “Start Shopping”



Your account is ready to go!

You can start using it to shop for work.



Start shopping



Email:

tmcnabb@stancoe.org

11. When you click on “Start shopping” it will take you to the new Amazon program. For future logins, there is no special address, it is still Amazon.com. But Amazon will know which program you are in by the e-mail login. You should see the following banner on the home page:

The banner will be dark blue/black and have the businessprime logo in the upper left. On the upper right you will see “Hello, *your name*”. Right under your name, you will see “Account for Stanislaus County Office of Education”. Note: The “CORE IT peripherals” note is an ad, you will likely see something different.

CONGRATULATIONS!!! You now are able to use the SCOE Amazon Businessprime Account!!

If you do not see any of these markers denoting your SCOE account on Amazon businessprime, contact Melinda Allington at 238-1962 and she will help you.

