

Amazon USI Email

About this Guide

This guide sheet is meant to provide users with steps on how to set-up their USI email account for Amazon Business.

Please direct all questions to Jeff Sponn at jsponn@usi.edu or call extension 1982 (812-464-1982).

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1. Do you have a current Amazon account?

    a. No- there is **NOTHING** you need to do at this time. Yes- See question two.

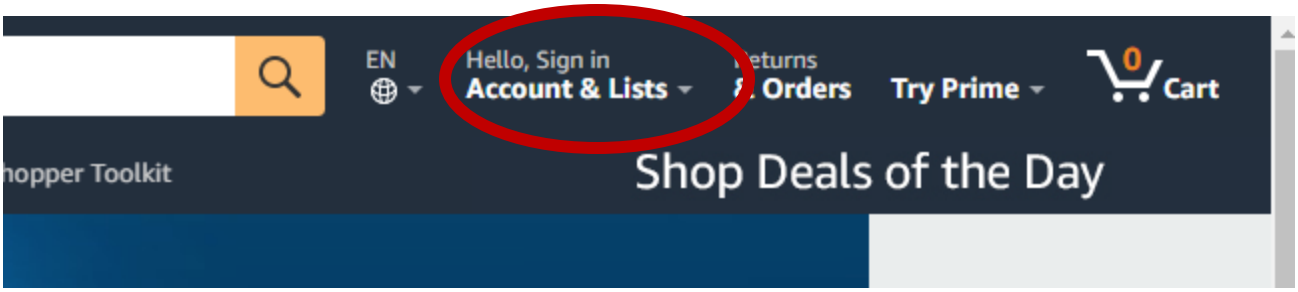
2. Do you use your usi.edu email account on your Amazon account?

    a. No-there is **NOTHING** you need to do at this time

    b. Yes-See steps below to change your email used to a personal email account. This MUST be done before using Amazon Business Catalog in BuyUSI.

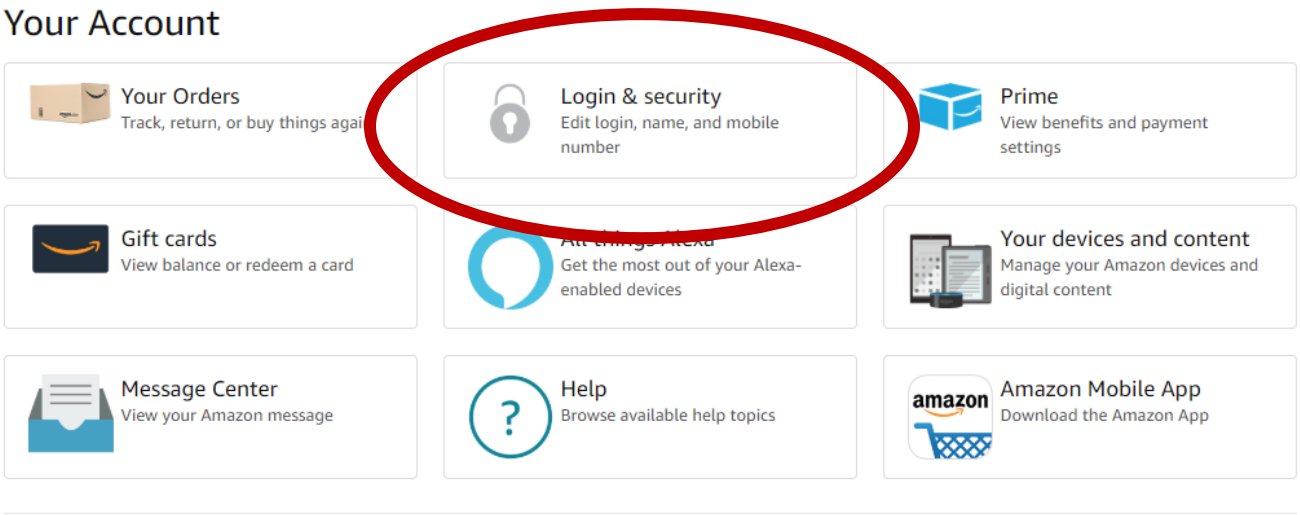
Process for creating a USI Amazon Account:

1. **Go to:** **www.Amazon.com**
2. **Hover over:** **Account & Lists** **(located to the right of the search field)**

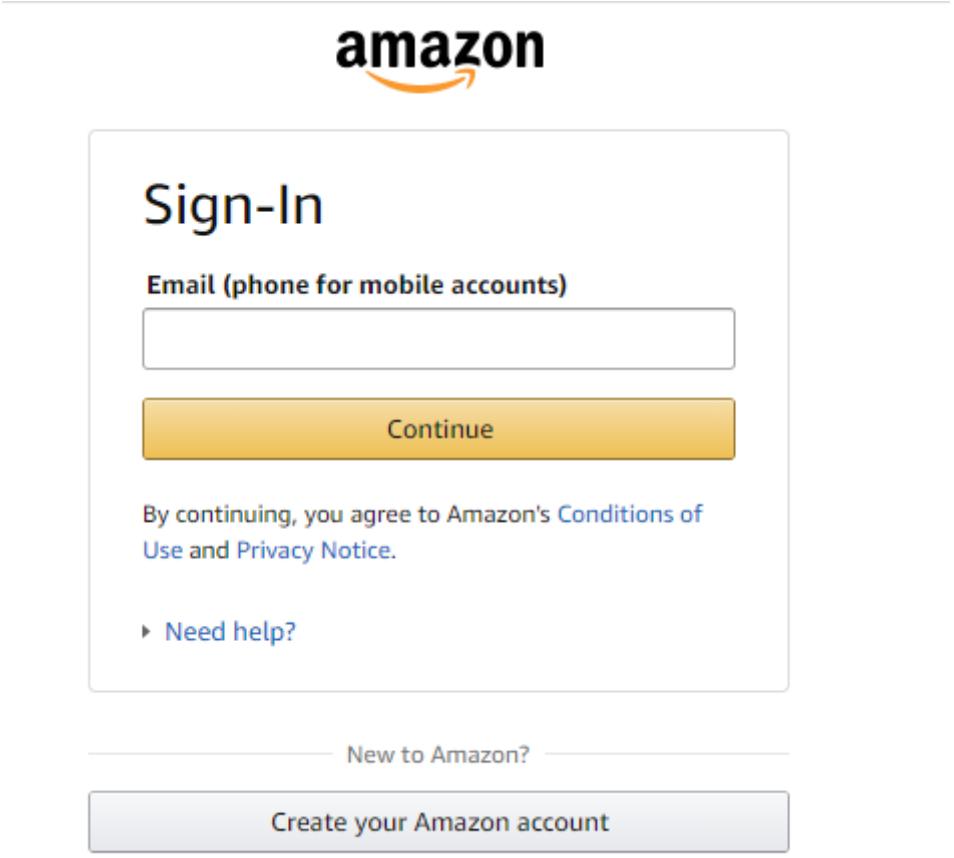


3. **A new menu will pop up where you will click on:** **Your Account**

4. **Go to:** **Login & Security**

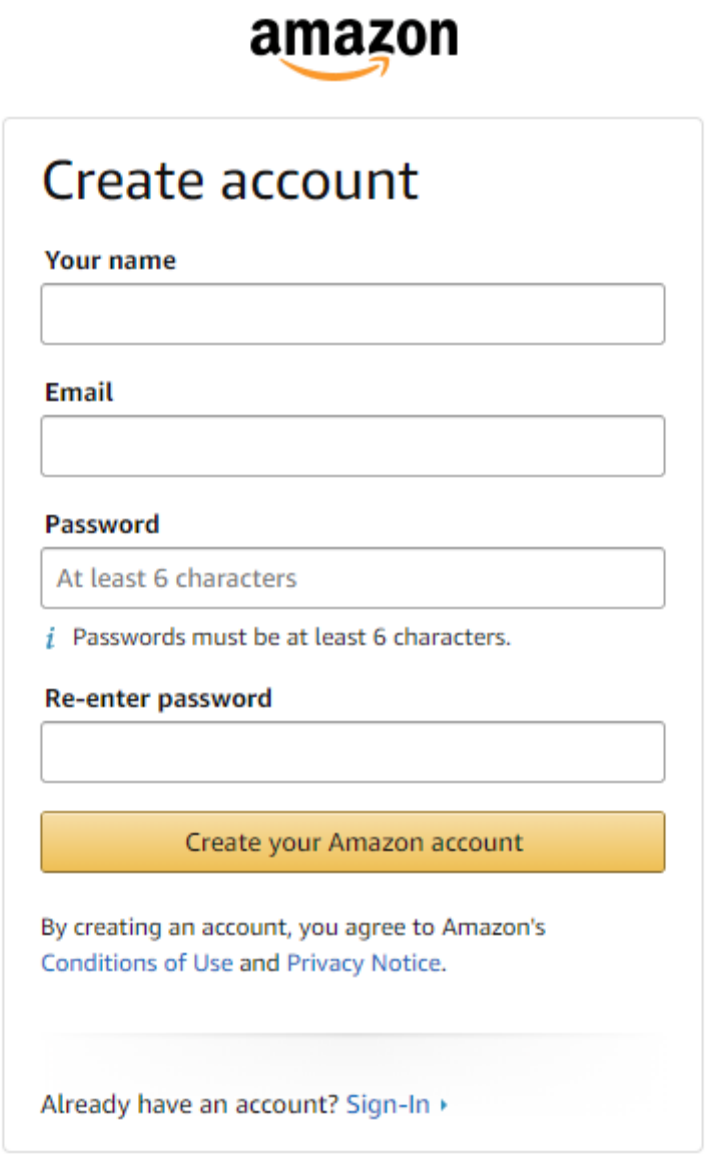


1. **You will be directed to a** **Sign-In** **Screen**



1. **Enter your personal email address**
2. **Click on: Create your Amazon Account**

Create Your Amazon Account using your usi.edu email



**If you already have a USI.edu account that you use for personal use, you must set up a second Amazon Account using a different email address. You can use these same steps to set up the second account.