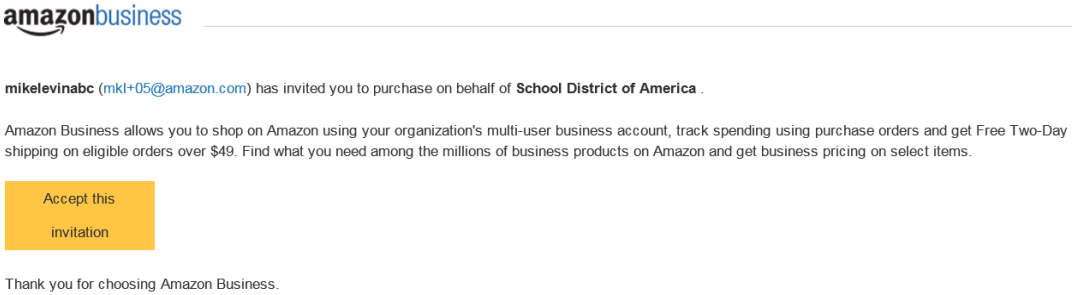


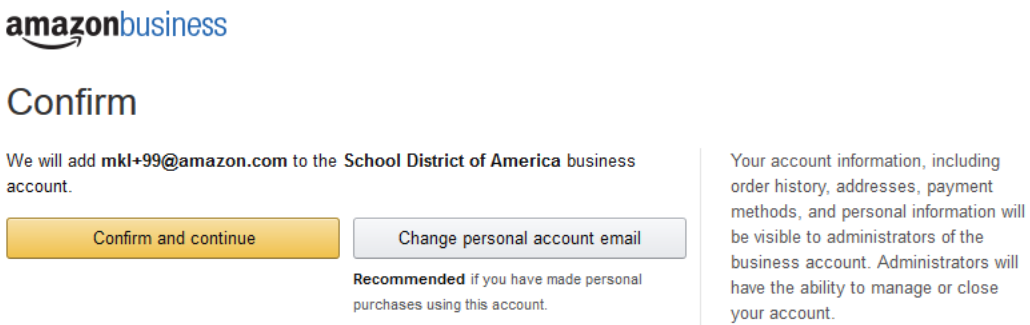
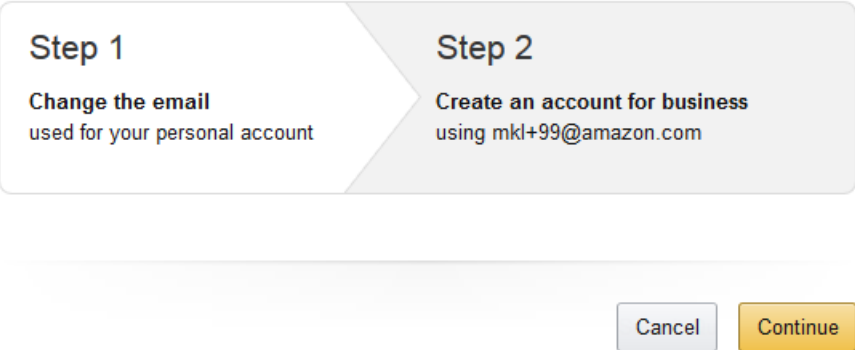


Instructions to join University of Richmond's Amazon Prime Business Account

Step	Task
1.	<p>Once you have been added to the Amazon Business Account as a Requisitioner by the Administrator, you will receive an email invitation directly from Amazon to officially join the business account. Click the Accept the invitation button from the invitation email.</p>  <p>amazonbusiness</p> <p>mikelevinabc (mkl+05@amazon.com) has invited you to purchase on behalf of School District of America .</p> <p>Amazon Business allows you to shop on Amazon using your organization's multi-user business account, track spending using purchase orders and get Free Two-Day shipping on eligible orders over \$49. Find what you need among the millions of business products on Amazon and get business pricing on select items.</p> <p>Accept this invitation</p> <p>Thank you for choosing Amazon Business.</p>
2.	Click the Continue button.
3.	<p>If an existing Amazon account exists for your University of Richmond email address, skip to step 4.</p> <p>If no Amazon account has been previously established, the Requisitioner will be prompted to enter his/her First and Last Name and a Password for the University of Richmond email address in the business account.</p>

	<p></p> <p>Create an account for business</p> <p>Your name <input type="text" value="John Doe"/></p> <p>Email <input type="text"/></p> <p>Password <input type="password" value="....."/></p> <p>Confirm password <input type="password" value="....."/></p> <p><input type="button" value="Create account"/></p> <p>Click the Create account button. Result: You will see an Almost complete! Window. Click the Complete button. Result: You will receive a confirmation that your account has been created.</p> <p>Business account complete, you may begin shopping!</p>
<p>4.</p>	<p>If you see the following sign-in page, it means that an Amazon account already exists with your @Richmond.edu email address. Use the password that you originally set for that account to sign in and accept the invite. If you do not remember your password, please click the 'forgot password' link and an email will be sent for you to reset your password.</p> <p></p> <p>Sign in to the account you will use for business</p> <p>Your email <input type="text" value="mkl@amazon.com"/></p> <p>Your password <input type="password"/></p> <p><input type="button" value="Sign in"/></p> <p>Forgot your password?</p>
<p>5.</p>	<p>If the existing Amazon account was used for purchases for the benefit of University of Richmond, click Confirm and continue.</p> <p>Result: You will see an Almost complete! Window. Click the Complete button. Result: You will receive a confirmation that your account has been created.</p> <p>Business account complete, you may begin shopping!</p> <p>Otherwise, if the existing Amazon account is using the University of Richmond email and is used for personal purchases, you must transfer the Amazon account to a personal email</p>

	<p>address (e.g. Gmail, Yahoo., etc.) and must not be used in association with an University of Richmond email address. Click Change Personal Account Email.</p> 
<p>6.</p>	<p>There are 2 steps to transferring the Amazon personal account to the University of Richmond Amazon Business account. Click the Continue button.</p> 
<p>7.</p>	<p>Change the email on your Amazon personal account. Enter and confirm the new email address to transfer your personal account information from the University of Richmond email address.</p> <p>Change your email address</p> <p>To save your current account information, change the email used to log into the account. You can continue making purchases using this account. Your password will stay the same.</p> <p>Current email mkl+99@amazon.com</p> <p>Change email to <input type="text" value="e.g. name1example@gmail.com"/> This will be the email used to log into your personal account</p> <p>Confirm new email <input type="text" value="e.g. name1example@gmail.com"/></p> <p><input type="button" value="Save and continue"/></p> <p>Next, we will create your Amazon business account.</p>
<p>8.</p>	<p>Create an account for business. Enter and confirm the password associated with the University of Richmond email address used in the University of Richmond Amazon Business Account.</p>

- Click the **Create** account button.
Result: You will see an **Almost complete!** Window.
- Click the **Complete** button.
Result: You will receive a confirmation that your account has been created.



Create an account for business

Your name

Email

Password

Confirm password

Business account complete, you may begin shopping!

To Request Refund on Taxes Charged (by 3rd parties):

1. Go to “your orders” on Amazon.com
2. Find the item that was charged tax and click the “contact the seller” button (If this button is not there, call **888-281-3847**)
3. Enter subject as “Tax Exemption Refund Request”
4. Include the order number and amount charged.

The seller is required to respond within 72 hours. They may ask for some additional information, but if not they should just issue the refund.

If you have any issues contacting the seller, or other questions, you can also contact our tax team (number below).

If the item was fulfilled by Amazon, simply call the tax support team:

Amazon’s tax exemption support team: 888-281-3847