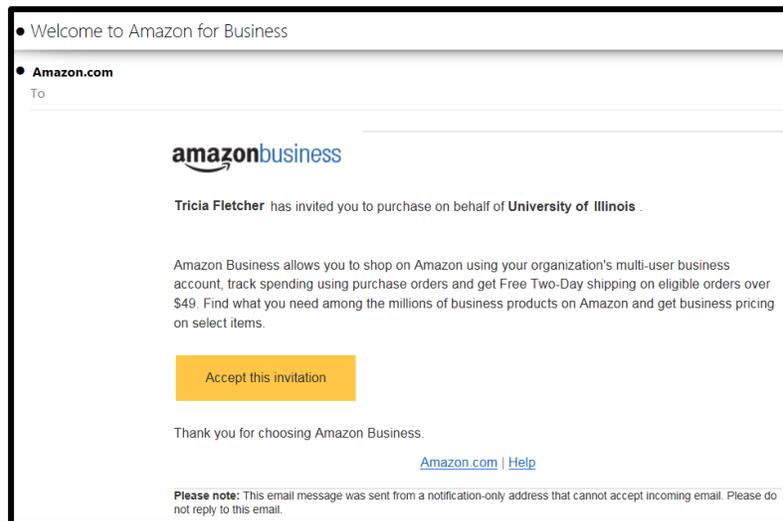


## How to Accept the Amazon Email Invitation

The University Amazon Group will invite existing Department Card Managers (DCMs) to participate in the University's Amazon business account.

DCMs and P-Cardholders will receive an email invitation directly from Amazon to join the University's Amazon business account. A sample invitation is located below. DCMs and P-Cardholders need to ensure that **prior to** accepting the invitation, they:

- Use their University email addresses for the University's Amazon business account. It is **important** to maintain a separate account for personal purchases and not use an Amazon account established with a University email address for personal purchases.
- Transfer any personal Amazon accounts associated with their University email addresses to personal email addresses (e.g., free Gmail or Yahoo accounts) **before** they accept the invitation to join the University's Amazon business account. See [Transfer Amazon Account Process](#) for step-by-step instructions.



Step	Task
1.	Click the <b>Accept the invitation</b> button from the invitation email.
2.	Click the <b>Continue</b> button.
3.	Enter your <b>First and Last Name and a Password</b> for your email address in the business account.
4.	Click the <b>Create account</b> button. <b>Result:</b> You will see an <b>Almost complete!</b> Window.
5.	Click the <b>Complete</b> button. <b>Result:</b> You will receive a confirmation that <b>Your account has been created.</b>
6.	You will see two buttons, <b>Manage your business</b> and <b>Start shopping</b> . Click on <b>Manage your business</b> to add a P-Cardholder to your group.