

Nebo Amazon Business Prime Information and Set-up Instructions


1. Those that join the Nebo Amazon Business Prime account (with their Nebo email address as the username) will be able to add items to their cart and, during the checkout process, indicate the account to be charged for the purchases. Once their cart is submitted it will go to the appropriate supervisor for approval before the order is placed with Amazon. All high school staff (and a select number of other locations) will still need to submit their pre-approval paperwork with the finance secretaries before placing their order.
2. Some teachers have asked if it is a requirement to switch over to the Nebo Business Prime Account with their Nebo email? As a reminder - there is no requirement to make the switch, however teachers will not be able to order items from Amazon, using school funds, without joining. You will only be able to make school related purchases on this account. Any personal purchases will need to be on the employees personal Amazon account.
3. If you have used your Nebo email address for your personal account - this process below will separate them and you will retain all of your previous purchase history. It will be transferred to your personal account under the personal email you enter in step 4 below.

Steps to join the Nebo Amazon Business Prime Account:

1. An invitation email with the title "Set up your Amazon Business Account" will show up in your email box sometime today.
2. Open the email and click on the yellow box that says, "Set up your account." Click on "Get Started" on the next page.
3. If you haven't ever created an Amazon account with your Nebo email address it will ask you to create an account by entering a password. You will be done at this point after entering the password.
If you have used your Nebo email address to create an personal Amazon account then it will ask you to sign-in to your Amazon account. Once you have signed in you should see the picture below.
4. Employees will want to select Option B below entitled, "Create a separate business account, if they currently use their Nebo email for their personal account. Click on the box on the bottom right that says, "Enter new email" and enter a personal email address that has never been used on Amazon before (it can't be a Nebo address either). Once you have entered the email twice click, "Next Step."
5. The next screen will ask you to enter your name and choose a new Nebo Business password. Your old password you used to use to sign in remains the same as before but it is now tied to your personal email that you just entered.
6. Click on "Next step" and the process should be complete.

(See picture below)



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

A. 

Convert my existing Amazon account
to transfer my order history.

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

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

B.  

Create a separate business account
so your order history stays private.

- You'll have two separate accounts at Amazon.
- Your existing Amazon order history, payment methods, and addresses stay out of your business account.
- You'll sign into Amazon Business with rapitchextra@gmail.com.

Choose a new email for your existing Amazon account. Your password stays the same.