amazon business

Updating Your Email Address

- 1. Hover over "Hello, NAME" in the upper right hand corner of your home page.
- 2. Click Your Account from the drop down menu.

Hello, WrongName Account for May ProdInv _ Lists -		
Account Details		
Your Account		
Your Orders		
Your Catalog		
Bulk Ordering		
Business Analytics		
Manage Recurring Deliveries		
Manage your delivery		

3. Click Login & security.

Your Orders	Login & security
Track, return, or buy things again	Edit login, name, and mobile number
Amazon Business settings Set up and manage your business	 Your Payments Manage payment methods and settings, view balances and offers
Business analytics	Gift cards
Download order reports and analyze spend	View balance or redeem a card
View, modify, and share your lists, or create new ones	Business Prime Learn more or manage your membership
Message Center	Your Addresses
View your Amazon messages	Add, edit, or remove addresses.
Image: Second state of the second s	

4. Click Edit next to your email address.

Login & security	
Name: User Name	Edit
Email: change1@amazon.com	Edit
Mobile Phone Number: Why add a mobile number?	Add
Password:	Edit
Two-Step Verification (2SV) Settings: For extra security, require a one-time password at sign-in	Edit
Secure Your Account: If you think your Amazon account has been compromised, follow these steps to make your account more secure.	Edit

5. Enter the new email address in the space provided and click **Continue**.





6. A One Time Password (OTP) will be sent to the new email address. Enter the OTP in the space provided and click Continue.

Note: If you do not receive the OTP email, you can click Resend OTP.



7. Enter your account password in the space provided and click Save changes.

Change email	
Previous email address:	
change1@amazon.com	
Current email address:	
UpdatedEmail@Amazon.com	Change
✓ Your current email address has been	verified.
Password:	

8. You will receive a notification that your email was successfully modified.



Did you find this guide to be helpful? Please complete <u>this short survey</u> to provide feedback.

amazon business