

Amazon Business

Updating Your
Username to Assist
the Mail Center with
Delivery

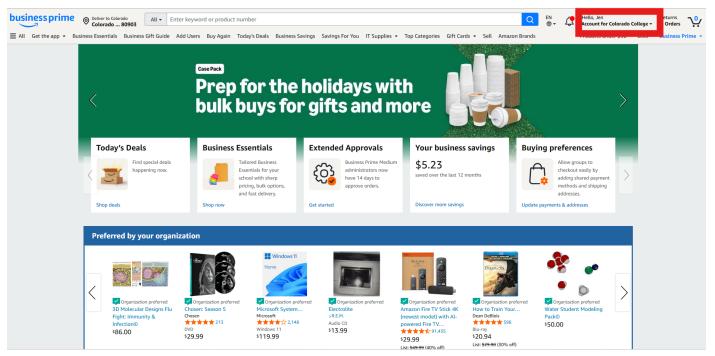


- To assist the Mail Center in getting packages to you efficiently, it is important to ensure your department name (as it is known by the Mail Center) is included in your Amazon username
- Please take the following steps to ensure that your department is printed on your Amazon packing slips



Step One

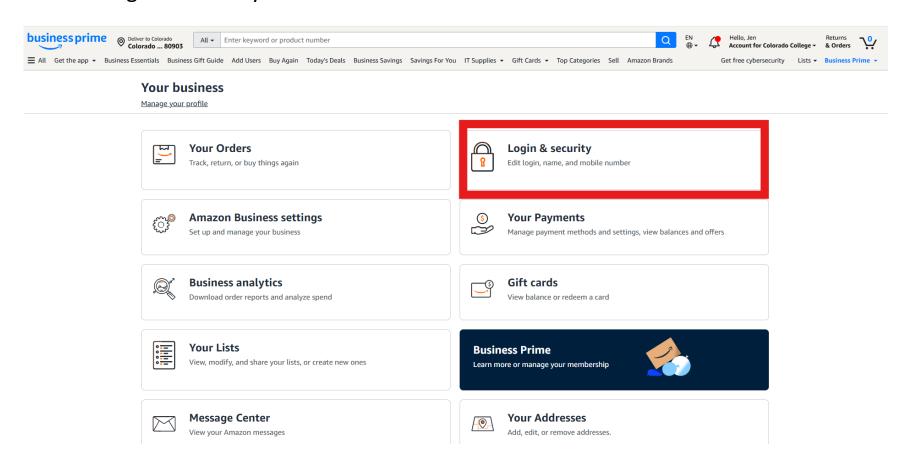
- Log into Amazon Business using your single sign on credentials
- Click on your Account Information





Step Two

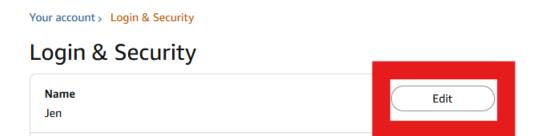
Click on Login & Security





Step Three

By your name, select Edit



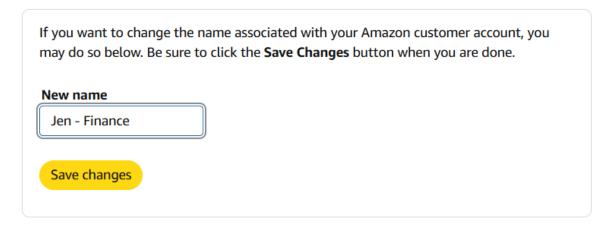


Step Four

Update your username to include your department and save the changes

Your Account > Login & Security > Change your name

Change your name



- Now, when you check out from Amazon Business, your department will appear on your package allowing efficient delivery of your purchase
- Note if you are purchasing on behalf of multiple departments, you can override your default department when you check out



Need Help?

Email

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