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Amazon Business - Updating Your Username to Assist the Mail Center with Delivery





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- 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



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Step One

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

The screenshot shows the Amazon Business Prime interface. At the top, the 'businessprime' logo is on the left, and the user's name 'Hello, Jen' is on the right, with a dropdown menu showing 'Account for Colorado College'. Below the header, there are navigation links for 'All', 'Get the app', 'Business Essentials', 'Business Gift Guide', 'Add Users', 'Buy Again', 'Today's Deals', 'Business Savings', 'Savings For You', 'IT Supplies', 'Top Categories', 'Gift Cards', 'Sell', and 'Amazon Brands'. The main content area features a large green banner for 'Prep for the holidays with bulk buys for gifts and more'. Below this are five sections: 'Today's Deals', 'Business Essentials', 'Extended Approvals', 'Your business savings' (showing \$5.23 saved), and 'Buying preferences'. At the bottom, a 'Preferred by your organization' section displays seven product recommendations, each with a checkmark indicating it is an organization-preferred item. The products include 3D Molecular Designs Flu Fight: Immunity & Infection, Chosen: Season 5, Microsoft System..., Electrolite, Amazon Fire TV Stick 4K, How to Train Your..., and Water Student Modeling.

businessprime Deliver to Colorado Colorado ... 80903 All Enter keyword or product number

Get the app Business Essentials Business Gift Guide Add Users Buy Again Today's Deals Business Savings Savings For You IT Supplies Top Categories Gift Cards Sell Amazon Brands

Hello, Jen Account for Colorado College Returns Orders

Case Pack

Prep for the holidays with bulk buys for gifts and more

Today's Deals Find special deals happening now. Shop deals

Business Essentials Tailored Business Essentials for your school with sharp pricing, bulk options, and fast delivery. Shop now

Extended Approvals Business Prime Medium administrators now have 14 days to approve orders. Get started

Your business savings \$5.23 saved over the last 12 months. Discover more savings

Buying preferences Allow groups to checkout easily by adding shared payment methods and shipping addresses. Update payments & addresses

Preferred by your organization

Organization preferred	Organization preferred	Organization preferred	Organization preferred	Organization preferred	Organization preferred	Organization preferred
3D Molecular Designs Flu Fight: Immunity & Infection	Chosen: Season 5	Microsoft System...	Electrolite	Amazon Fire TV Stick 4K (newest model) with AI-powered Fire TV...	How to Train Your...	Water Student Modeling
★★★★★ 186.00	★★★★★ 213	★★★★★ 2,148	★★★★★ 113.99	★★★★★ 91,435	★★★★★ 596	★★★★★ 150.00
	DVD	Windows 11	Audio CD		Blu-ray	Pack
	\$29.99	\$119.99		\$29.99	\$20.94	
				List: \$49.99 (40% off)	List: \$29.99 (30% off)	



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Step Two

- Click on Login & Security

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[All](#) [Get the app](#) [Business Essentials](#) [Business Gift Guide](#) [Add Users](#) [Buy Again](#) [Today's Deals](#) [Business Savings](#) [Savings For You](#) [IT Supplies](#) [Gift Cards](#) [Top Categories](#) [Sell](#) [Amazon Brands](#) [Get free cybersecurity](#) [Lists](#) [Business Prime](#)

Your business

[Manage your profile](#)

 Your Orders Track, return, or buy things again	 Login & security 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 Download order reports and analyze spend	 Gift cards View balance or redeem a card
 Your Lists View, modify, and share your lists, or create new ones	Business Prime Learn more or manage your membership 
 Message Center View your Amazon messages	 Your Addresses Add, edit, or remove addresses.



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Step Three

- By your name, select Edit

[Your account](#) > [Login & Security](#)

Login & Security

Name Jen	Edit
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Step Four

- Update your username to include your department and save the changes

[Your Account](#) › [Login & Security](#) › [Change your name](#)

Change your name

If you want to change the name associated with your Amazon customer account, you may do so below. Be sure to click the **Save Changes** button when you are done.

New name

Jen - Finance

Save changes

- 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



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Need Help?

Email

amazonbusiness@coloradocollege.edu