

UNIVERSITY OF DELAWARE[®] EXCHANGE

Amazon: Updating Your Name

Revised 5/17/2024

Amazon: Updating your Name

The Name associated with your Amazon Business account can be updated within the Your Account page of your Amazon Business account.

Please Note: This should be **your first and last name** since this is tied to your Amazon Business Account at the university. **This should not be your department's name, an email address, just a first name, initials, or someone else's name.**



amazon.com/ref=nodl_punchout

business prime Delivering to Winter Haven 331 Update location

All - Enter keyword or product number

Punchout Group: UD Punchout Group

All Buy Again Subscribe & Save Today's Deals Quantity Discounts Recommendations Add People Business Savings Gift Cards Amazon Basics Savings For You IT Supplies Education Store Request for Quote

EN Hello, WrongName Account for May Prodivn Lists Business Prime

Tips for getting started

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

Account Details

- Your Account
- Your Orders
- Your Catalog
- Bulk Ordering
- Business Analytics
- Manage Recurring Deliveries
- Manage your delivery

amazon.com/gp/css/homepage.html?ref_=abn_yadd_ad_ya

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Click Login & Security.

Prime

Your business
Manage your profile

- Your Orders
Track, return, or buy things again
- Your Payments
Manage payment methods and settings, view balances and offers
- Login & security
Edit login, name, and mobile number
- Gift cards
View balance or redeem a card



Click **Edit** next to your name.

Name: WrongName	Edit
Email: solarij+Update@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

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
CorrectName

Save changes

Enter your updated name and then click **Save changes**.

✓ **Success**
You have successfully modified your account!

You will see a notification that your name has been successfully updated.



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [Shopping Using Punch-Out Catalogs](#)
- [Shipping to Home Addresses](#)
- [Amazon Registration](#)
- [Amazon Gift Cards](#)
- [Amazon Best Practices & Troubleshooting Tips](#)

