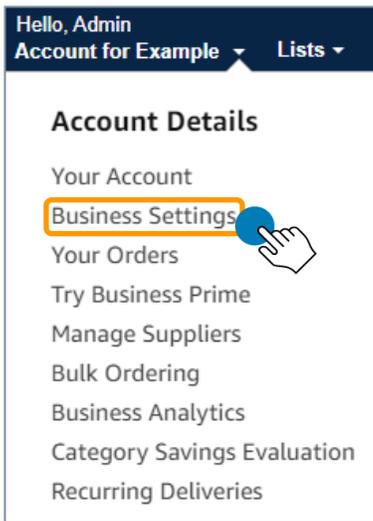


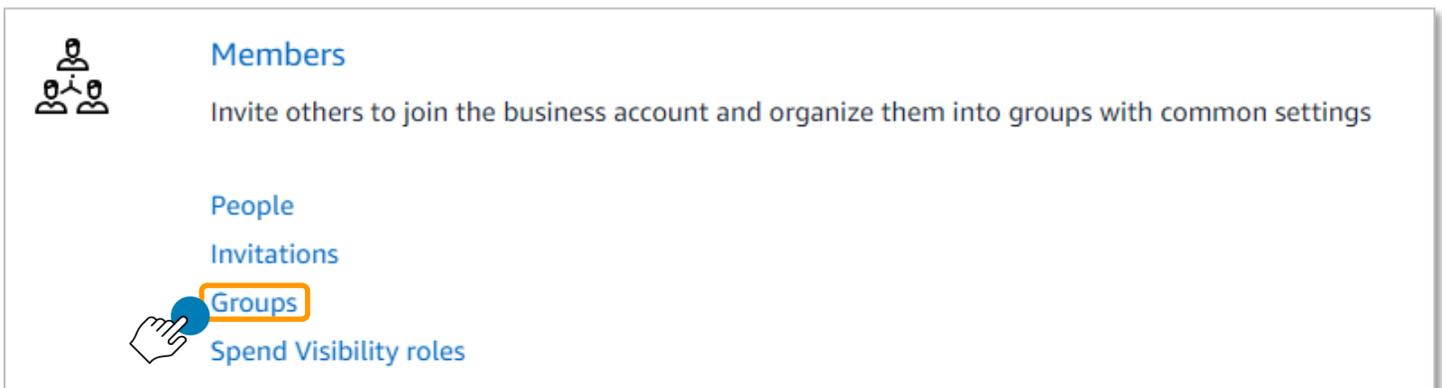
Creating a Group

A group can be created within the Amazon Business account by an account or group Admin from the Business Settings page of your account.

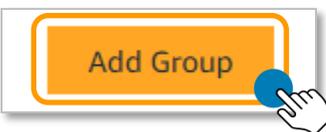
1. Hover over "Hello, NAME" in the upper right hand corner of your home page.
2. Click **Business Settings** from the drop down menu.



3. Click **Groups** from within the **Members** section.



4. Click **Add Group**.



5. Enter the group's name and select which payment method(s) and shipping address(es) members of the group will use when placing orders.

Group name

Turn off purchasing for this group

Payment methods
Which payment methods should members of this group use to place orders?

Individual Payment Methods – Employees provide their own
 Shared Payment Methods – Admin will provide ones for the group to use
 Both Shared and Individual Payment Methods – Admins can provide payments for the group, employees can also use their own

Shipping addresses
Which shipping addresses can members of this group ship orders to?

Individual Addresses – Employees provide their own
 Shared Addresses – Admin will provide ones for the group to use

PunchOut (optional)
Assign PunchOut orders to:

6. Once completed, click **Add Group**.

7. A confirmation will appear notifying you that the group has been created.
NOTE: You may need to refresh your page before you see the group appear.

Group Name is being added to ABCD Organization



Did you find this guide to be helpful? Please complete [this short survey](#) to provide feedback.