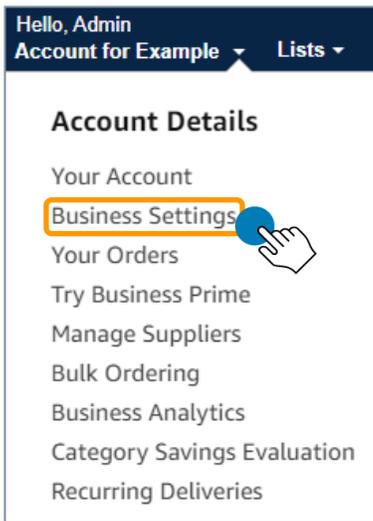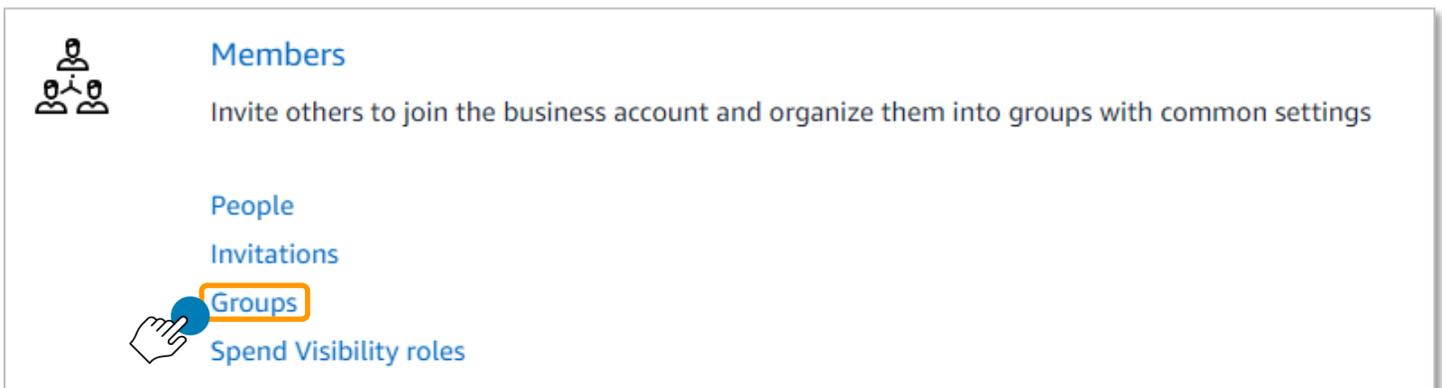# amazon business

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.
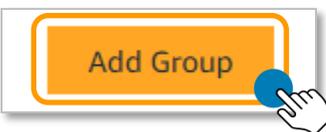
1. Hover over "Hello, NAME" in the upper right hand corner of your home page.

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.

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.

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

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