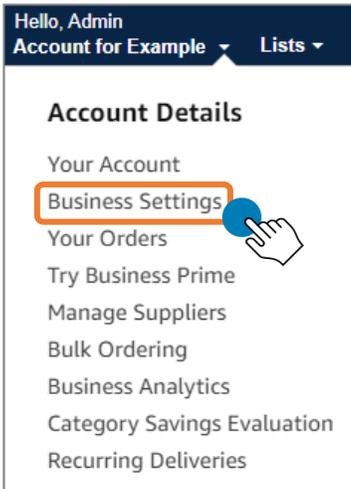


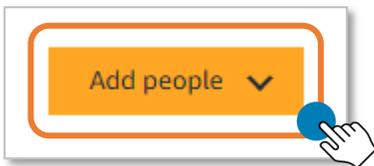
# Downloading a List of Users

Account or group administrators can follow the steps outlined in this guide to download a list of users within their group or within the Amazon Business account.

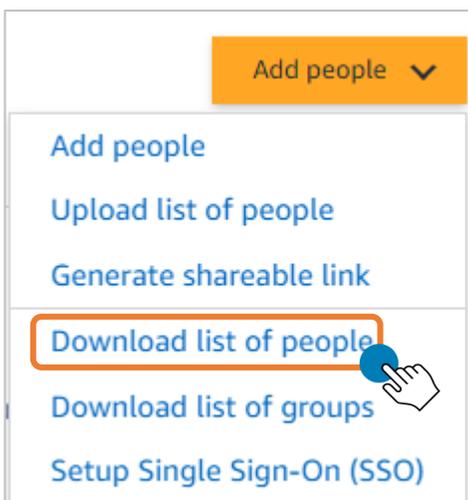
1. Hover over "Hello, NAME" in the upper right hand corner of your home page.
2. Click **Business Settings** from the drop down menu.



3. Click **Add people** on the right hand side of the web page.

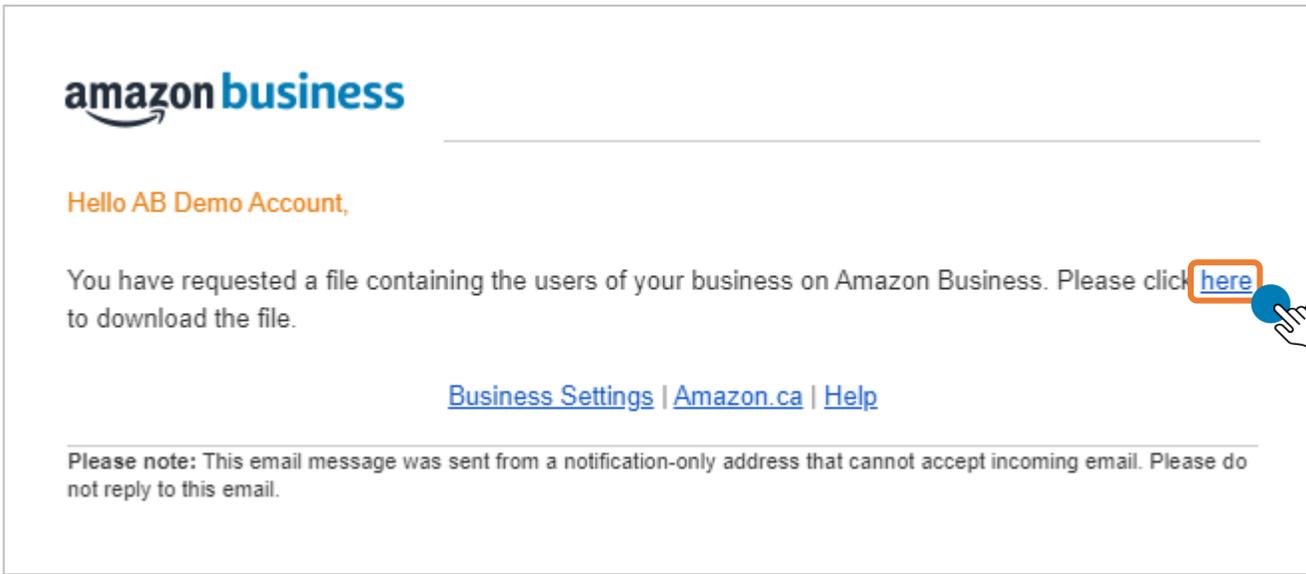


4. Click **Download list of people** from the drop down menu.



✓ We are processing the file containing the members of your business. We'll notify you at [Canada@abdemoaccount.com](mailto:Canada@abdemoaccount.com) once the file is available for download. [Learn More](#)

- The administrator will receive an email sent to the email address associated with their Amazon Business login. The email will be sent from Business@Amazon.com. Open the email and click the [Here](#) hyperlink to download the file.



- The file will have entries outlining users who are members of the business account and users who have pending invitations to the account as well as their invitation status.

	A	B	C	D	E	F	G	H
1	Email Address	Group Path	Name	Role	Invitation Status	Expiration date	Invitation URL	Individual Prime Membership
2	administrator@abdemoaccount.com	AB Demo Account	Admin Name	Administrator, Requisitioner				
3	user@abdemoaccount.com	AB Demo Account	User Name	Requisitioner				
4	user1@abdemoaccount.com	AB Demo Account	User Two	Requisitioner	Pending	29/06/22	https://www.amazon.ca/ab/invitations/redirect/2022090cR_I9rMDQXmOukSxofcnw?ref=b2b_bam_oi_au	FALSE
5	user2@abdemoaccount.com	AB Demo Account		Requisitioner	Pending Merge SUA	29/06/22	https://www.amazon.ca/ab/invitations/redirect/2022090cR_I9rMDQXmOukSx12345?ref=b2b_bam_oi_au	FALSE
6	user3@abdemoaccount.com	AB Demo Account		Requisitioner	Pending Merge MUA	29/06/22	https://www.amazon.ca/ab/invitations/redirect/2022090cR_I9rMDQXmOukSx45678?ref=b2b_bam_oi_au	FALSE
7	user4@abdemoaccount.com	AB Demo Account		Requisitioner				FALSE

**(Column A) Email Address** - The email address of the user who is a member of the account or been invited to the account.

**(Column B) Group Path** - This column refers to the **group** that the user was added to. Group names follow the convention **[Account name]/[Group name]**. Someone may belong to multiple groups. In these cases, the user will be listed in a new row for each group they belong to.

**(Column C) Name** - Users who are members of the business account will have their names entered in this column. Users who have pending invitations to the account will be blank.

**(Column D) Roles** - The role or roles that the person has been assigned. Multiple roles will be separated with a comma. **Role options:** Admin, Buyer/Requisitioner, Finance, Tech, PunchOut User

**(Column E) Invitation Status** - Indicates whether or not a user has an outstanding invitation to the business account. Pending indicates that an Amazon.com account is tied to the email address. Pending merge SUA or MUA indicate that a Single User Business Account or Multi-User Business Account are tied to the email address. Blank indicates that the user is already a member of the business account.

**(Column F) Expiration date** - The date the users invitation to join the business account will expire. Users who are already members on the account will be blank.

**(Column G) Invitation URL** - Users who have pending invitations can use this link to join the business account. These URLs are unique for each user.

**(Column H) Individual Prime Membership** - This column shows whether or not users with pending invitations have individual Prime memberships associated with Amazon.com accounts.



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