STEP 1: Go to: www.aws.amazon.com and click the Orange "Sign Up" Button.

| Sign Up | My Account / Console ▼ | English ▼ |

STEP 2: Put in an ORIGINAL email address. IE. It cannot have been used with Amazon.com previously. If you're creating an account that coincides with an email that does have an Amazon.com account then click the radial button for "I am a returning user and my password is:"

*Note that AWS and Amazon.com accounts cannot be separated out. So if in the future you want to hand over your AWS Account to another team mate or root account holder- your historical purchases for Amazon.com with that login will be available to them as well. **We recommend that you use a separate account for your professional vs. personal use.**

Sign In or Create an AWS Account

You may sign in using your existing Amazon.com account or you can create a new account by selecting "I am a new user."

My e-mail address is: kitb+testing2@amazon.com

○ **I am a new user.**

○ **I am a returning user and my password is:**

[   ]

Sign in using our secure server ▶

Forgot your password?

Has your e-mail address changed?

STEP 3: Fill out the form.

amazon web services

Login Credentials

Use the form below to create login credentials that can be used for AWS as well as Amazon.com.

My name is: Kit B

My e-mail address is: kitb+testing2@amazon.com

Type it again: kitb+testing2@amazon.com

note: this is the e-mail address that we will use to contact you about your account

Enter a new password: •••••••

Type it again: •••••••

Continue ▶

STEP 4: Continue filling out the form. Please make sure to check the box to indicate you're accepting the Customer Agreement.

Contact Information

* required fields

Full Name*:	Kit
Company Name:	B
Country*:	United States
Address Line 1*:	1 Main Street
	Street address, P.O. box, company name, c/o
Address Line 2:	
	Apartment, suite, unit, building, floor, etc.
City*:	Seattle
State, Province or Region*:	WA
ZIP or Postal Code*:	98101
Phone number*:	425-999-9999

Security Check

Image: **TYKX88**

Try a different image   Why do we ask you to type these characters? ☑

Type the characters in the above image*: TYKX88

Having Trouble? Contact us.

AWS Customer Agreement

☑ **Check here to indicate that you have read and agree to the terms of the Amazon Web Services Customer Agreement.** ⧉

Create Account and Continue ▶

STEP 5: You'll be taken to the payments screen. **DO NOT** enter CC Information. Click on the Amazon Web Services logo on the top left of the screen.

amazon webservices™   Amazon Web Services Sign Up

CREATE ACCOUNT — PAYMENT METHOD — IDENTITY VERIFICATION — SUPPORT PLAN — CONFIRMATION

Your AWS account credentials have been created, but in order to begin using any of the services, you will need to provide your payment information and continue. There is no fee to sign up and you only pay for what you use.

Enter Your Payment Information Below

Your credit card will not be charged until you begin using AWS, and many of your applications and uses of AWS may be able to operate within the AWS free usage tier. If your monthly usage goes beyond the free tier, your AWS service charges will be billed to the credit card you provide below. View detailed service pricing ⧉

* required fields

Credit Card*:	Select card type ▾
Card Number*:	
Cardholder's Name*:	
Expiration Date*:	01 ▾ 2013 ▾

Enter Your Billing Address

Select the billing address associated with your credit card.

◉ Use my contact address as my billing address
(1 Main Street, Seattle, WA 98101, US, (425) 999-9999)
○ Enter a new address

Continue ▶

STEP 6: Please login and retrieve your new account number. Create a requisition in CruzBuy including your twelve digit AWS Account number as an external note. To login select: My/Account / Console- then the My Account option:

Once logged in you will be taken to the Manage Your Account screen. Your account number is a 12 digit number located beneath the Sign Out link.

STEP 7: Once you have received confirmation from your AWS Account Manager that invoicing for your account has been set up, you will then be able to activate your services. To do so you will need to login via the Management Console:

Select- "My Account/ Console" (above pic next to Sign Up) and select Management Console. Please login to your account

You'll be taken to the services screen, select EC2- then click Sign Up- this will activate all AWS services.

*AWS Services work together across the platform. When signing up for services we activate a "Unified Sign Up" meaning all services activate together. So triggering 1 signup (On EC2 as shown below) activates all the others. (Support plans are separate.)

*Note- If the Invoicing has not happened yet- then you will be taken back to the screen asking for payment information. Please **DO NOT** enter payment information. Once the payment method has been setup you should immediately be able to proceed so wait for our confirmation.

Step 8: After Signing up for services the system will ask you to select an AWS Support Plan. We do offer paid support, or the Basic (Free) Support is the default.

STEP 9: You'll be taken to the Confirmation page advising you that once everything activates, (Normally instantly but can take up to 24 hours) you will be able to use the platform.

STEP 10: You will receive another email from AWS stating services have activated fully. At this point you're ready to go!

Account Removal

If you need to remove an account from the Consolidated Billing account for any reason;

- User left the Institution
- Departmental changes
- Account conversion to personal usage
- Student Graduates Etc.

There are a few steps that we need to take. Since the payer account has a special coding on it that allows accounts to link without a default payment method- you won't be able to "de-link" and account until the sub account has a valid payment listed for their individual account.

To do this we will need the individual user to login to the root account and add a **Credit Card** under the "Payment Methods" section.

Alternatively, AWS account reps can set up individual invoicing terms. The individual account will then be responsible for charges incurred from the date of removal going forward.

Please notify your AWS account representative for **any** accounts that are de-linked whether on your end, or if you need assistance on our end with the process.

When setting accounts up- please let the individual users know that should you need to de-link them for any reason that they will be financially responsible for any usage after de-linkage. The Account Address that they enter will be the default address for billing purposes should we need that to occur.

If an employee/student/user should leave your Institution and you're not able to request them to shut down resources/cancel accounts or provide login details and you want to stop charges from accruing we will need to do one of 3 things:

1. **Email Intercept**:
   If it is part of your school/corporate email domain you can have IT re-route emails coming into the account in questions Inbox. We can then request a password reset be sent to it which will allow you to access the Root Account to then regain access to resources or cancel the account to prevent further charges.
2. **Account Take-Over**: This process can take up to 10 business days and requires us to reach out to the original account holder. Once permissions are received we change the email address on the account to one of your choosing to allow you to regain access to the account to cancel or retrieve resources.
3. **Invoicing Conversion**: AWS will convert the individual account to its own invoicing terms utilizing the account address they listed upon setup. If the account goes unpaid it will go through the natural AWS Suspension/Termination process.
   The **AWS Customer Agreement** section **6.1**: outlines that "*We may suspend your or any End User's right to access or use any portion or all of the Service Offerings immediately upon notice to you if we determine: (b) you are, or any End User is, in breach of this Agreement, including if you are delinquent on your payment obligations for more than 15 days;*" This could lead to eventual termination if it goes unpaid. **AWS Customer Agreement** section **7.2b (ii)A** "*for cause, if any act or omission by you or any End User results in a suspension described in Section 6.1*".