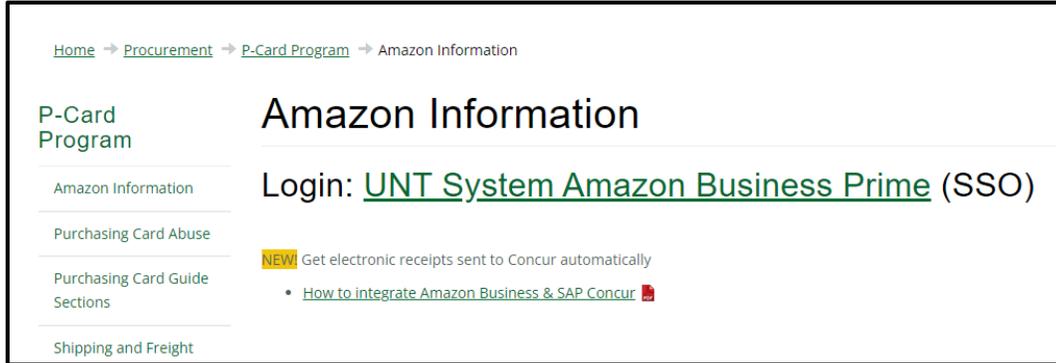


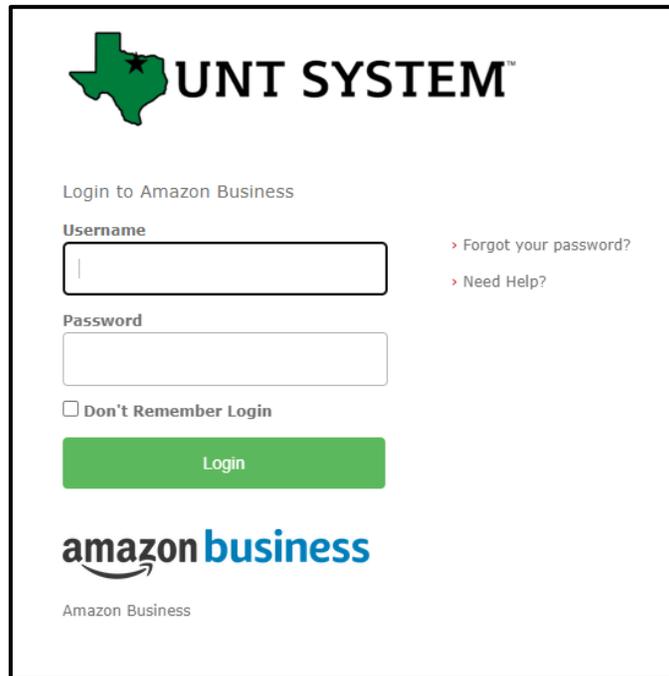
Getting started with UNT System Amazon Business Prime

All Pcard holders must sync their work email with the UNT System Amazon Business Prime account, regardless of frequency of use. To first get started:

1. Click on the login link found on the [P-Card Program: Amazon Information](#) webpage.



2. You will automatically be routed to the UNT System Single Sign-On (SSO) portal. Log into the portal using your EUID and password (same login you use to get into your work computer every day).



Once that's done, you should arrive at the Amazon home page. Our office will need to do a final adjustment once you are in the system – these updates are done around 8am each day. If it has been 24 hours since your initial sign-in and you are receiving errors, please email Pcard@untsystem.edu and a Pcard representative will assist.