Zip Books Amazon Account Procedures

This is an overview of how to set up your Amazon account. Some steps may take longer to complete, so it is recommended that you begin as soon as possible. You will need to complete the following tasks before you can launch Zip Books at your library:

1. **Create a standard Amazon.com account that will be dedicated to the Zip Books project**

   a. This standard Amazon account will be used for Zip Books orders only. No other orders should be placed through this account to avoid confusion.

   b. In order to create this new standard Amazon account, a local email address not currently used by another existing Amazon account will be required. Some libraries have requested a new universal/shared email address internally to be used, such as zipbooks@XXXXXlibrary.org, which can also be accessed by multiple library staff for administering this account. Using a dedicated staff member's email address would work but can limit other staff members access to administer the Amazon account.

   c. Once your account has been created, please share the login information with the Zip Books Project Coordinator for administrative and fiscal purposes.

2. **Apply for an Amazon.com Corporate Credit Line – Pay-In-Full Credit Line**

   a. If this is your library's first Amazon Corporate Credit Line, go to: https://www.amazon.com/gp/cobrandcard/marketing.html?ie=UTF8&pr=ibprox

   b. If your library already has an existing credit line used for various purposes, you will need to set up a second credit line that is used solely for Zip Books (skip to STEP 3).

   c. Choose the *Pay-In-Full Credit Line option (NOT the credit CARD option).*

   d. Use the same account information used for the standard Amazon account created for the Zip Books project *(using the same email address and password as the Amazon account used for Zip Books will ensure the Amazon Corporate Credit Line is linked to your standard Amazon created for the Zip Books Project).*

   e. Follow the instructions on the Amazon Corporate Credit Line (ACCL) site and fill out the online application form as instructed within.

   f. Once the ACCL is approved and created by Amazon it will automatically link to your standard Amazon account used for Zip Books as an available payment method.

   g. Set Amazon Corporate Credit Line as your default payment method in your Zip Books Amazon account (s*hould be the only available payment method listed in this account).*

   h. Notify the Zip Books Project Coordinator when your credit line has been approved.

   i. If your library is unable to establish an ACCL, notify the Zip Books Project Coordinator and a NLS Credit Card will be set up for your library.

3. **Apply for a second Amazon Corporate Credit Line:**
    a. **THIS STEP IS ONLY FOR LIBRARIES WITH AN EXISTING CREDIT LINE.** All others should proceed to *STEP 4.*
    b. To reapply for a second Pay-in-Full Credit Line with Amazon, go to: https://www.amazon.com/gp/cobrandcard/marketing.html?pr=ibprox&inc=poinv&place=marketing&plattr=GNO_CCL
    c. Fill out the form exactly as you did the first time EXCEPT you now must also fill out the line "Doing Business As Name (if different than legal name)" and enter a name such as "Collection Development", "Zip Books Project," etc.
    d. Submit the application. *NOTE: It will be rejected because Amazon thinks you are trying to open two credit lines at the same address, which you are.*
    e. Call Synchrony at 1-866-634-8381. Let them know that you want to set up a *sub-account* or "parent-child" account to your existing account.
    f. Representatives with Synchrony will walk you through the process on the phone.
    g. You will now receive your regular credit line statement each month and a second statement distinct to Zip Books.

4. **Subscribe and pay for the Prime membership for that account**
    a. *OPTION 1 - Purchase Prime Membership using your library's own credit card or your NLS Credit Card (if issued one).* For reimbursement, complete the Amazon Prime Fee Reimbursement Claim form and submit to ZipBooksInvoice@northnetlibs.org.
    b. *OPTION 2 – Request a gift membership from NorthNet.* If you are unable to accommodate Option 1 above, notify the Zip Books Project Coordinator and they will provide you with a Prime Gift Membership.
    c. The cost of Prime membership (new or renewal) is covered by the grant and does not come out of your allocation.
    d. Once your Prime membership is established, please forward the expiration date to the Project Coordinator for tracking.

5. **Renew your Prime membership**
    a. To find out when your Prime membership expires, log into your Zip Books Amazon account. Select "Account & Lists", then click on "Prime". You will find the date listed on the left-hand side. Amazon will also notify you when it is time to renew.
    b. **DO NOT RENEW EARLY.** To avoid any confusion or overlap, it is important that you only renew your membership the day after it expires. Renewals are immediate, and you will not lose any interruption in service.
    c. Renew your membership using one of the options listed in STEP 4.

d. Libraries using the NLS Credit Card should use this same card to renew your membership.
e. Libraries may choose to set their Prime membership for automatic renewal *(make sure your payment method is up-to-date).*
f. Once renewed, please indicate this when you submit the invoice to ZipBooksInvoice@northnetlibs.org so the amount is charged to the grant and not to your allocation.
g. Notify the Project Coordinator of your new expiration date for tracking.

If you have any questions, please contact the Zip Books Project Coordinator (nuesca@northnetlibs.org).