

Quickstart Checklist

Setting Up Your Amazon Professional Seller Account

☐ Step 1 – Create Your Amazon Seller Central Account

- Go to sellercentral.amazon.com and click Sign Up.
- Choose the Professional selling plan.
- Enter legal entity details (individual or business).
- Provide tax information (SSN or EIN).
- Set up your deposit bank account and credit card for billing.

☐ Step 2 – Verify Your Identity

- Upload requested documents (passport/driver's license, bank statement, or utility bill).
- Complete live video verification if prompted.

☐ Step 3 – Configure FBA (Fulfillment by Amazon) Settings

- Set up your deposit bank account and credit card for billing.
- Review FBA settings:
 - Return processing (default: Amazon handles returns).
 - Sticker preference (FNSKU labeling—decide if you or Amazon will label).
 - Inventory placement (distributed or single location—note extra fees for single location).
- Enable Inbound Settings if you want Amazon to prep items (fees apply).

☐ Step 4 – Confirm Notifications

- In Settings > Notification Preferences:
 - Enable shipment, performance, and payment alerts.
 - Add a secondary email if you want alerts to go to a business partner or VA.

☐ Step 5 – Download Amazon Seller App

- Install on your phone (iOS or Android).
- Log in and test alerts and listing functionality.