

- **Do** take time to clean up old credit cards from your account.
- **Do** use Two-Factor Authentication to protect all your information on Amazon. With all the information that Amazon captures, it is important to make sure it is protected by every means available.
- **Do** frequently update your password for Amazon.

- **Don't** link any other accounts to your Amazon account. This will limit what outsiders can find out about you, to include your pattern of life, interests, and hobbies.
- **Don't** fall for scams on Amazon or from emails that appear to be from Amazon.
- **Don't** buy from international sellers. Avoiding this will help protect you from identity theft and scams.

## Your Account

In order to lock down your Amazon account you will need to access "Your Account," located on the upper right side of your screen. Look for the "Account & Lists" drop-down link and select the down arrow. From this list, select "Account."

Below is a picture of the Amazon Drop down menu and the various topics within the "Account" section. Each of these topics will be referenced periodically throughout this guide so please take note of them here as a reference point.

Hello, Sign in  
**Account & Lists** ▼

### Your Account

**Account**

Orders

Recommendations

Browsing History

Watchlist

Video Purchases & Rentals

Kindle Unlimited

Content & Devices

Subscribe & Save Items

Memberships & Subscriptions

Prime Membership

Amazon Credit Cards

Music Library

Start a Selling Account

Register for a Business Account

**Your Account**

- Your Orders**  
Track, return, cancel an order, download invoice or buy again
- Your Addresses**  
Edit, remove or set default address
- Your Payments**  
View all transactions, manage payment methods and settings
- Archived orders**  
View and manage your archived orders
- Your Messages**  
View or respond to messages from Amazon, Sellers and Buyers
- Login & security**  
Edit login, name, and mobile number
- Your business account**  
Sign up for free to save with business-only pricing and receive deliveries during business hours.
- Your Amazon Family**  
Manage profiles, sharing, and permissions in one place
- Your Lists**  
View, modify, and share your lists, or create new ones
- prime Prime**  
Manage your membership, view benefits, and payment settings
- Gift cards**  
View balance or redeem a card, and purchase a new Gift Card
- Digital Services and Device Support**  
Troubleshoot device issues, manage or cancel digital subscriptions
- Customer Service**  
Browse self service options, help articles or contact us

**Communication and content**

- Email subscriptions
- Advertising preferences
- Communication preferences
- Shipment updates via text
- Alexa shopping notifications
- Videos you've uploaded
- Purchase Reminders

**Shopping programs and rentals**

- Buy now, pay over time
- Third Party Credit Card Installment
- Manage Your Amazon Family
- Rentals by Amazon
- Amazon Household
- No-Rush rewards summary
- Teens Program
- Pets
- Shop with Points
- Amazon Second Chance
- Benefits balance

**Other programs**

- Account Linking
- Amazon credit cards
- Your seller account
- Amazon Pay
- Manage your trade-ins
- Amazon Web Services
- Amazon tax exemption program
- Your Interests
- In-Store Promo Wallet

**Manage your data**

- Request your data
- Manage apps & services with data access
- Close Your Amazon Account
- Privacy Notice

**Ordering and shopping preferences**

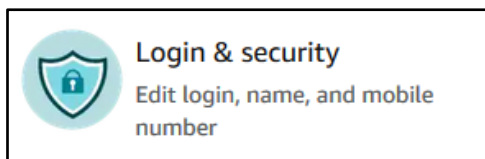
- Your Addresses
- Your Amazon Day
- Your Payments
- Your Transactions
- Your Amazon profile
- 1-Click settings
- Amazon Key settings
- Language preferences
- Manage saved IDs
- Coupons
- Product Vouchers
- VAT registration number
- Recalls and Product Safety Alerts

**Digital content and devices**

- All things Alexa
- Content Library
- Devices
- Manage Digital Delivery
- Your apps
- Prime Video settings
- Amazon Music settings
- Manage Amazon Drive and photos
- Twitch settings
- Audible settings
- Amazon Coins
- Digital gifts you've received
- Digital and device forum
- Comixology settings

**Memberships and subscriptions**

- Kindle Unlimited
- Prime Video Channels
- Music Unlimited
- Subscribe & Save
- Amazon Kids+
- Audible membership
- Your Essentials
- Magazine subscriptions
- One Medical membership for Prime members
- Other subscriptions



## Login and Security

Let's look at the "Login & Security" settings first. See the picture to the left. First, review the general login information provided to ensure all of it is accurate. Click "Edit" if you find any discrepancies. Next, head to the "Two-Step Verification (2SV) Settings" section and select "Edit" (highlighted in red to the left). Now, select "Get Started" and follow the prompts.

Since Amazon retains some of your most sensitive information, like your credit cards and address this feature is important to help secure your account. It is highly recommended here and throughout this guide that, where possible you turn on "Two-Step Verification" in order to help prevent others from gaining access to your account.

**Login & security**

Name:  [Edit](#)

Email:  [Edit](#)

Mobile Phone Number:  [Edit](#)

Password:  [Edit](#)

[Notice suspicious activity?](#)

**Two-Step Verification (2SV) Settings:** [Edit](#)  
Manage your Two Step Verification (2SV) Authenticators

## Devices and Content

Now, let's go back to the "Account" page and select "Digital Services and Device Support," then select "Change your digital and device settings" which should open the "Preferences" section. If not, select "Preferences" from the top menu.

Review the settings presented here to make sure the content agrees with your needs. It is recommended you review "Saved Wi-Fi Passwords" to make sure there are no passwords saved that you do not want Amazon to retain. There is a plethora of other settings to check within this section and it is recommended that users periodically revisit these settings to ensure all are in accordance with your needs.



## Digital Services and Device Support

Troubleshoot device issues, manage or cancel digital subscriptions

## Things you can do

- View or cancel your digital orders
- Manage devices
- Ask the Amazon Community
- Manage digital content
- Change your digital and device settings**
- Install or remove apps

Your Saved Wi-Fi Passwords  
All Devices

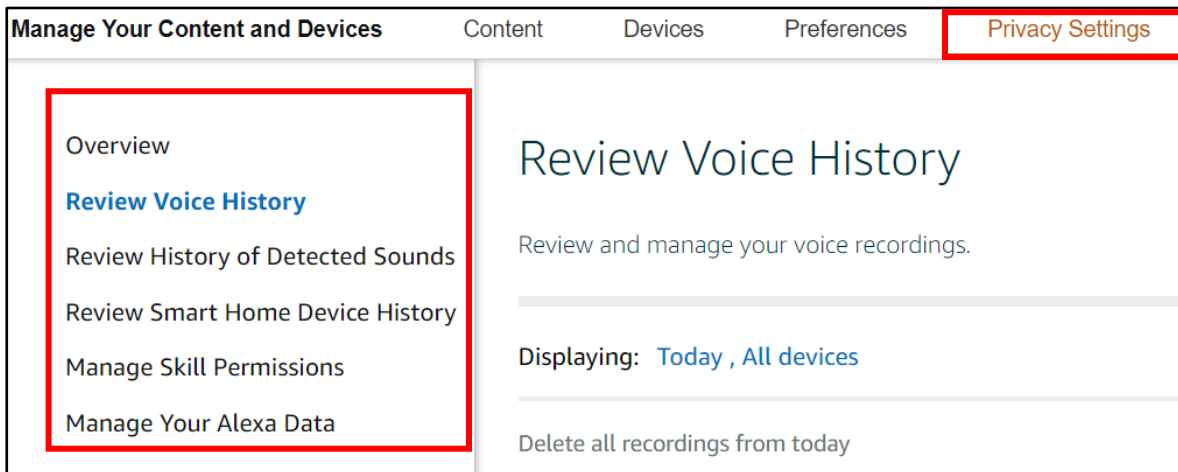
[Delete](#)

## Alexa Voice History

Now look to the “Manage Your Content and Devices” header menu and select “Privacy Settings” and either select “Alexa Privacy” from the drop menu or simply select the full menu and then select “Alexa Privacy.” Here you can review the privacy settings associated with any Alexa devices you may have.

First look to the right of this menu (shown below) to find the “Alexa Privacy” or “Privacy Settings” menu and select “Review Voice History.” Here you can review every sound detected by Alexa, which includes but is not limited to any/all commands you have ever asked of Alexa. It is recommended that you periodically visit this section and clear your command history the same way you would clear your cookies and cache from your browsers. Select the time frame you wish to review/delete and then select “Delete Detected Sounds History.”

Next, locate “Review History of Detected Sounds” from the side menu to review any sound Alexa may have picked up over the course of her “life.” It is recommended this section be periodically reviewed and its content deleted.



## Review History of Detected Sounds

History of Detected Sounds shows events you have opted to have Alexa detect, such as Smart Alerts for the sounds of glass breaking or smoke/CO alarms. You can filter by date and choose an entry to see details, listen to and delete recordings.

To learn more about the events you have opted to have Alexa detect, and the devices on which Alexa is detecting them, [click here](#).

### Date Range

All History ▼

Delete All Recordings for All History

## Smart Home Device History

Now, select “Review Smart Home Devices History” here users can review all devices that are connected to Alexa, which also means they are connected to Amazon and can potentially make purchases on that connected account. This section should be reviewed routinely to ensure only trusted devices are connected to Alexa and all others are deleted.

In the next section, “Manage Skill Permissions,” users can review any “skills” they may have enabled Alexa to have, such as accessing a devices’ street address or email address. It is not recommended that any of these “skills” be enabled. Finally, select “Manage Your Alexa Data” and review any information here that you do not wish Alexa to have. You can also set how long information such as recordings are kept. Once you have completed this section head back to the main “Account” section.

### Smart Home Device History

Alexa receives information about the status and use of third-party smart home devices connected to Alexa, such as the state of your connected switches (on/off) and thermostats (set temperature, household temperature).

Alexa uses this information to better personalize your experience and to help Alexa better for you and other smart home customers.

You can review this information for the most recent 30 days in [Review Smart Home Devices History](#) page. To delete this information, you can use the deletion options

#### Choose how long to save history

Save history until I delete it

#### One-time deletion of all history

Allows you to delete all of your third-party smart home devices history

### Delete Smart Home Devices History

You can choose to delete information about third-party smart home devices connected to Alexa.

Deleting this information from Alexa may degrade your Alexa experience and certain smart home features. It will not delete other information we have about your smart home devices, such as device type or name, and will not delete information about requests you made to Alexa regarding your smart home devices.

Are you sure you want to proceed?

CANCEL

DELETE

### Email complete history

Request your entire Alexa smart

## Manage Your Alexa Data

The more you use Alexa, the smarter the service gets by adapting to your speech patterns, vocabulary, and personal preferences. Data from a diverse range of customers also helps ensure Alexa works well for everyone.

### Voice Recordings

Voice recordings are used to better understand requests and personalize the Alexa experience. Listen to and delete voice history [here](#).

#### Enable deletion by voice

Allows you to delete recordings by saying “Alexa, delete what I just said” or “Alexa, delete everything I said today.”

#### Choose how long to save recordings

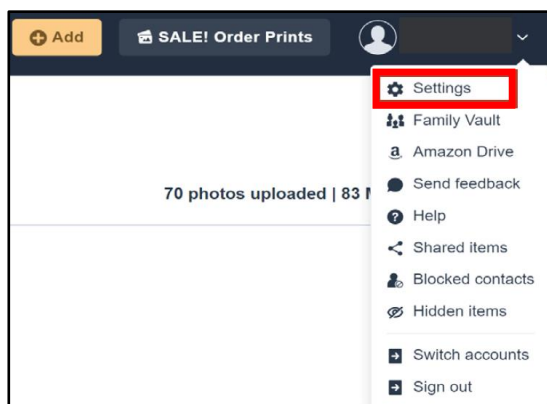
Save recordings until I delete them

## Amazon Drive

Each Amazon account comes with an “Amazon Drive.” In order to lock down your “Amazon Drive,” navigate to “Digital content and Devices” from the “Account” menu and select “Manage Amazon Drive and Photos.”

On the top right of the screen, select your profile picture to open the “Drive” menu. Next, select “Settings” and review each section presented on your screen.

It is important to note there is a new section titled “Use your Alexa Contacts.” It is not recommended that you allow Alexa to obtain access to your contacts, so be sure this function is “Off.” Be sure to visit other sections, such as: “Add Uploads to Family Vault,” as well as the “Manage Third-Party Apps” sections.



### Use your Alexa Contacts



If you already imported contacts to use with Alexa, you can use these contacts in Amazon Photos. This allows you to share with these contacts whenever you tap the “share” button.

### Find People, Places, and Things



Automatically tag your photos by keyword, group together photos of the same people and places, and more.

[Learn more](#)

Turn on image recognition to use Search or People. Image recognition organizes and lets you search for photos based on things in your pictures. This setting applies to all members of your Family Vault.

Illinois residents, by turning on image recognition features, you agree to [this important legal information](#).

### Add Uploads to Family Vault



Automatically add your uploads to the Family Vault so others can see them.

Auto

### Manage Third-Party Apps

Login with Amazon allows you to log in to registered third-party websites or apps using your Amazon user name and password. It also allows you to opt-in to letting third-party websites or apps read or modify content in your Amazon Photos account. [Learn more](#)

[Manage Login with Amazon](#)



## Your Public Profile

Amazon provides you with your own “Public Profile.” This “Profile” and your entire “Amazon Account” can be linked to any of your social media accounts. It is important to review your profile and its settings to ensure it is locked down, not linked to other social media accounts, and not searchable by the public. See the next page for guidance



## Your Public Profile

In order to lock down your public profile, go back to “Your Account,” then select “Your Amazon Profile” under the “Ordering and shopping preferences;” or you can choose the “Your Profiles” icon at the top of the page. From there, follow the steps below and on the remaining pages to best secure your profile.

Select “Edit your profile.” In the “Profile page settings” review all your information to make sure only information you want on a public profile is present. It is recommended you not display your full name in the “Your public name” section.

Scroll down on the page and find the “Add social links to your profile” section to make sure you have not linked any of your social media accounts to your Amazon account.

## Ordering and shopping preferences

[Your addresses](#)

[Your Amazon Day](#)

[Your Payments](#)

[Your Transactions](#)

[Your Amazon profile](#)



### Your Profiles

Manage, add, or remove user profiles for personalized experiences

### Manage your Profiles

Amazon programs may use these profiles to provide a personalized experience.

Your Name >

Kids >

[Looking for your Amazon Public Profile?](#)

## Public Profile page settings

[View your public profile as visitor](#)

[Edit public profile](#)

[Edit privacy settings](#)

### Your public name

N/A

This will not change the name associated with your account (Ashley Loneragan) [Edit](#)  
Your public name will be visible on your public profile page and elsewhere on Amazon.  
[Learn more about your public name](#)

### Your public information (optional)

Bio

Share a little something about you

Occupation

Share your current job

Location

Share where

### Add social links to your public profile (optional)

#### Facebook

<http://www.facebook.com/...>

#### Twitter

<http://www.twitter.com/...>

#### Youtube

<http://www.youtube.com/...>

#### Pinterest

<http://www.pinterest.com/...>

#### Instagram

<http://www.instagram.com/...>

Your public information will be visible on your public profile page.

We will never share what you browse or purchase on Amazon. Amazon will never ask for your account login or password, billing information, or any other account details via your Public Profile page.

[Learn more about your public information](#)

## Public Profile – Privacy Settings

Now let's go to the "Edit privacy settings" to review and ensure they are appropriately set. Once selected, review how they are presently configured. It is recommended that you select the box "Hide all activity on your profile" as well as "Hide sensitive activity." Users can view their "Profile" as a visitor would see it, by selecting "View your profile as visitor" from the top right of the "Profile page settings." This capability allows you to ensure their profile is properly locked down so that information specific to you is not readily available to anyone. Next, scroll down to the bottom of the "Edit privacy settings" and make sure the box titled "Allow customers to follow you" is not checked. It is also important to click on the "See who is following you" link to make sure you have not allowed anyone to follow you that you do not know or trust.

The screenshot shows the 'Public Profile page settings' interface. At the top, there are two tabs: 'Edit public profile' and 'Edit profile public visibility', with the latter being selected. A link 'View your public profile as visitor' is in the top right. Below the tabs, a section titled 'What's public in your public profile (only affects what gets displayed on your public profile page)' explains that checked settings will be applied to the public profile page. There are three columns of settings: 'Content displayed on public profile' with a checked 'Reviews' box; 'Following and badges' with a checked 'Who You Follow' box; and 'Lists' with checked boxes for 'Public Wish Lists', 'Wedding Registry', and 'Baby Registry'. Below these is a section with a 'Hide all activity on your public profile' checkbox (unchecked) and a 'Read more' link. At the bottom of this section are 'Back to public profile' and 'Save' buttons. A 'Follow settings:' section at the very bottom contains an unchecked 'Allow customers to follow you' checkbox. A final note states that when customers follow, they will be notified of new content, and this setting can be turned off at any time.

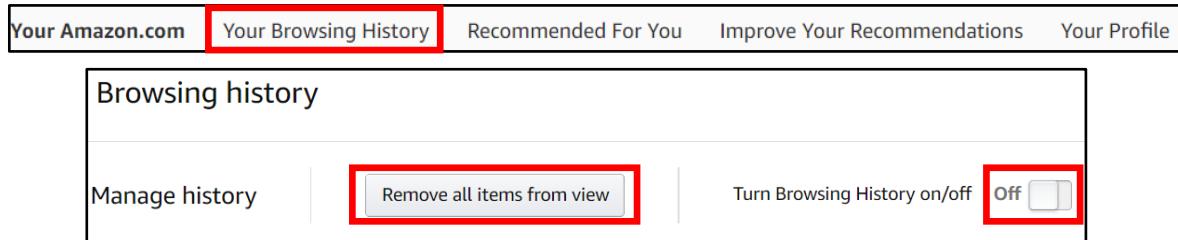
## Follow Settings

If you do have any followers, you can delete them from this link and then update your privacy settings to preclude any future followers. It is recommended you do not let people follow you on Amazon, especially if you do not know and trust them. Although not recommended, allowing followers on Amazon is personal choice to be made in accordance with your comfort level.

This is a close-up of the 'Follow settings:' section from the previous screenshot. It shows the 'Allow customers to follow you' checkbox, which is currently unchecked. The checkbox is highlighted with a red rectangular box. Below the checkbox, a note explains that when customers follow, they will be notified of new content, and this setting can be turned off at any time.

## Browsing History

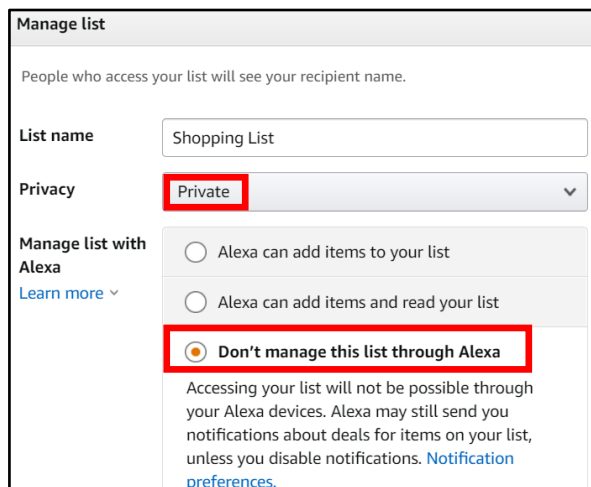
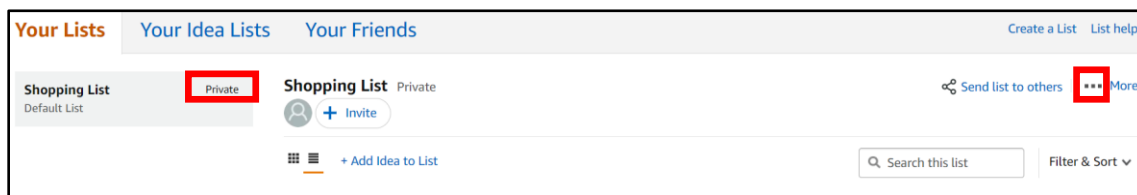
Now let's take a look at "Your Browsing History." Go to the top menu bar, from either the "Your Profile" section or the "Your followers" page and select "Your Browsing History." From here, look at the right side of your screen and select the drop-down arrow next to "Manage history." From here, it is recommended you remove all items and "Turn Browsing History" to "Off."



## Wish Lists

One of the most public sections of Amazon is the "Wish Lists." If not made private, anyone can view your lists and gain information about who you are or who the people in your family are (how many, gender, age, etc.). People use "Lists" for making Christmas lists, birthday lists, or even grocery lists. The titles of these lists are revealing (e.g., a child's name for birthday or Christmas gifts). These bits of information pose an unnecessary risk as they could be useful to a social engineer or identity thief when combined with other bits of data on you.

Amazon has recently changed its privacy options for "Wish Lists," requiring users to enter an email address in order to access any "Wish List," so make sure that information is locked down. New to the "Wish List" is the option to provide Alexa with access to your "Lists." It is not recommended you authorize such access, instead set each list to "Private."



Select the "Your Lists" icon on the "Account" screen in order to begin the process of locking down your lists. Once there, your "Wish Lists" will be on the left-hand side of the screen (see above). In order to review and change these settings, select the ellipses and select "Manage List." From there, select "Privacy" and select "Private" from the options provided. Be sure to select "Save Changes."



## Registries

Much like a “Wish List,” your registries can also be displayed publicly, therefore it is important to check the “Settings” for any registry you build on Amazon.

While still in your “Wish List,” go to the top menu and select a Registry to create. To create your “Registry” select “Create a new Registry” from the center of your page. Scroll down to “Who can see your registry” and select “Shared” or “Private” for the visibility of your registry. It is important to note that if you decide to make your registry “Public,” it may be shared on a third-party website – e.g., TheBump or TheKnot - unless you “Unselect” that option.

Amazon has created a new registry for birthdays which has many of the same lock down features as the Wedding and Baby registries. Once a registry has served its purpose, it is recommended that you go in and delete the registry from Amazon. Same for Wish List, once they have served their purpose, delete them.

## Happily Ever After

Create a registry that celebrates who you are as a couple. Shop the world's largest selection to find everything you need to build your new life together.

[CREATE YOUR REGISTRY](#)

## Do you want your registry to be public or private?

If you change your mind, you can update your preferences in Settings.

- ☐ Public  
I want it searchable on Amazon.com
- ☒ Private  
I want it visible only to myself
- ☐ Make my registry searchable on TheKnot.com

## Audible

Head back to the “Account” section and select “Audible Settings” from the “Digital content and devices” menu. Note: this section is only for users who have also signed up for and use Audible. In the “Audible Settings” review each section but pay special attention to the “Profile & Preferences” section.

Here you will want to ensure that the “Allow other Audible members to see my location on the Audible” is toggled to the “Off” position. At the bottom of this page, you can also review what devices are registered and authorized to use your Audible account. If you notice any device that you do not recognize, simply select “Deregister” next to that device’s name.

### PROFILE & PREFERENCES

#### Audible.com Community

[Edit your Audible profile](#)

Allow other Audible members to see my listed location on the Audible Listener Page and with my reviews.

#### Amazon.com Community

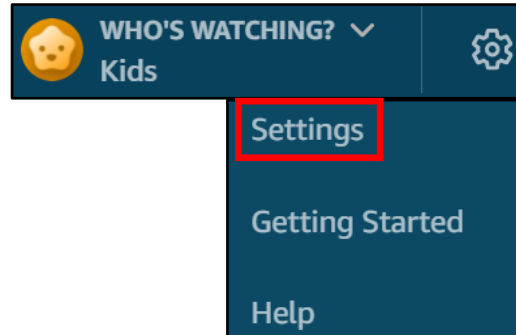
[View your profile](#)



## Parental Controls

If you have children, it is recommended that you review the “Parental Controls” and settings located in the “Video” section of Amazon. To do that you will need to go back to “Your Account” and select “Prime Video Settings” under “Digital content and devices.”

At the top of the page select “Parental Controls.” If you are a parent and want to monitor and protect your child(ren) from age-inappropriate material on Amazon, be sure to check this section in order to set “Prime Video PINs” and “Viewing Restrictions.” Here you can select at what age rating you would like Amazon to require a PIN.



## Account & Settings

Your account   Player   **Parental Controls**   Subtitles   Your devices   Watch History   Hidden videos

### Prime Video PIN

Your PIN is used to authorize Prime Video purchases and to bypass Parental Controls. [Learn more](#)

### Purchase restrictions

To help prevent accidental charges, enable the Prime Video PIN for purchases. [Learn more](#)  
Note: Restrictions for Fire devices and Xbox 360 must be set on the device.

☒ On  
☐ Off

## Viewing restrictions

① Viewing restrictions **only** apply to the devices selected below. Restrictions for **Fire TV** and **Xbox** devices must be set on those devices. [Learn more](#)

Videos with these ratings require a PIN: 13, 16, 18  
Tap age to set restrictions

G	Videos suitable for General Audiences are available.
7	Videos suitable for General Audiences and older children are available.
13	Videos suitable for general audiences, older children and teens are available.
16	Videos suitable for general audiences, older children, teens, and young adults are available.
18	All videos, including those not rated or for mature audiences, are available.

## Communication and content

Email subscriptions

Advertising preferences

Communication preferences

Shipment updates via text

Alexa shopping notifications

Deals Notifications

## Amazon Advertising Preferences

Interest-based ads are sometimes referred to as personalized or targeted ads. See our [Interest-Based-Ads](#) notice.

Submit Your Preference

☐ Show me interest-based ads provided by Amazon

☒ Do not show me interest-based ads provided by Amazon

Submit

## Ad Preferences

Now let's check the security and privacy settings associated with advertising and communications on your account. Go back to "Your Account" and in the "Communication and Content" section, select "Advertising Preferences." Here you can review what Amazon provides to you and to advertisers.

Personalized ads, sometimes referred to as targeted or interest-based ads are built on information about you, such as the products you view, the purchases you make on Amazon, or websites you visit where Amazon might provide ads or content.

## Communication Preferences

Go back to "Your Account" and select "Communication Preferences." Select the down arrow to the right of "Marketing Information by Post" and select "Do not send me marketing information by mail" (highlighted in red below). This will help to eliminate spam and other marketing emails from cluttering your inbox. Be sure to select the "Update" button to save these changes.

## Communication Preferences Center

We'd like to stay in touch, but only in ways that you find useful.

### Mail Preferences

Marketing  
Information by  
Post

Don't miss out on our best recommendations and deals. Subscribe now to receive personalized mails and newsletters.



### Email Preferences

☒ Do not send me marketing information by mail.

General Settings

Email is currently being sent to alonerga@mail.usf.edu in HTML (Text and Images).



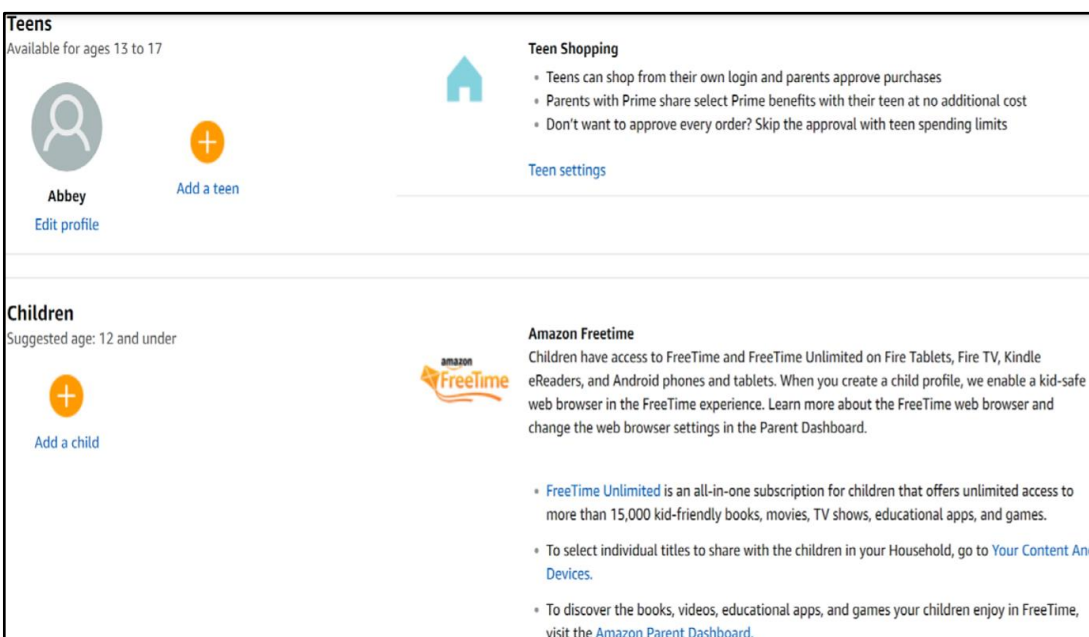
Promotional  
Emails

You're receiving emails for 0 departments.

☒ Do not send me any marketing email for now

## Other Account Considerations

Finally, Amazon has different profiles to help you manage your account and any account you may want to create for your children. For instance, a teenager can have their own log in and purchase ability, while parents maintain control over purchases. Parents can also add any children under 12 to their accounts to help manage the content displayed on certain devices, such as the Fire TV. In order to create or manage these accounts, select “Amazon Household” or “Teens Program” under “Shopping programs and Rentals.”



## Definitions/Glossary of Terms

“Ships from” and “sold by” [seller]: This indicates a Third-party seller that ships an item directly to you. Amazon doesn’t touch the item. This is where scammers thrive. These items are not “Prime” eligible.

“Sold by” [seller] and “Fulfilled by” Amazon: A third-party seller sends the product to Amazon’s warehouse, then Amazon ships it to you. These items can be eligible for “Prime,” but are still third-party transactions.