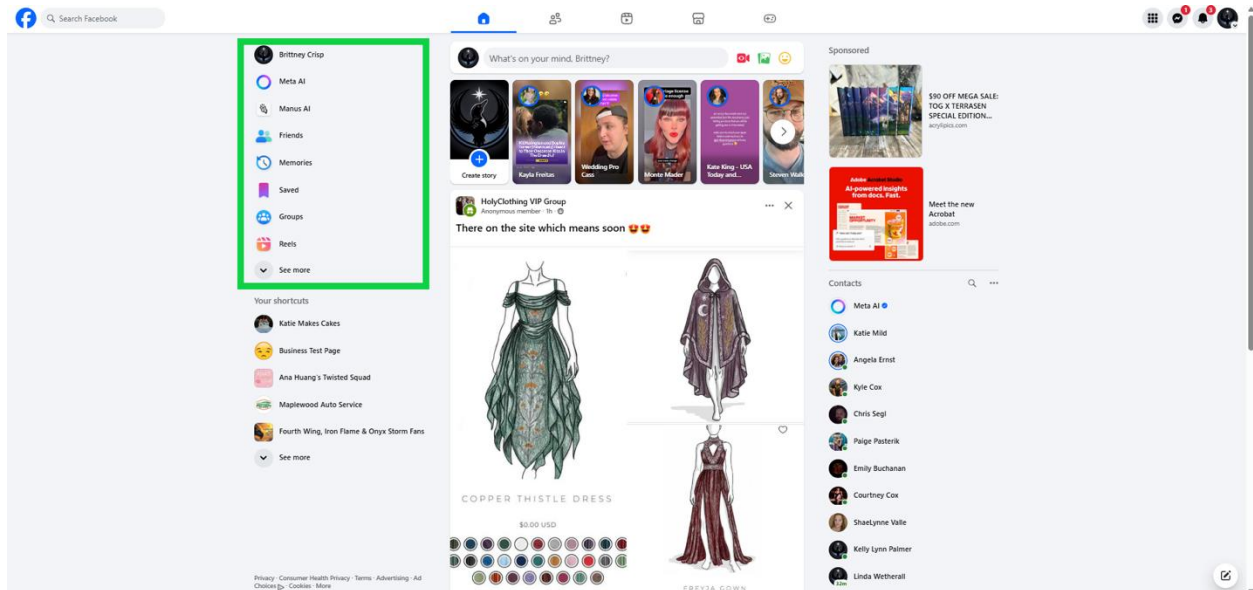


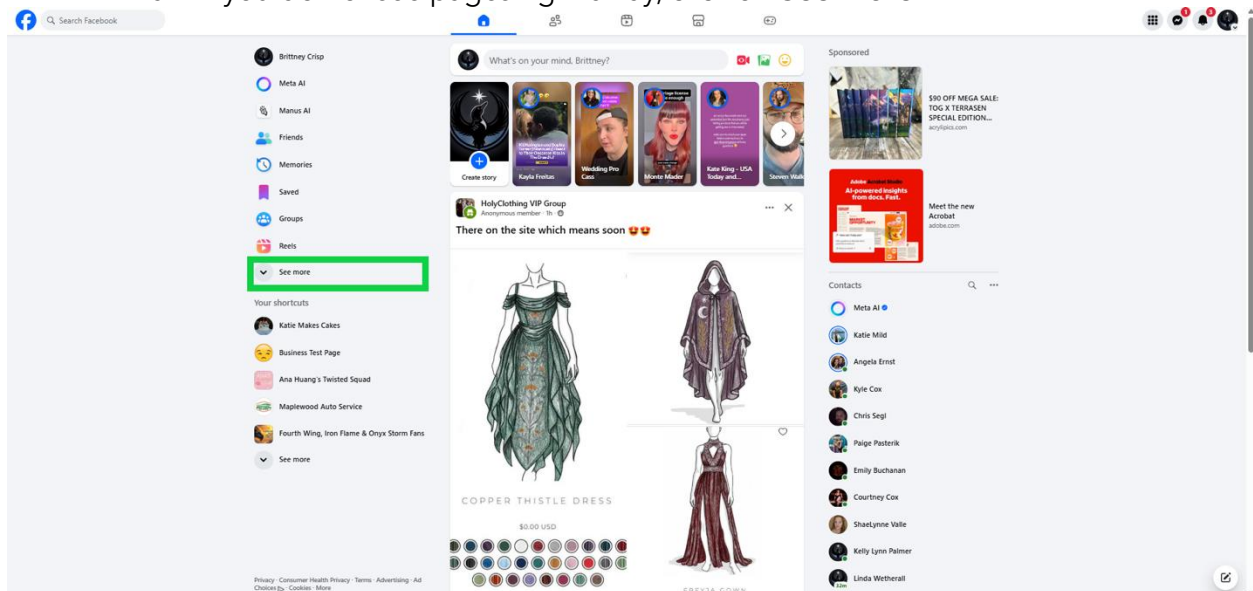
Facebook Access

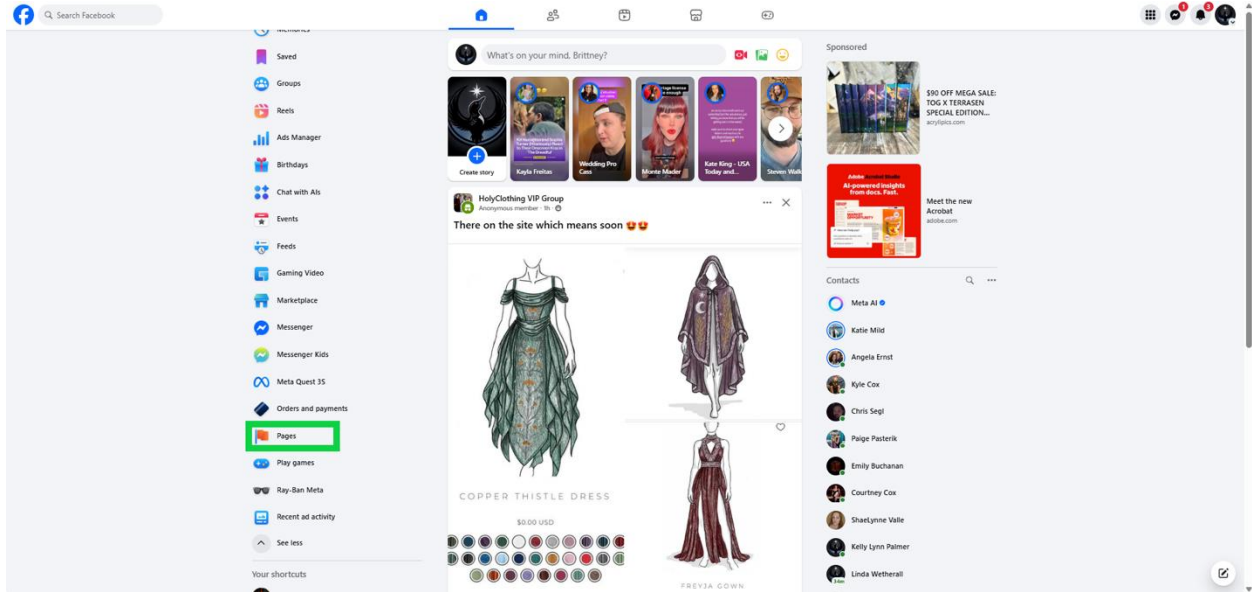
Business Manager Assignment

1. Start by going to <https://www.facebook.com/>

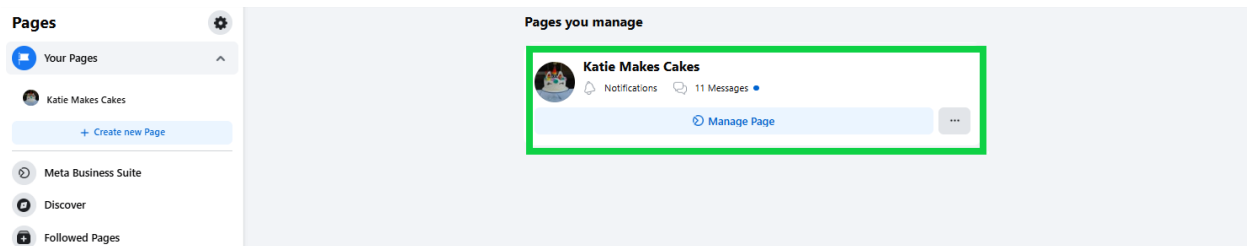


- a. You may start by going to your business page itself, if you do, proceed to step 4.
2. On the left side, under your profile name, find the Orange flag Pages Tab.
 - a. If you do not see pages right away, click on **See More**

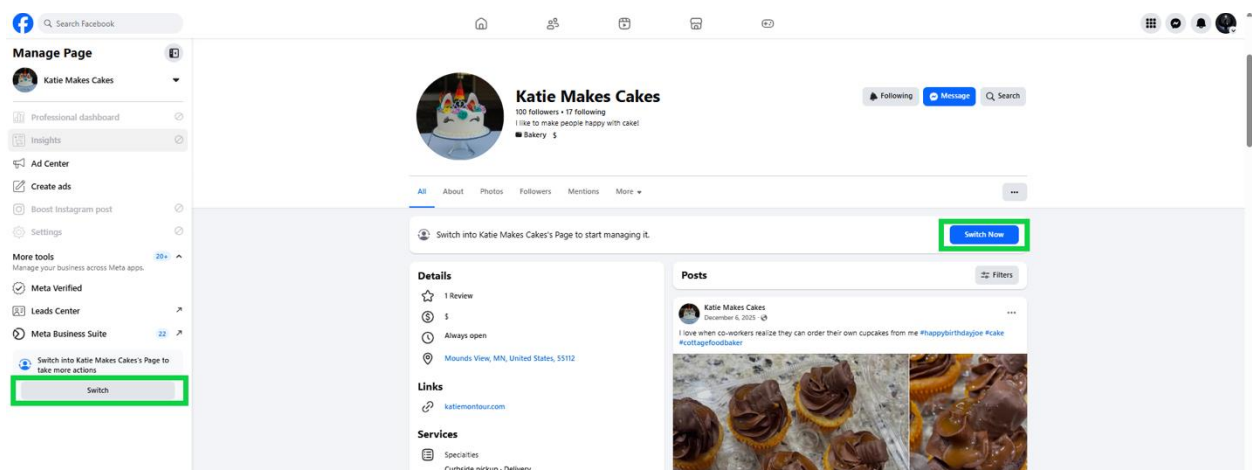




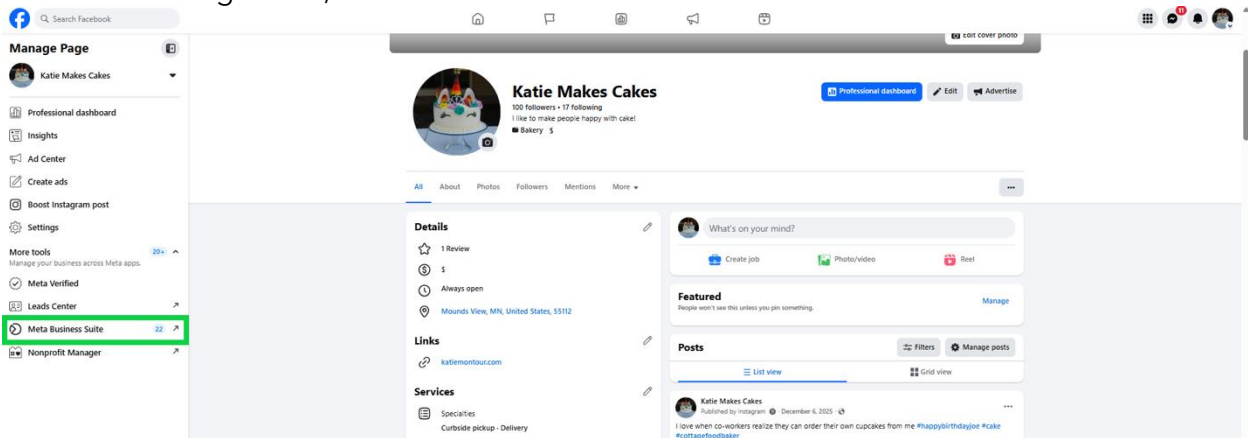
3. Once you have clicked on the pages tab, select the business page.
 - a. If you have more than one location, you will have to do this individually per page.



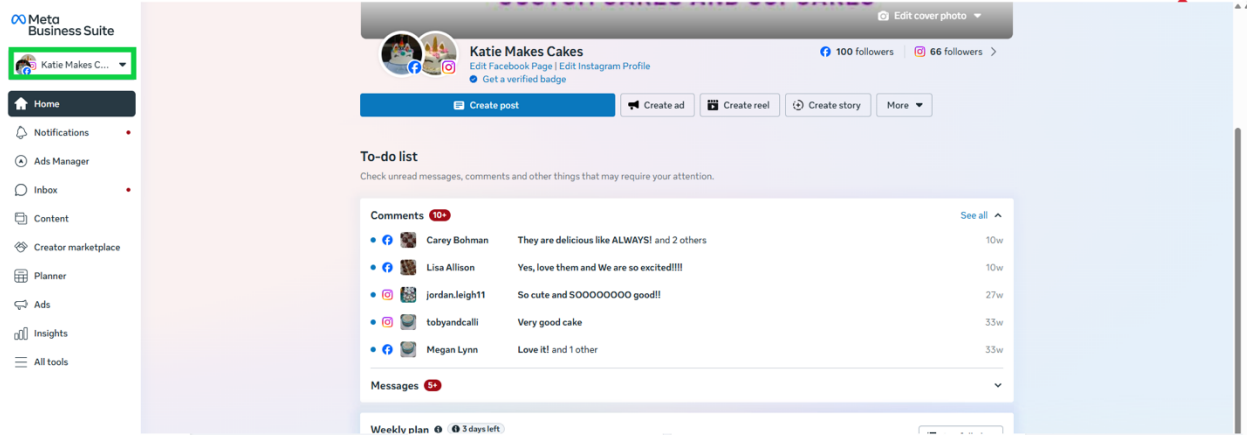
4. Once you are on the business page, switch into the business profile and the right hand menu will be open to selections.



5. On the right side, click on Meta Business Suite



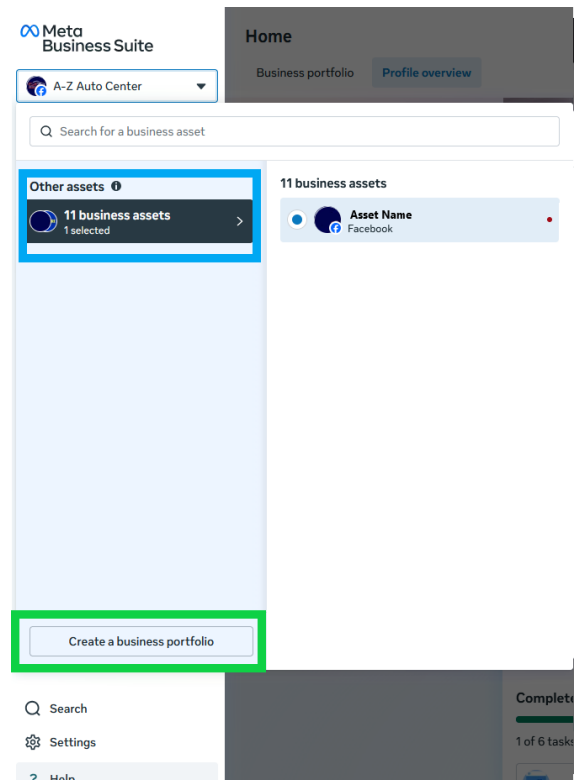
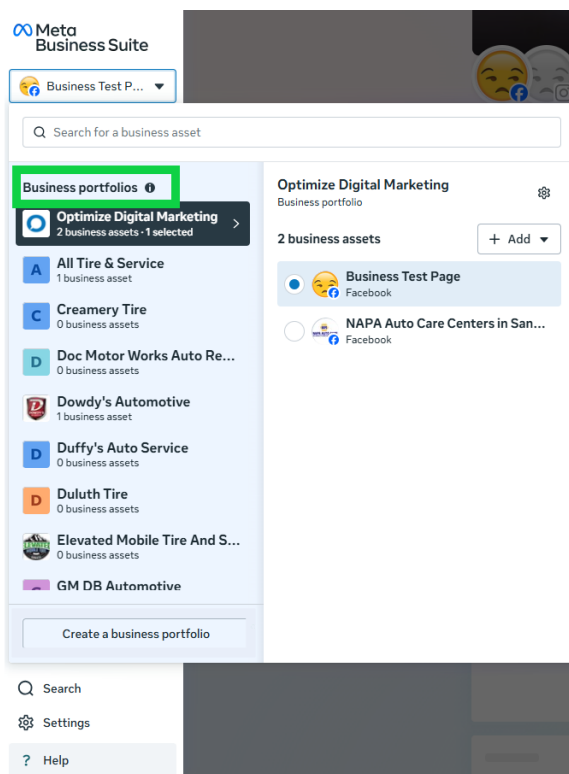
6. A new tab will open, under the Meta Business Suite logo, click on the drop down.



- Under the **Business Portfolio** section, select the business portfolio you want to access. (Screenshot left) proceed to step 8.

*If you do not see the business portfolio listed or you do not currently have a Business Portfolio section (screenshot right). Click the **"Create Business Portfolio"** button on the left to get started.

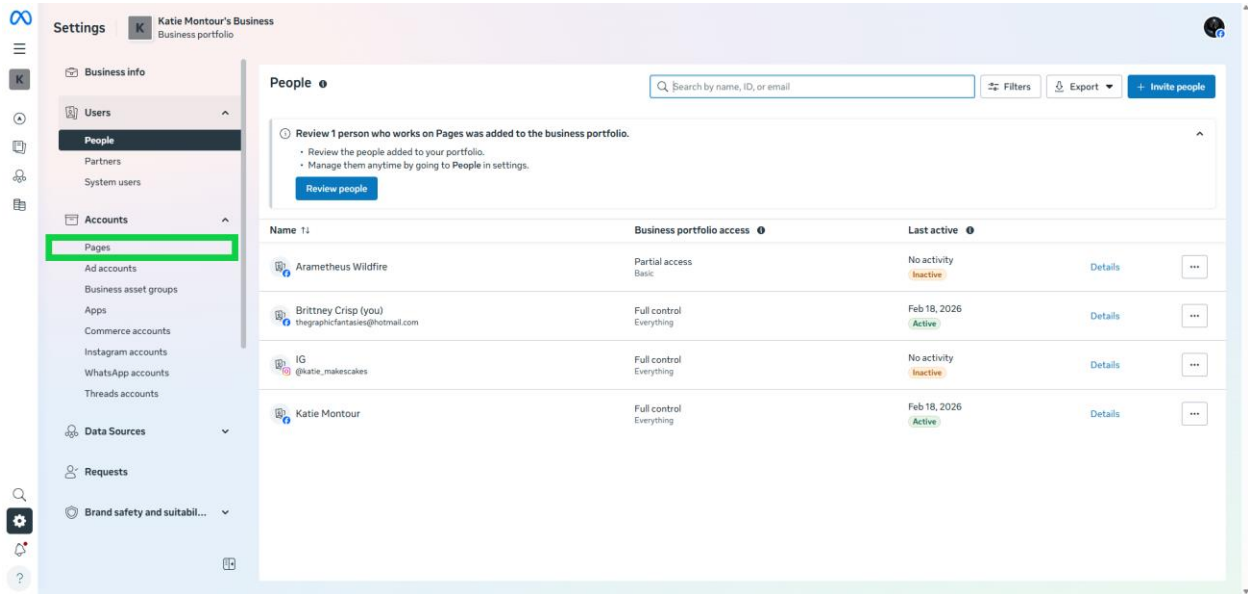
If you need assistance setting up your Business Portfolio, please contact your Sales Representative to learn more about our setup services.



8. Follow to the right and select the gear icon.

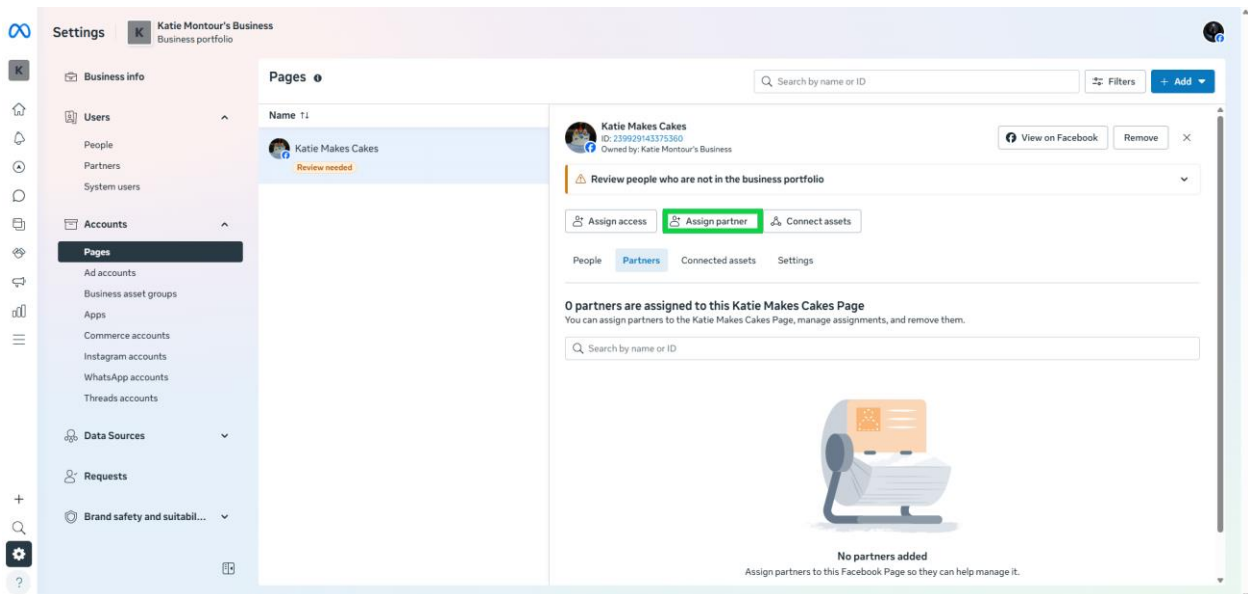
The screenshot displays the Meta Business Suite interface. At the top left is the 'Meta Business Suite' logo. Below it is a user profile for 'Katie Makes C...' with a dropdown arrow. A search bar labeled 'Search for a business asset' is positioned below the profile. The main content area is divided into two columns. The left column, titled 'Business portfolios', lists several portfolios: 'Katie Montour's Business' (1 business asset), 'Creamery Tire' (0 business assets), 'Doc Motor Works Auto Re...' (0 business assets), 'Duffy's Auto Service' (0 business assets), 'Duluth Tire' (0 business assets), 'Elevated Mobile Tire And S...' (0 business assets), 'GM DB Automotive' (0 business assets), 'Grease Monkey Idaho - Old' (0 business assets), and 'Merchant Ford'. A button at the bottom of this column says 'Create a business portfolio'. The right column, titled 'Katie Montour's Business', shows it is a 'Business portfolio' with '1 business asset'. A green gear icon is highlighted in the top right corner of this section. The asset listed is 'Katie Makes ... , katie_makes...' which is a 'Facebook Page, Instagram account'.

9. This will take you directly to the business suite. Use the left menu and click on **Pages**.



10. Select the business and a new menu will appear on the right.

11. Click **Assign Partner**



12. In the pop-up select Assign by **Business ID**

a. This is Optimize's Business Manager ID: 803664023024427

Assign partner



Assign partner by:

Business ID

Get link to share

13. Select the **Full Control** toggle at the bottom of the access levels.

Share this Facebook Page with a partner



Add a partner and choose what they can access.

Enter partner business ID ⓘ

803664023024427

Partial access (business tools only)

- ☐ **Content**
Create, manage or delete posts, stories and more as the Page. Protect your copyrighted content.
- ☐ **Community activity**
Review and respond to comments, remove unwanted content and report activity.
- ☐ **Messages and calls**
Send and respond to messages and calls as the Page.
- ☐ **Ads**
Create, manage and delete ads for the Page. Manage ad partnerships.
- ☐ **Insights**
See how the Page, content and ads perform.

Partial access (business tools and Facebook)

- ☐ **Content, Messages, Community activity, Ads, Insights**
Switch into the Page to manage things directly on Facebook and on business tools like Meta Business Suite. System users can't switch into the Page or do some sensitive tasks.

Full control (business tools and Facebook)

- ☒ **Everything (except sensitive actions) ⓘ**
Switch into the Page to manage everything, except the most sensitive actions, on Facebook and on business tools like Meta Business Suite. Give access to others and remove anyone from the Page.

Back

Assign

14. Click: **Assign**

15. To verify you can click the Partner tab next to people on the listing menu and you can verify Optimize's access.



Katie Makes Cakes
ID: 239929143375360
Owned by: Katie Montour's Business

 View on Facebook

Remove

×

 Review people who are not in the business portfolio

 Assign access

 Assign partner

 Connect assets

People

Partners

Connected assets

Settings

1 partner is assigned to this Katie Makes Cakes Page
You can assign partners to the Katie Makes Cakes Page, manage assignments, and remove them.

 Search by name or ID

Partners with full control

 Optimize Digital Marketing



Manage

*ODM is not notified when added to listings, please respond to the original email and let ODM know you've completed the steps to connect your profile.