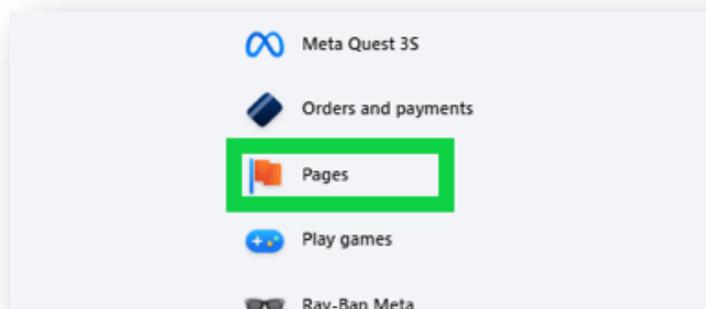
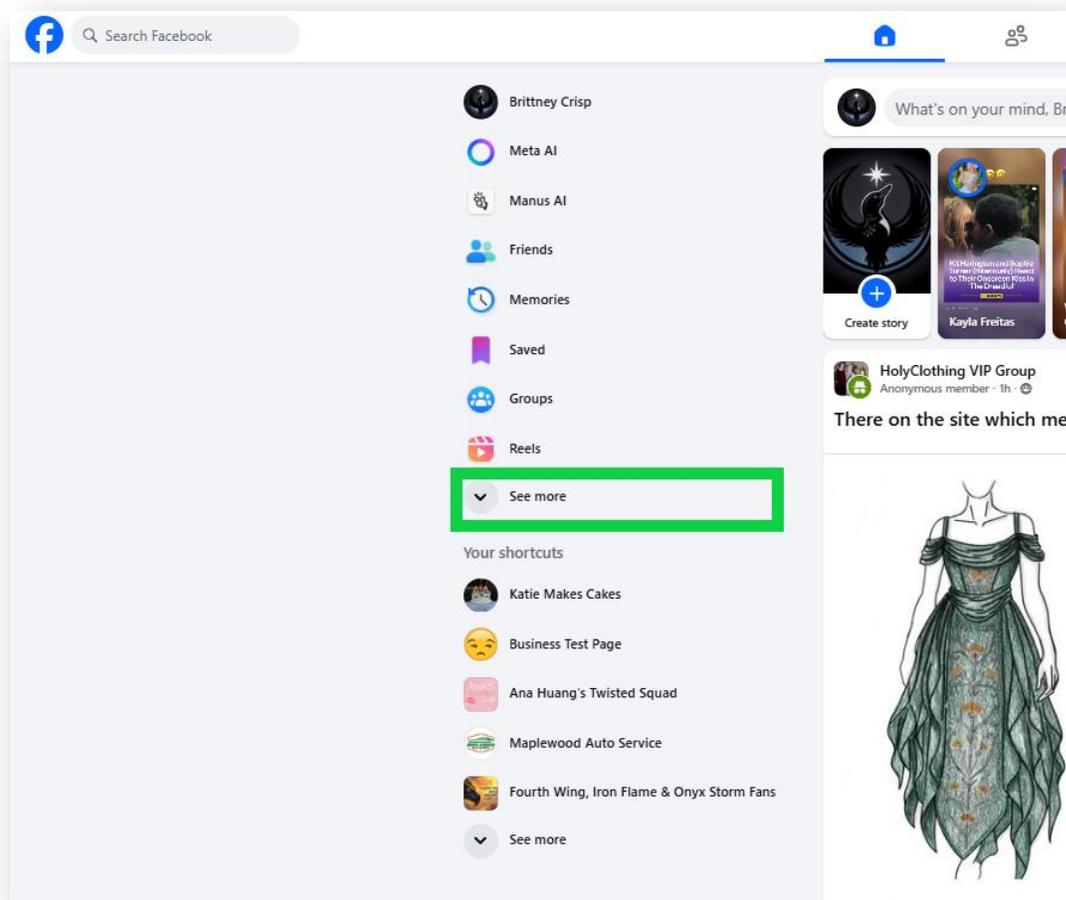


Facebook Access

Step 1: Go to <https://www.facebook.com/>

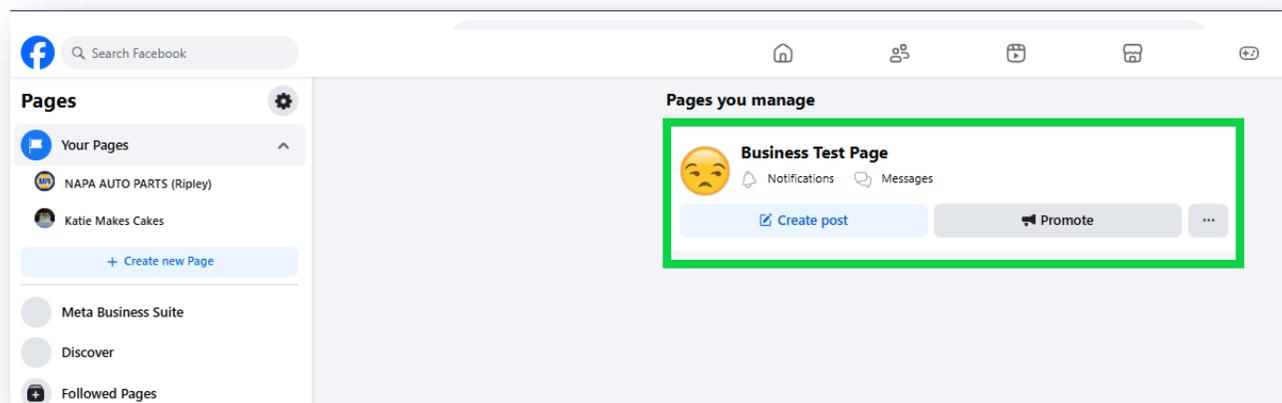
Step 2: On the left side, under your profile name, find the Orange Flag - Pages Tab.

a. If you do not see pages right away, click on **See More**

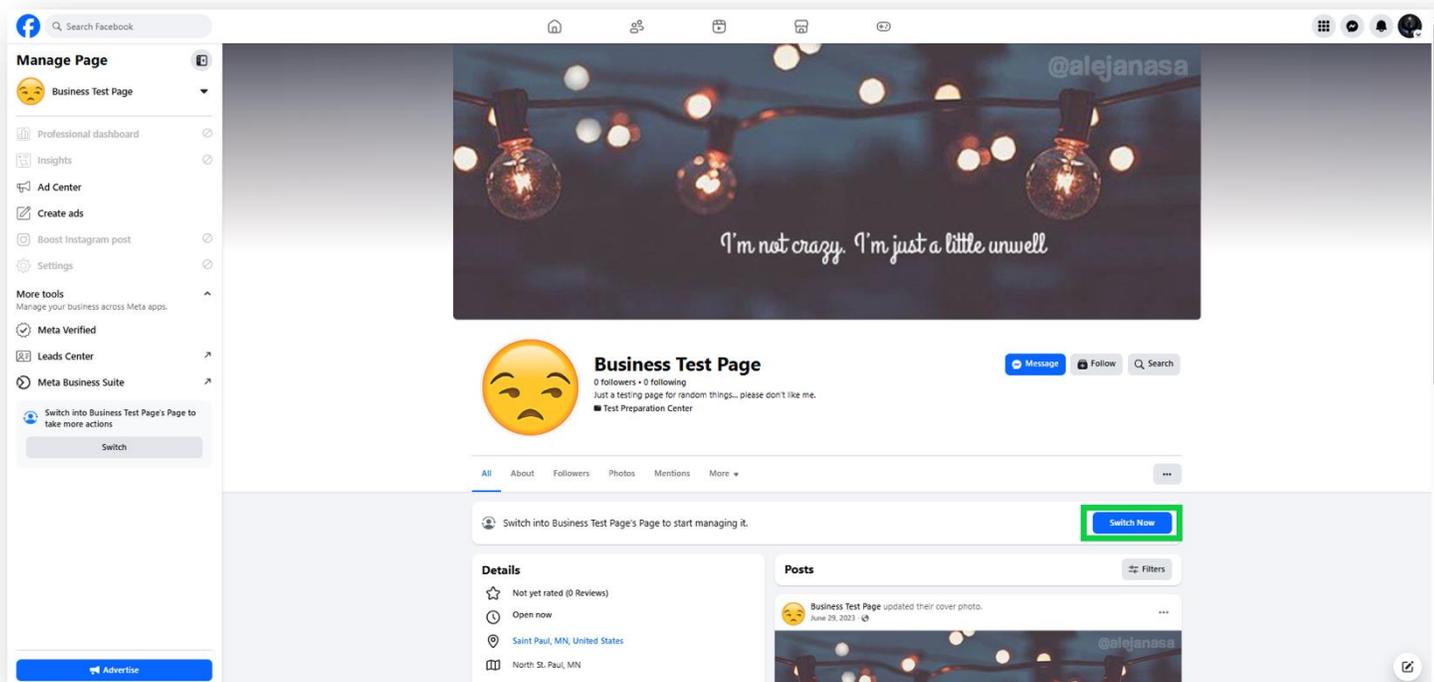


Step 3: Select the business page.

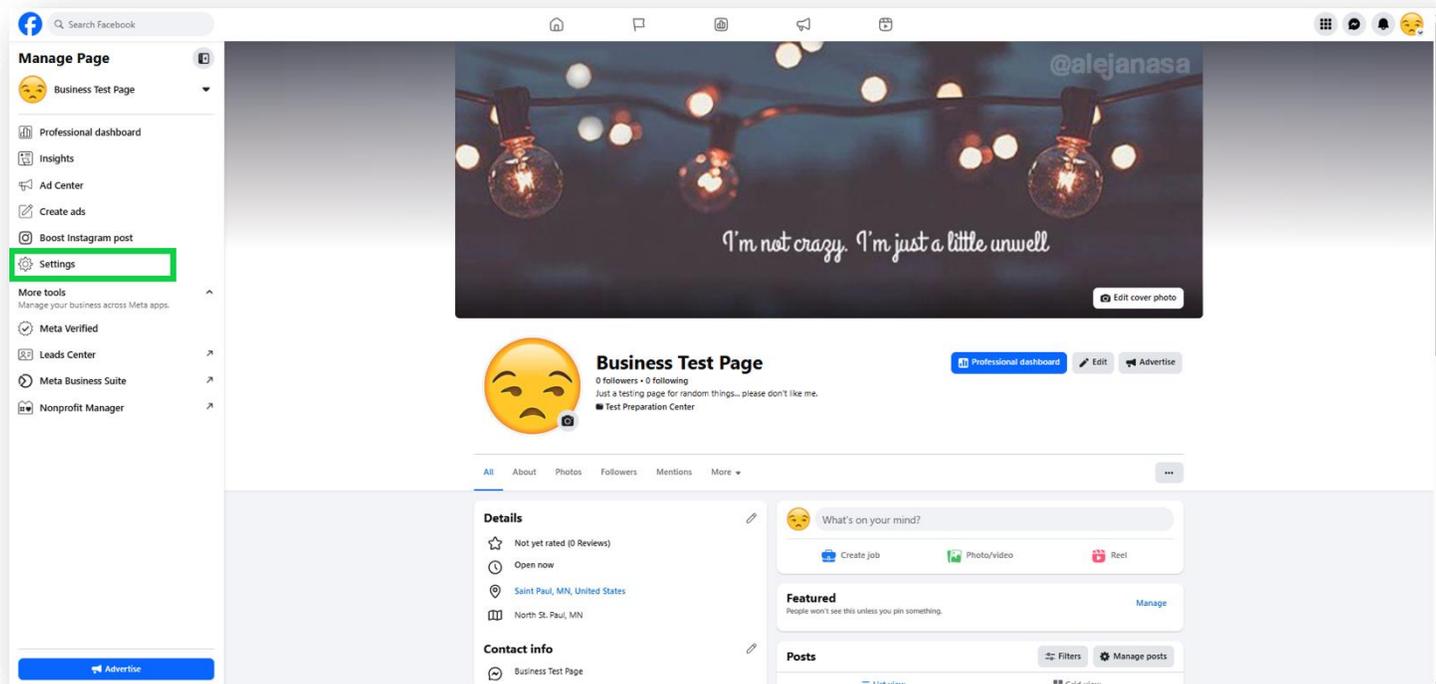
b. If you have more than one location, you will have to do this individually per page.



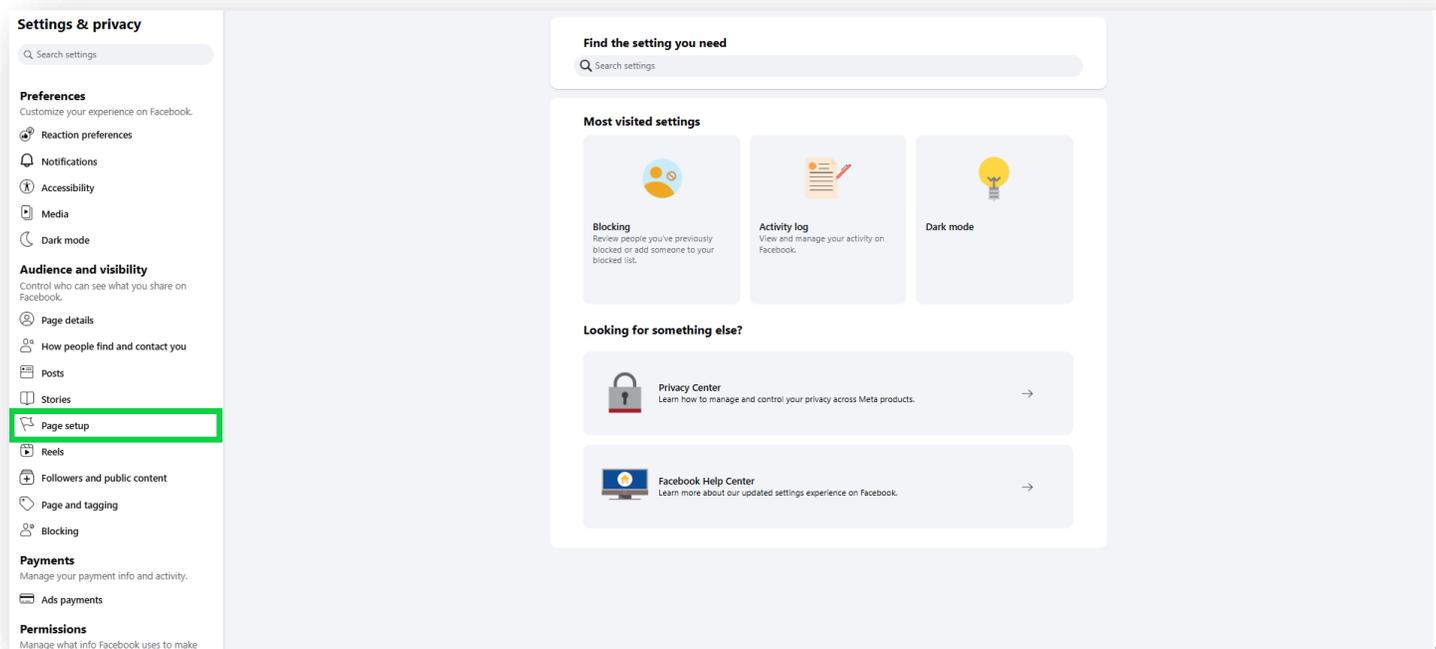
Step 4: Once you are on the business page, switch into the business profile and the right hand menu will be open to selections.



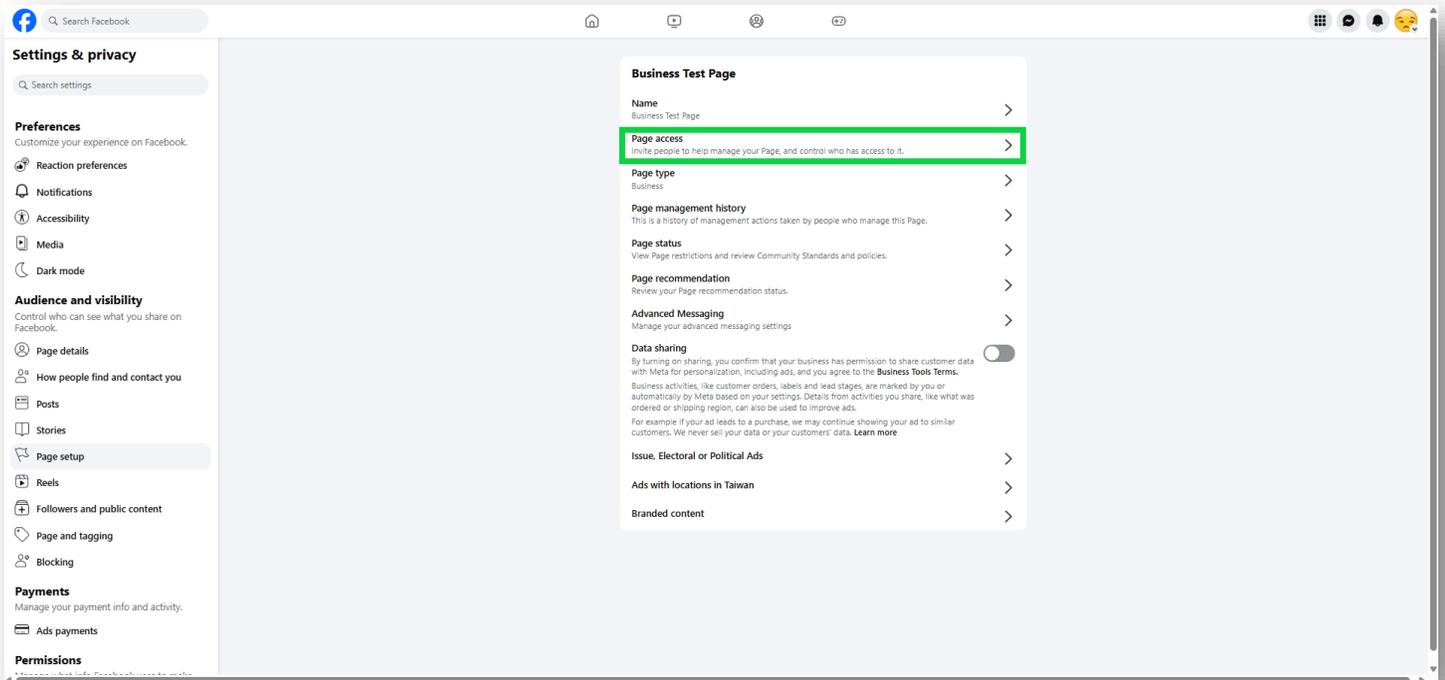
Step 5: On the right side, select the Settings tab



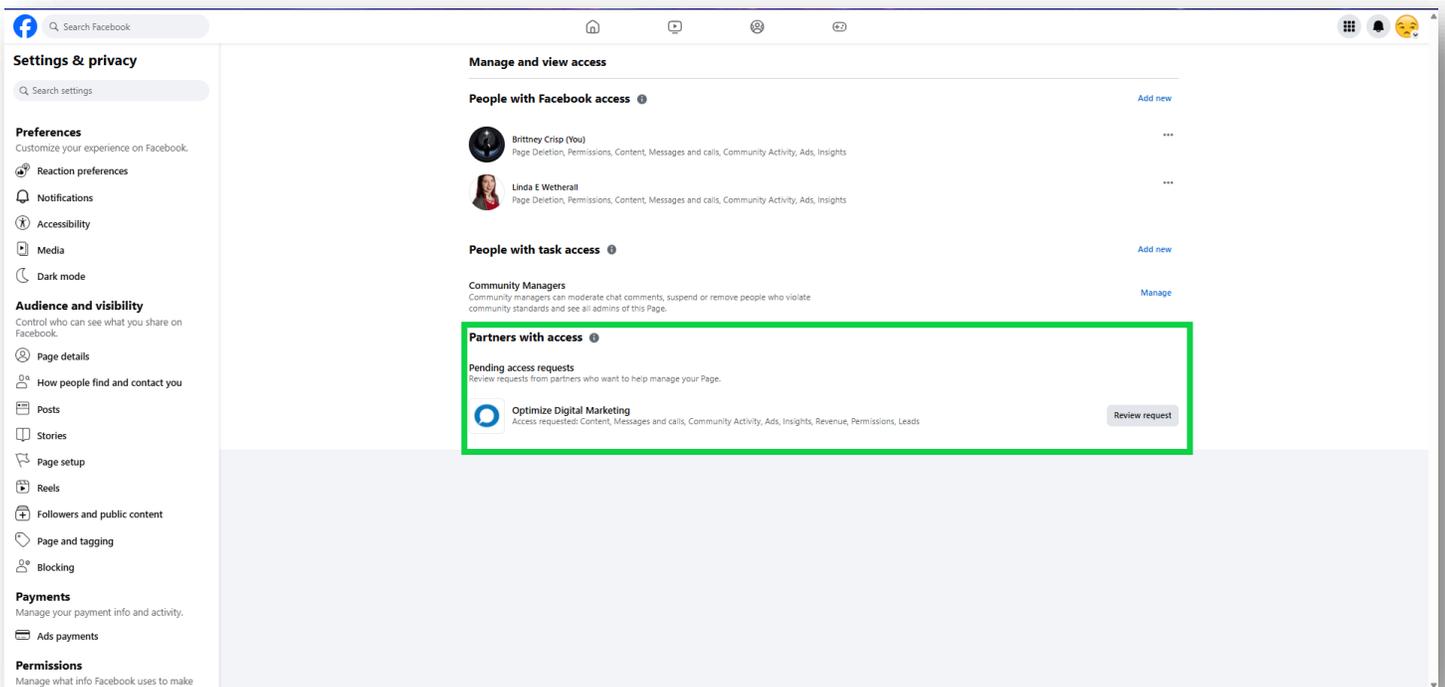
Step 6: Remain on the left side and select Page Setup



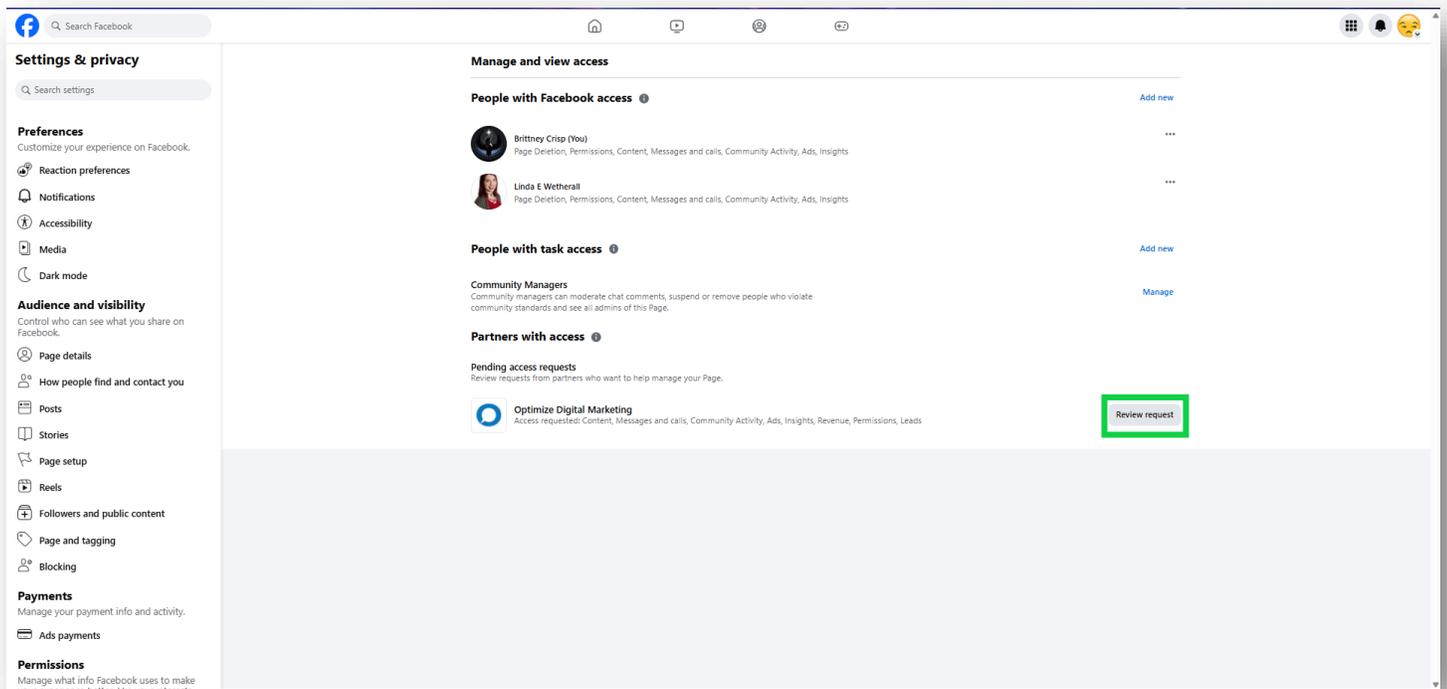
Step 7: Within Page setup select Page Access



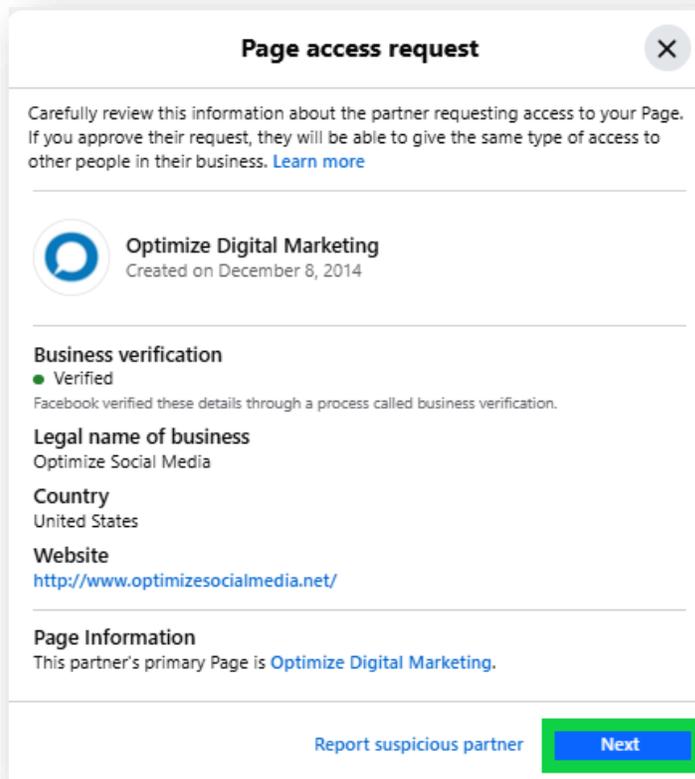
Step 8: Within the access page, you will see the Optimize Digital Marketing **pending Partner Request**



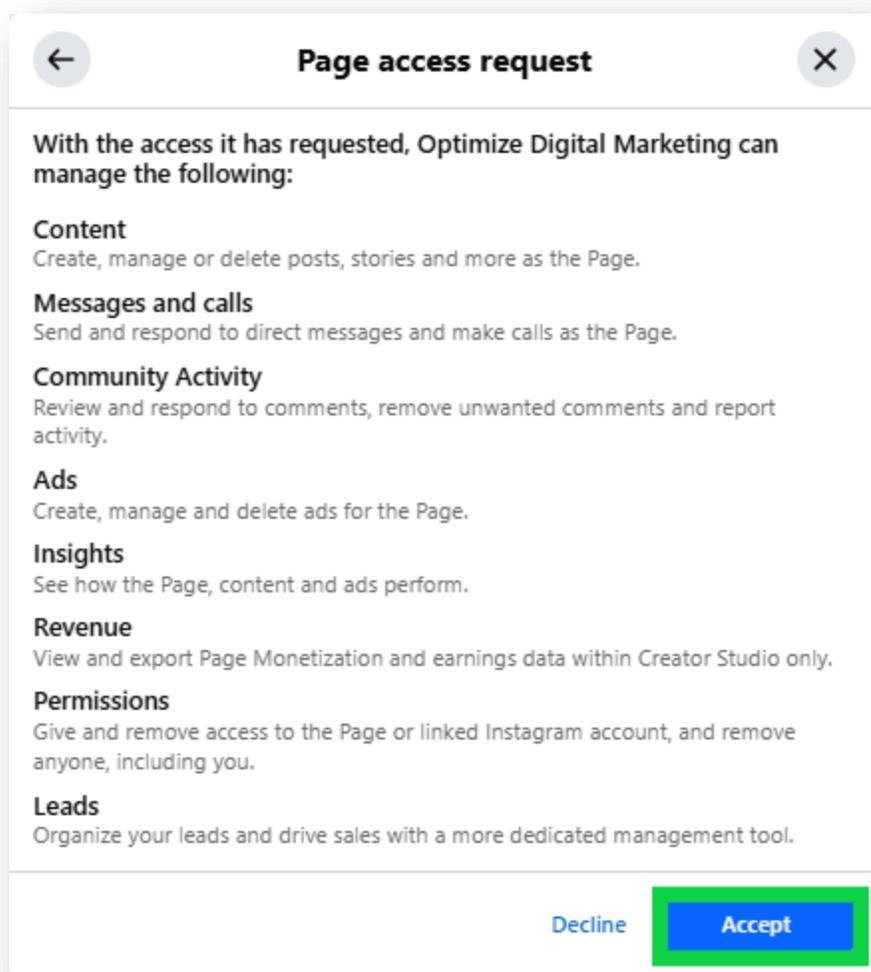
Step 9: Click Review Request



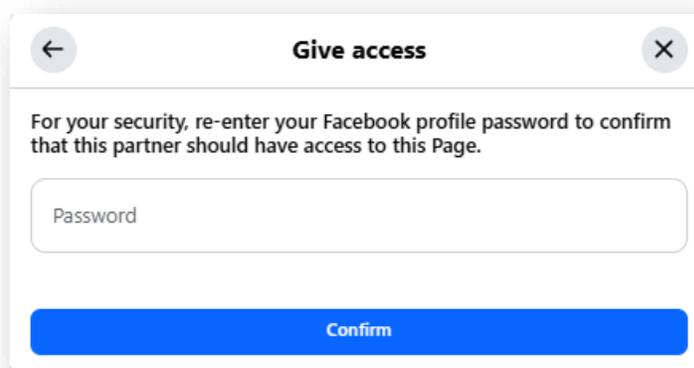
Step 10: The page access pop-up will appear where you will select **Next**



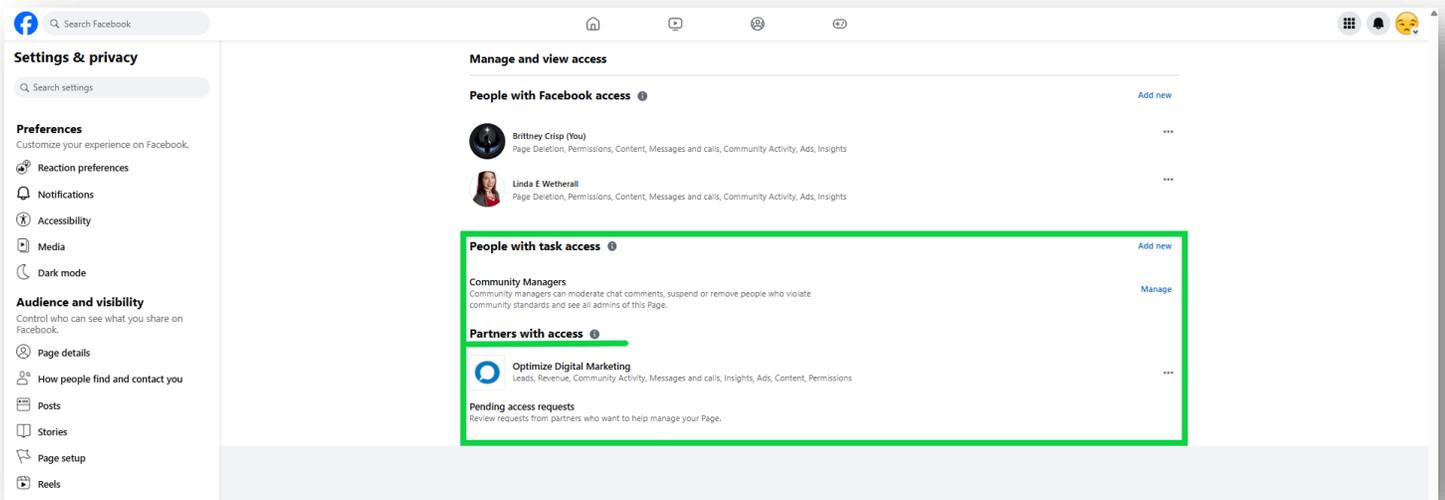
Step 11: Review the access details and **Accept**.



Step 12: Once accepted, put in the password to the personal account you are logged into.
c. This may trigger a two-factor authentication.



Step 13: Once the password is accepted, the page will refresh Optimize will appear as a partner of the business.



*ODM is not notified when added to listings, please click the acknowledgement link in the email to confirm you have added all locations.