

## Granting GA-4 Access

Here are the steps to do this:

- Log in to your Google Analytics 4 account
- On the home page, navigate to the Admin option in the bottom left corner

The screenshot shows the Google Analytics 4 home dashboard. The top navigation bar includes the Analytics logo, account information, and a search bar. The left sidebar contains navigation options: Home, Reports, Explore, and Advertising. The main content area displays a 'Home' section with a summary of key metrics: Users (262, +71.2%), Event count (2.2K, +95.6%), Conversions (1), and New users (237, +69.3%). Below this is a line chart comparing 'Last 7 days' and 'Preceding period' from January 23 to 29. To the right, there are two panels: 'USERS IN LAST 30 MINUTES' showing 0 users and 'USERS PER MINUTE' showing 'No data available'. At the bottom, the 'Recently accessed' section lists 'Admin', 'Account access management', and 'Conversions'. A red arrow points from the 'Admin' button in the bottom left corner of the dashboard to the 'Admin' button in the 'Recently accessed' section.

- Within the Account section, access Account Access Management

The screenshot shows the 'Admin' settings page. On the left is a navigation sidebar with icons for home, account, settings, and a gear. The main content area is titled 'Admin' and includes a sub-header: 'These settings apply to all users of this account and property. For settings apply only to you, go to **My Preferences** in the left navigation.'

**ACCOUNT SETTINGS**

**Account**  
These settings affect your analytics account [What's an account?](#)

- Account details ⓘ
- Account access management ⓘ** (highlighted with a red box)
- All filters ⓘ
- Account change history ⓘ
- Trash ⓘ

**PROPERTY SETTINGS**

**Property**  
These settings affect your property [What's a property?](#)

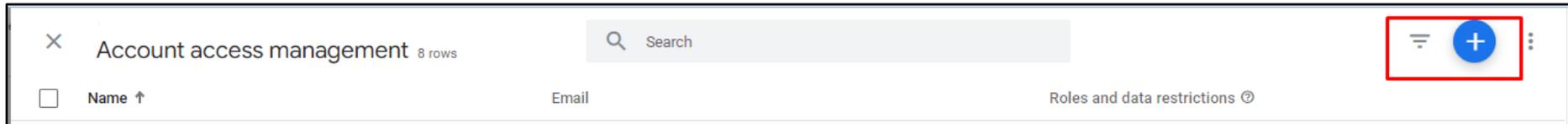
- Property details ⓘ
- Property access management ⓘ
- Property change history ⓘ
- Scheduled emails ⓘ
- Analytics Intelligence search history ⓘ

**Data collection and modification**  
These settings control how data is collected and modified

- Data streams ⓘ
- Data collection ⓘ
- Data import ⓘ
- Data retention ⓘ
- Data filters ⓘ
- Data deletion requests ⓘ

**Data display**

- Use the plus button to initiate the addition of a new user



- Enter the email address of the user for access. Select the role as an administrator and then click the "Add" button to send the invitation

