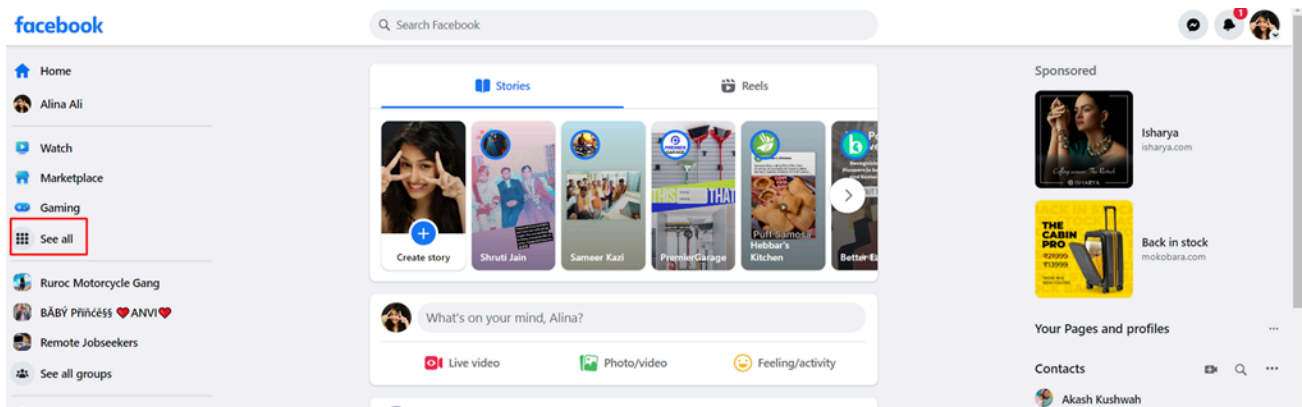
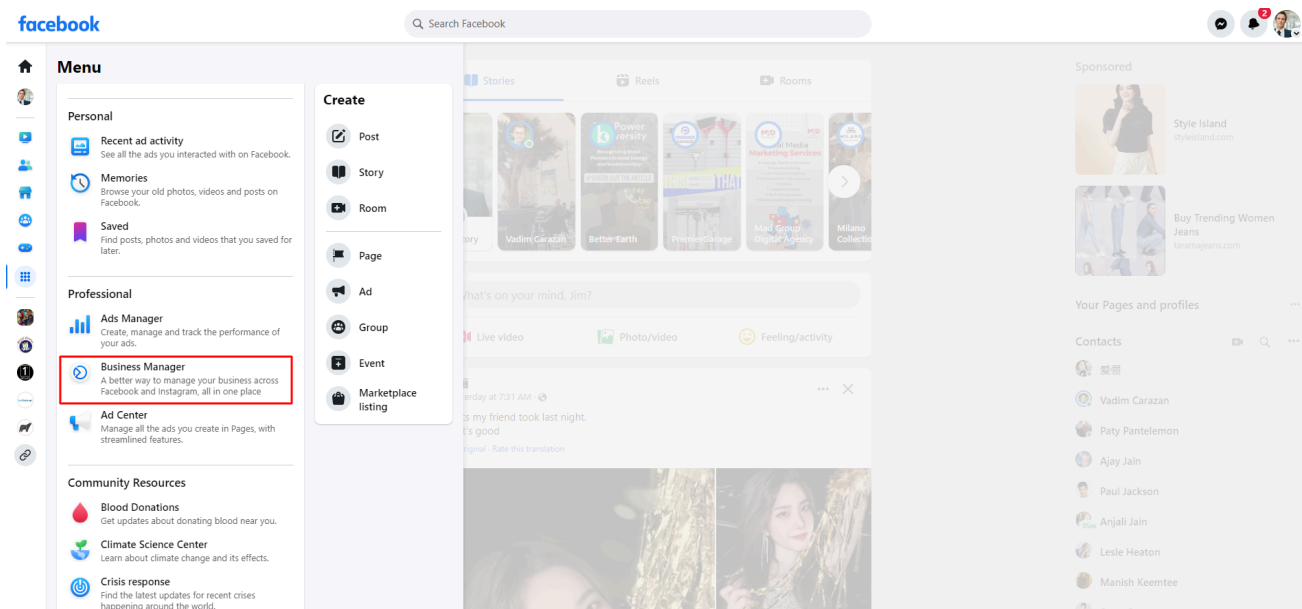


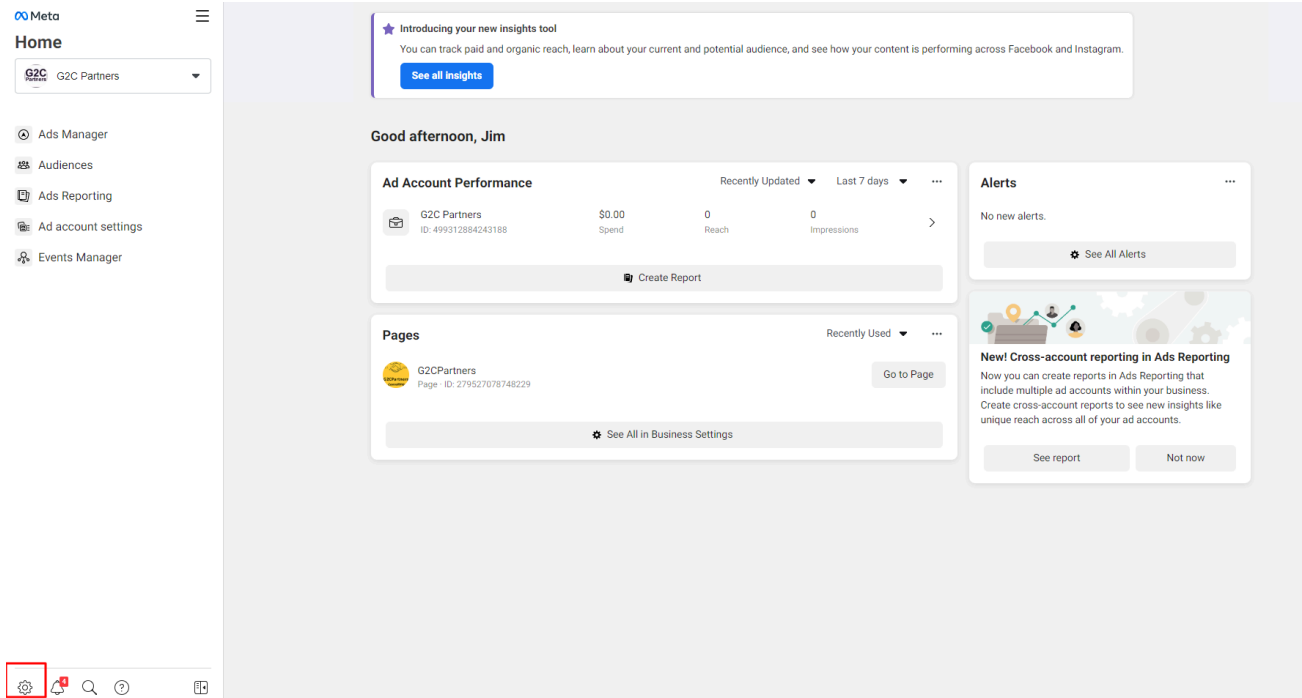
First login into FB account and click on the “See All” text marked in Red square bracket



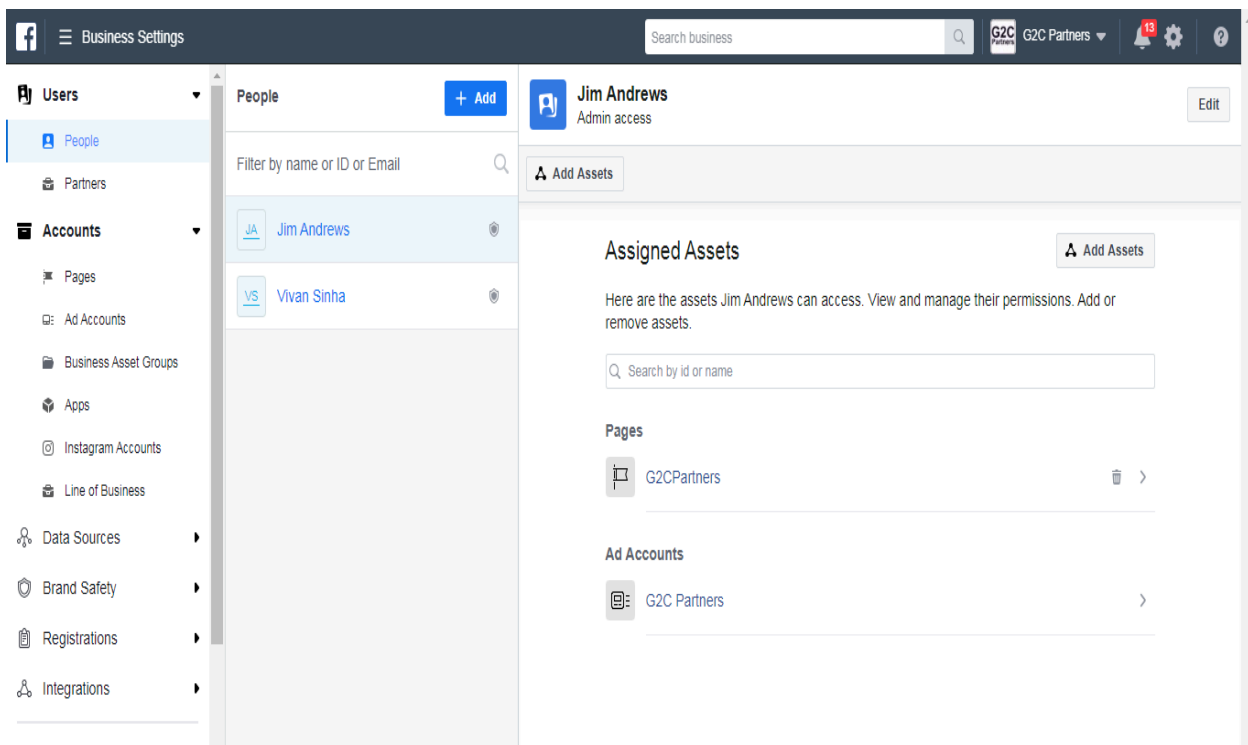
After clicking on See All, scroll down and click on Business manager, as is being shown in the screenshot below.



After clicking on the Business Manager, you will find something like the below screenshot In the bottom left corner click on the button marked in Red or click on Business Setting.



A screen something like the below screenshot will appear. Please click on the “+Add” button.



After clicking on the Add button, a screen something like the below screenshot will appear. Please enter the [g2cpartners1@yahoo.com](mailto:g2cpartners1@yahoo.com) as email ID. On this email ID, you will be giving **admin** access to G2C.For

demonstration purpose, a different email ID has been used here. Please click on the “Next” button after entering the g2cpartners1@yahoo.com

**Invite People**

Ask people to join your business by entering their email address. Then assign their access and which accounts and tools they can use.

**Enter Email Addresses**

rsamay2@gmail.com X

**Assign Business Role**

**Employee access**  
We recommend adding people as employees. They can only work on assigned accounts and tools. ☒

**Admin access**  
Admins have full control over your business. They can edit settings, people, accounts and tools. ☐

[Show Advanced Options](#)

Step 1 of 3

**Cancel** **Next**

After clicking on the “Next” button, a screen something like the below screenshot will appear. Please select the “Page/s” that you want to give access to G2C and select all the permission options as has been shown in the below screenshot.

Please click on the “Invite” button.

**Assign Access**

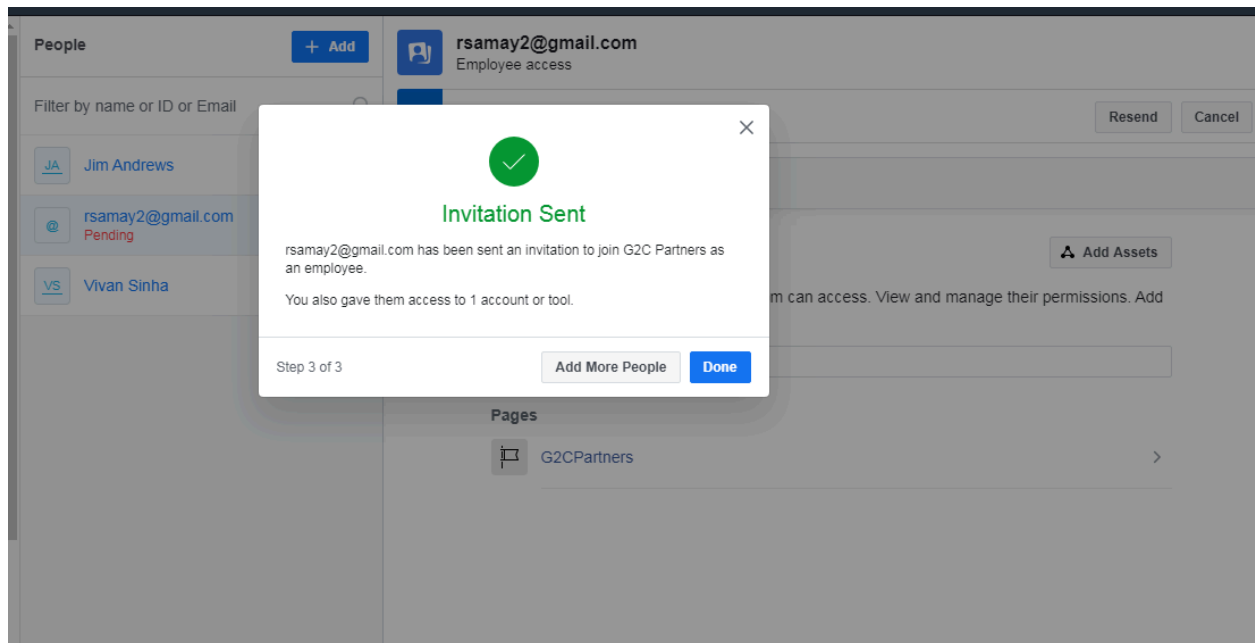
Select Asset Type	Select Assets	Permissions
Pages	<b>Search &amp; Filter</b>	<b>Publish content</b> Publish as the Page. <input checked="" type="checkbox"/>
Ad Accounts	<b>Name</b>	<b>Moderate messages and comments</b> Send messages and moderate comments as the Page. <input checked="" type="checkbox"/>
Catalogs	<b>G2C Partners</b>	<b>Create ads</b> Advertise for the Page. <input checked="" type="checkbox"/>
Apps		<b>View Page performance</b> View all Facebook Analytics and Page Insights about the Page. <input checked="" type="checkbox"/>
		<b>Manage jobs</b> Publish and manage jobs, view and manage applications, and create ads. <input checked="" type="checkbox"/>
		<b>View Earnings Insights</b> View the earnings insights for the Page. <input checked="" type="checkbox"/>
		<b>Admin Access</b> <b>Manage Page</b> Control the Page and connected Instagram account settings and permissions. Perform any action on the Page, view all Page <input checked="" type="checkbox"/>

Assign to rsamay2@gmail.com  
Employee access

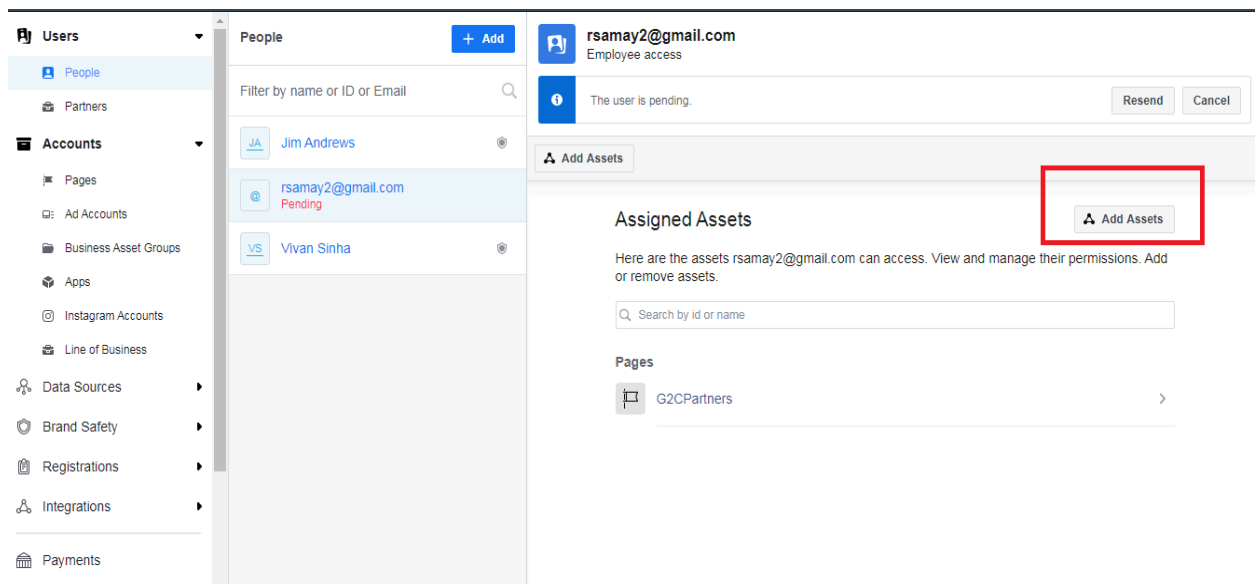
Step 2 of 3

**Back** **Invite**

After clicking on the invite button, a screen something like the below screenshot will appear. It is an invitation sent screen, mentioning that the [g2cpartners1@yahoo.com](mailto:g2cpartners1@yahoo.com) has been sent an invitation for access. Please click on the “Done” button.

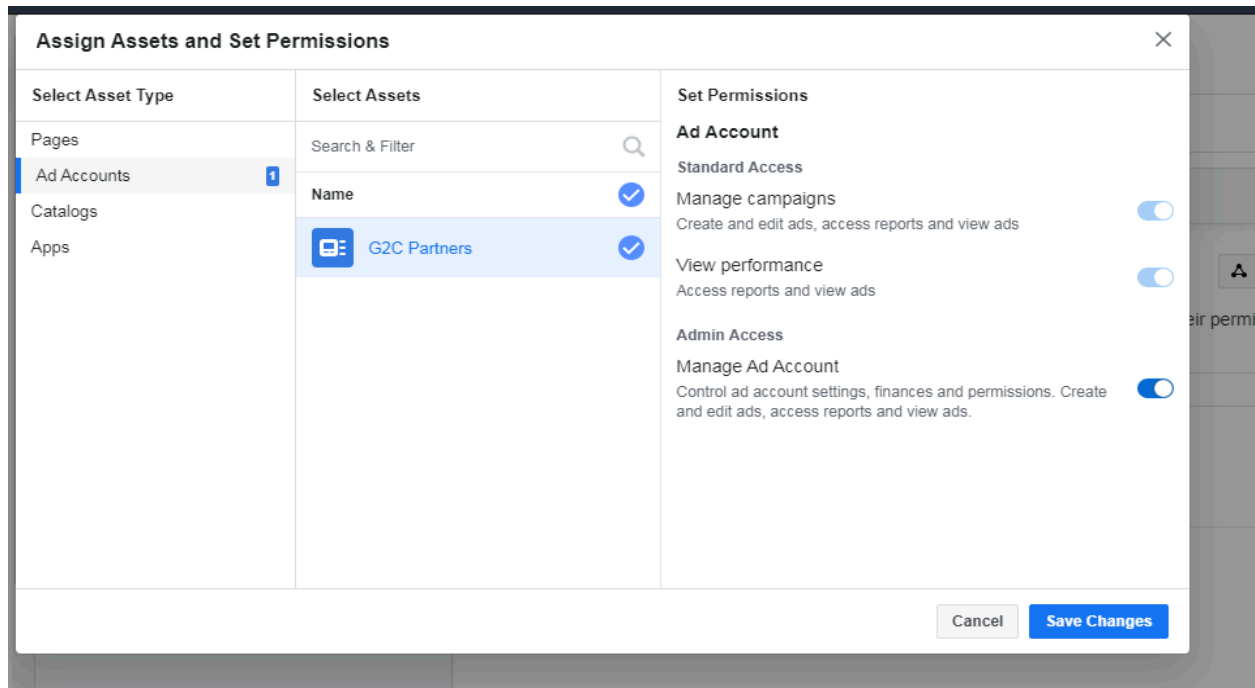


After clicking on the “Done” button, you will get screen like below screenshot. Please click on the “Add Asset” highlighted by Red mark.

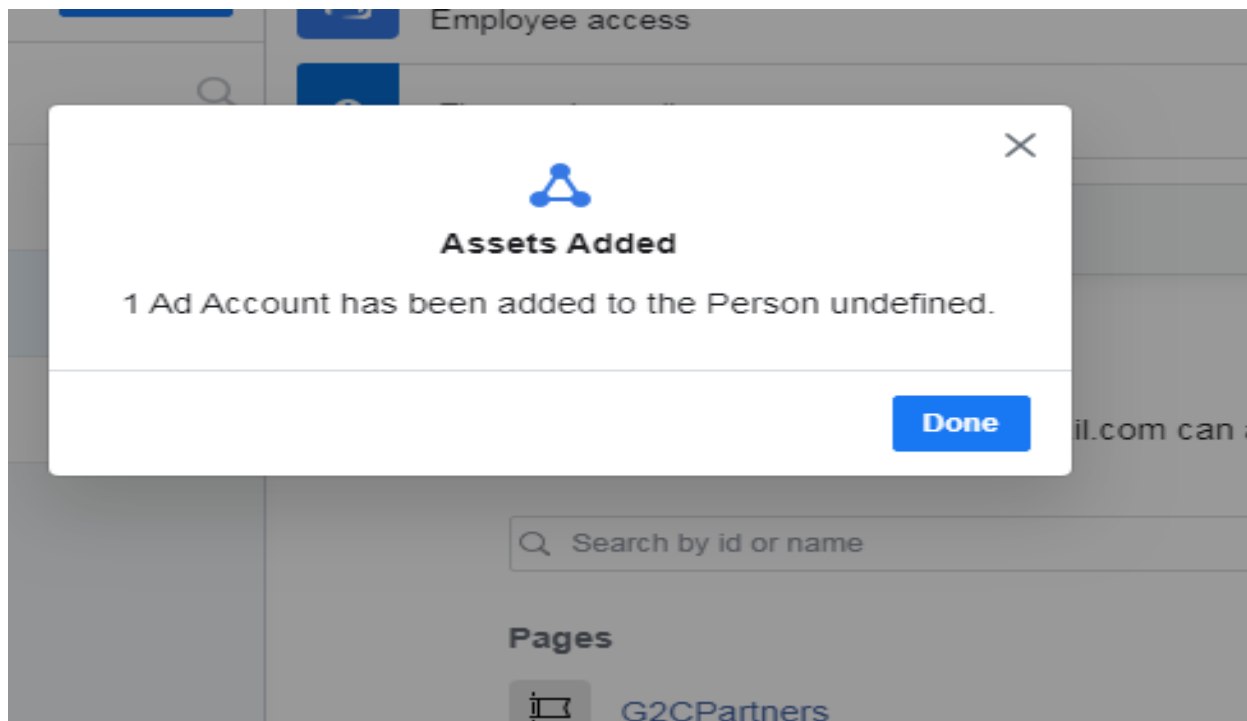


After clicking on the Add Assets, you will get a screen something like below screenshot. Please select the “Ad Account” and select the business manager that the admin access needs to be given to G2C for. After

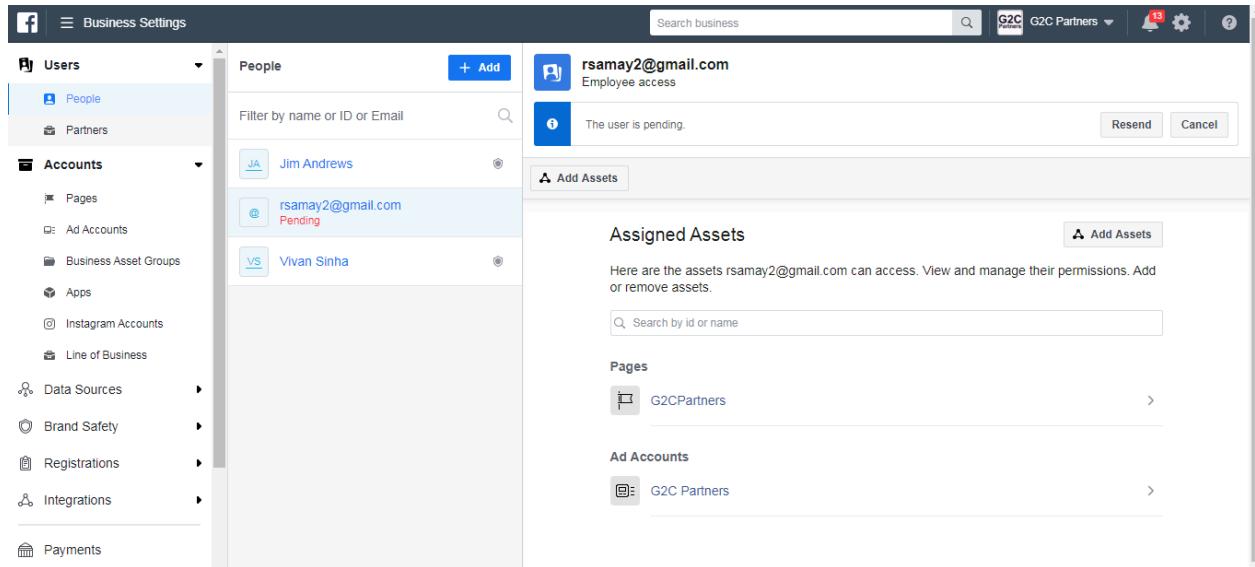
selecting the business manager account, please select all the permission options, as is being shown in below screen shot. Finally, click on the save changes.



Please select the "Done" on the screen that will look like below screenshot.



Now, you will have page something like below screenshot, showing the page/s and business manager account permission being given to [g2cpartners1@yahoo.com](mailto:g2cpartners1@yahoo.com). (It will show “pending” status until G2C accepts the email request) Here, in the below screenshot, pending status is showing corresponding to [rsamay2@gmail.com](mailto:rsamay2@gmail.com), as this email has been used for the demonstration purpose. But, in your case, you will be getting pending status corresponding to [g2cpartners1@yahoo.com](mailto:g2cpartners1@yahoo.com).



After this, we will accept the invitation and get the required **Admin** access on page/s and Business Manager account.