

How to set up Facebook Business Manager

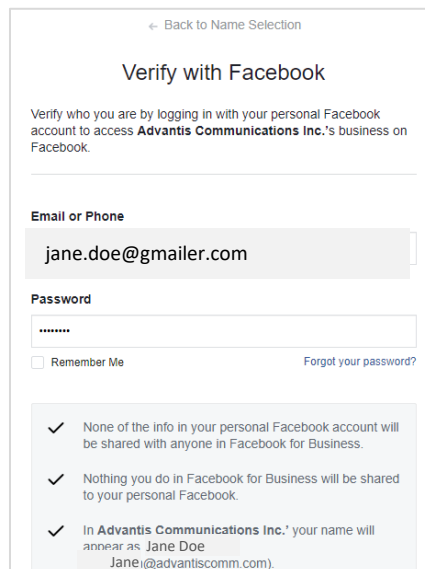
What is Facebook Business Manager?

Facebook Business Manager is a tool provided by Facebook to enable multiple people in an organization to access and manage company Page(s) and advertising accounts. It is a more secure way for organizations to provide not only employees but external suppliers with access to their Pages (and other assets). Through Business Manager, employees access your Page without having to share the same login, be Facebook friends with anyone at work, or share their personal logins —employees access your Facebook assets using their business email address. Business Manager allows you to monitor what actions are being taken by users and to control what information users have access to.

Step 1

In order to set up Business Manager, your company Page should already be set up (If you don't have a Page yet, [set one up](#)).

Your Facebook Page administrator will log into to their personal Facebook account and then go to [Business.Facebook.com](https://business.facebook.com) (NOTE: Facebook requires all users to have a personal Facebook account although no personal information will be shared).



← Back to Name Selection

Verify with Facebook

Verify who you are by logging in with your personal Facebook account to access **Advantis Communications Inc.**'s business on Facebook.

Email or Phone
jane.doe@gmailer.com

Password
.....

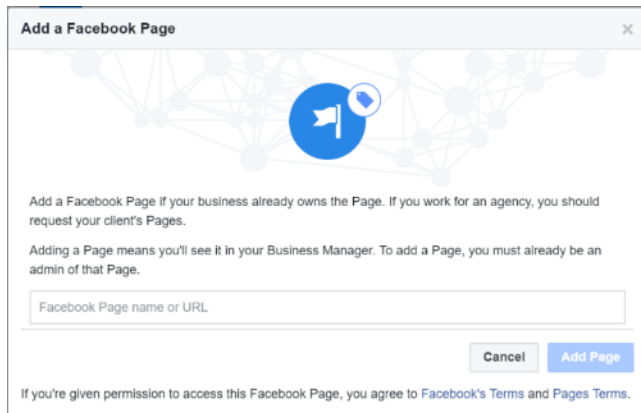
Remember Me [Forgot your password?](#)

- ✓ None of the info in your personal Facebook account will be shared with anyone in Facebook for Business.
- ✓ Nothing you do in Facebook for Business will be shared to your personal Facebook.
- ✓ In **Advantis Communications Inc.**' your name will appear as Jane Doe (Jane@advantiscomm.com).

Step 2

The administrator will complete the required fields. They will enter:

- The business/organization name
- Primary Facebook Page name or URL
- Personal name
- Business email account

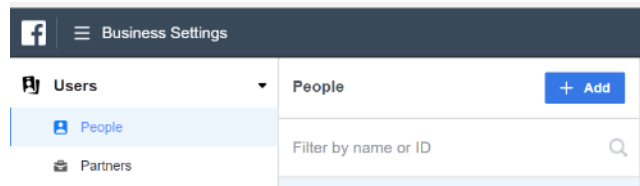


Step 3

The next step is to invite employees to Business Manager and assign Pages to them.

In Business Manager, click on **Business Settings** at the top right of the screen

1. Under "People" click "+Add"



2. Enter the work email addresses of the employees you want to add.

Invite People [X]

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 ⓘ

jane@advantiscomm.com

Assign Business Role

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

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

[Show Advanced Options](#) ▼

Step 1 of 3 Cancel Next

3. Assign the employee to the relevant Page (or other assets) by clicking beside the Page name. Using the drop-down menu, assign their roles.

Assign Access [X]

ASSET TYPES ⓘ

Pages [1]

Ad Accounts

Catalogs


Search by name or ID [Q] Page advertiser ▼

Pages	Role
<input checked="" type="checkbox"/> ABC Shoe Company	Page advertiser ▼ Select a Role Page admin Page editor Page moderator Page analyst Page advertiser Page editor
<input type="checkbox"/> Advantis Communications	

Assign to jane@advant...
Employee [jane@advantiscomm.com]

Step 2 of 3 Back Invite

4. Once an employee has been added, they will receive an invitation by email. They must accept the request by clicking “Get Started” and follow the prompts. Facebook will ask the user to verify their identity by logging into their personal Facebook account to access your Business Manager. Their personal information will not be shared.



You've been given access to Advantis Communications Inc.


Ernesta Rossi has given you access to Advantis Communications Inc.'s business on Facebook so you can work on their Pages and ad accounts.

[Get Started](#)
[Learn More](#)

Everything in One Place
See and access all of the Pages and ad accounts you need to work on in one convenient place.

Work Faster and Better
Save time by using your Facebook login to access all your Pages and ad accounts.

Keep Work Separate
You don't need to be friends with anyone from work to get access to Pages and ad accounts.



You've been given access to Advantis Communications Inc.

Ernesta Rossi has given you access to **Advantis Communications Inc.**'s business on Facebook so you can work on their Pages, ad accounts and more.

Your Name
This will determine how your name is shown inside the business.

Emails for this business will be sent to cyrus@advantiscomm.com. If you prefer another address, please notify Ernesta Rossi.

[Continue](#)

[← Back to Name Selection](#)

Verify with Facebook

Verify who you are by logging in with your personal Facebook account to access **Advantis Communications Inc.**'s business on Facebook.

Jane Doe (not Jane Doe?)

Password

Remember Me [Forgot your password?](#)

- ✓ None of the info in your personal Facebook account will be shared with anyone in Facebook for Business.
- ✓ Nothing you do in Facebook for Business will be shared to your personal Facebook.

5. Once an employee follows these steps, they will have immediate access to their Business Manager account, as well as to the company Page.

Resources: [Guide: How Business Manager Works](#)