

## Instructions: Access to Facebook Business Manager

For this campaign, you must allow Everywhere Agency to access your Facebook Page and your Instagram Account via Facebook Business Manager in order to:

- Boost your Facebook posts
- Create an Instagram ad using your Instagram post

In order to complete the below steps, you will need the following Business ID:  
Everywhere: 1035765743120576

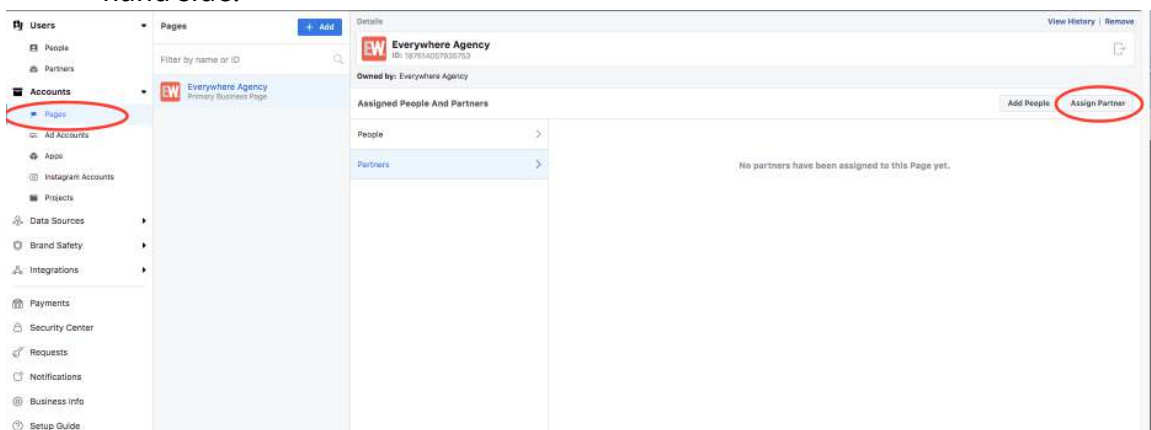
### Granting Access to Facebook Page

*Please complete these steps to connect both the brand and Everywhere Agency to your Facebook page.*

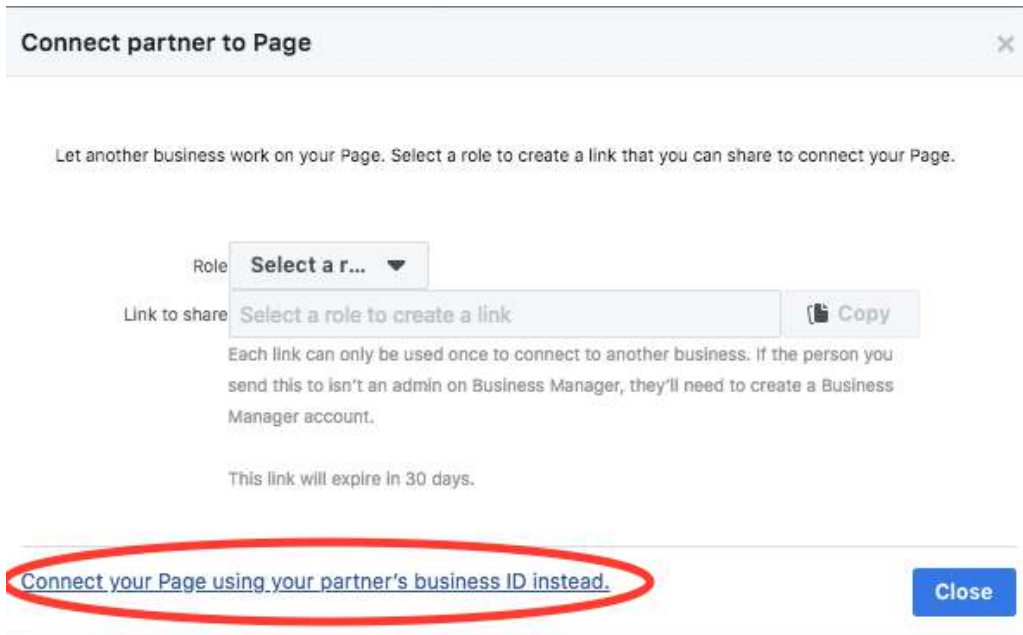
- 1) In Facebook Business Manager, click on “Business Settings”.



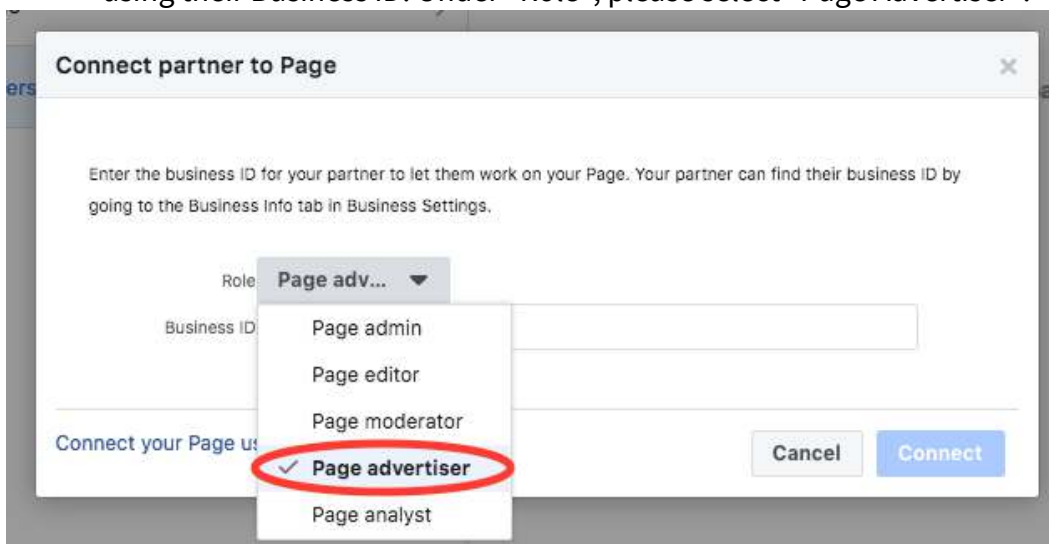
- 2) In the left hand side menu, click on “Pages” (under “Accounts”). Select the Page associated with your blog and then click on “Assign Partner” on the right hand side.



- 3) A window will pop up. Click on “Select your Page using your partner’s business ID instead”.



- 4) A new window will appear that will allow you to connect a partner to the page using their Business ID. Under “Role”, please select “Page Advertiser”.



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- 5) In the box for “Business ID”, please type in your partner’s business ID and then press “Connect” in the bottom right corner.

### Connect partner to Page ✕

Enter the business ID for your partner to let them work on your Page. Your partner can find their business ID by going to the Business Info tab in Business Settings.

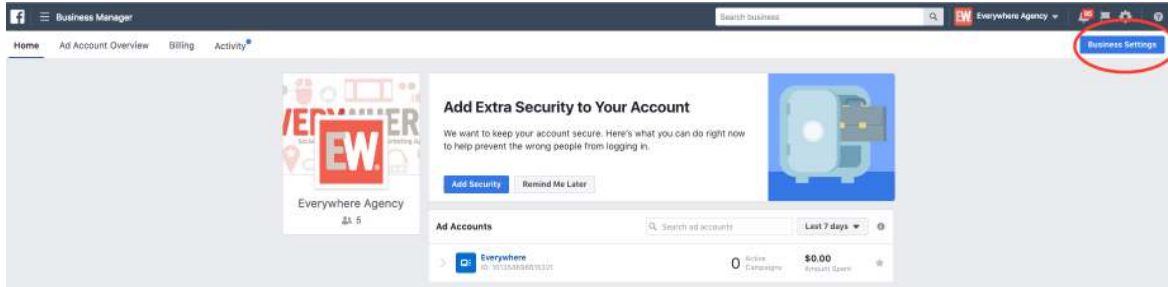
Role	Page adv... ▼
Business ID	1035765743120576

Connect your Page using a link instead.

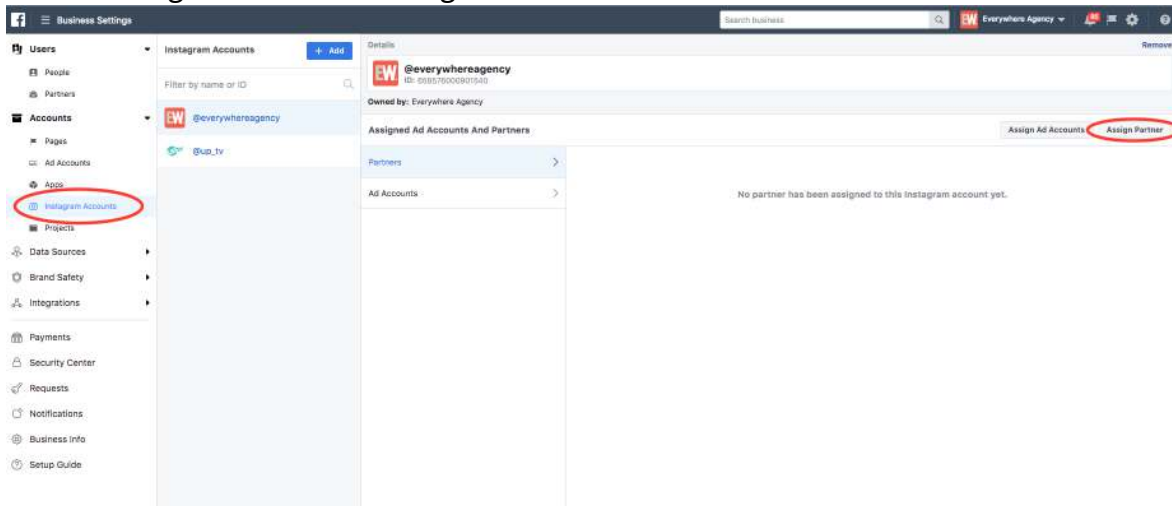
Cancel Connect

## Granting Access to Instagram Account

- 1) In Facebook Business Manager, click on “Business Settings”.



- 2) In the left hand side menu, click on “Instagram Accounts” (under “Accounts”). Select the Instagram Account associated with your blog and then click on “Assign Partner” on the right hand side.



- 3) A new window will appear that will allow you to connect a partner to the page using their Business ID. Please enter your partner’s Business ID and press “Confirm” in the bottom right corner.

**Assign Advertising Partner** ✕

Assign @everywhereagency to a partner by entering their business ID below. The partner can find their business ID in the “Business Info” tab.

Business ID