

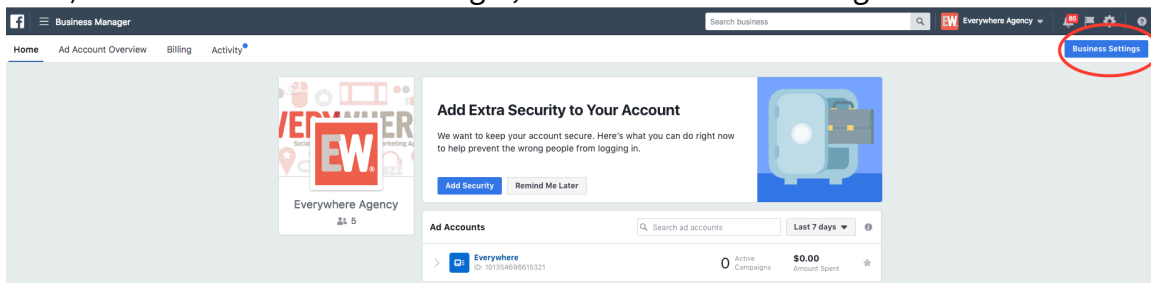
## Instructions: Access to Facebook Business Manager

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 content.

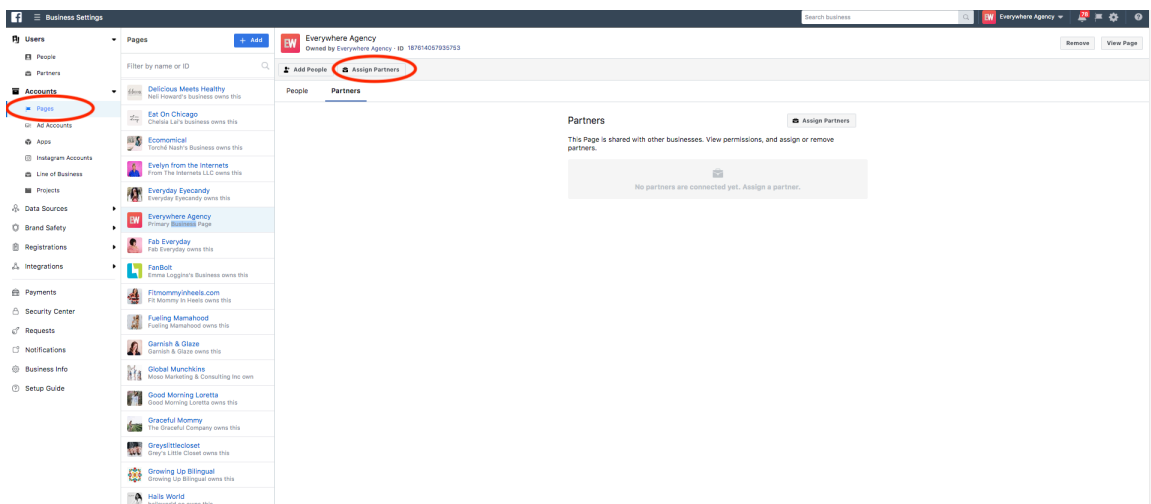
In order to complete the below steps, you will need the following Business ID:  
Everywhere: 1035765743120576

### **I. Granting Access to Facebook Page**

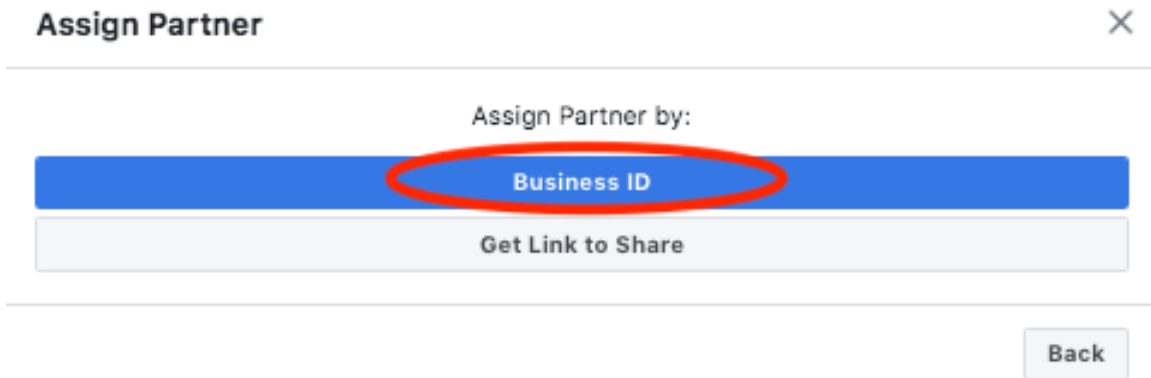
1) In Facebook Business Manager, click on “Business Settings”.



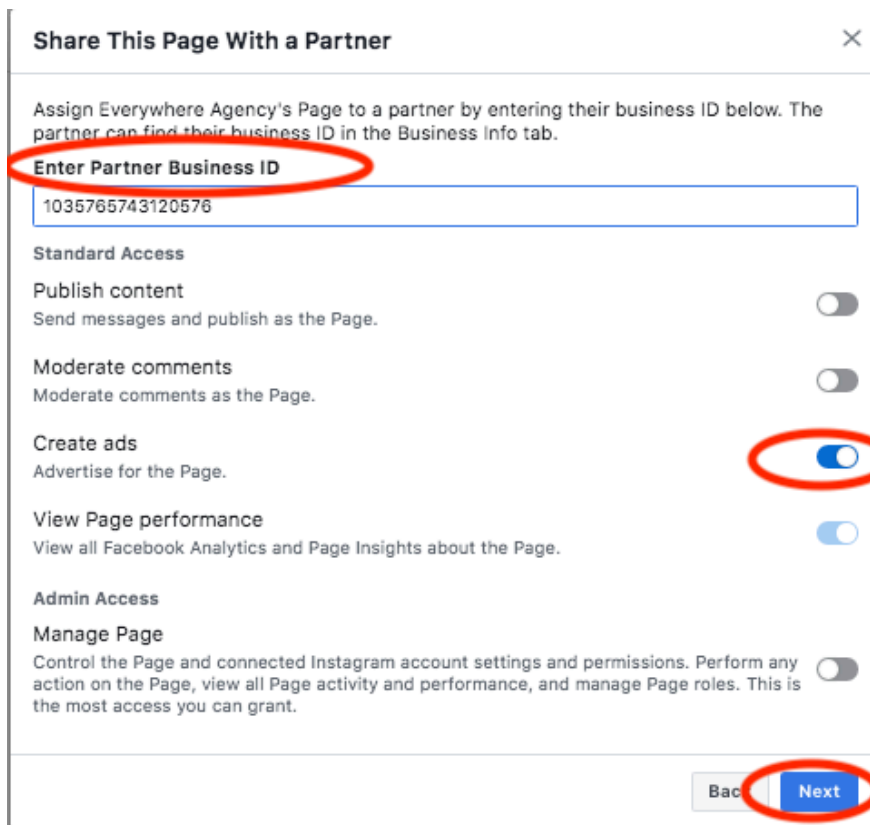
2) In the left hand side menu, click on “Pages” (under “Accounts”). Select the Page associated with your blog and then click on “Assign Partner”.



3) A window will pop up. Select “Business ID”

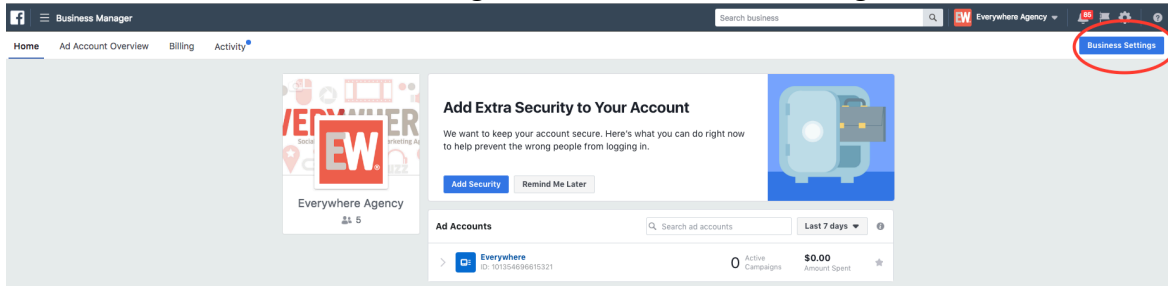


4) A new window will appear. Please enter Everywhere Agency’s Business ID (1035765743120576) and grant us access to create ads. Select “Next”.

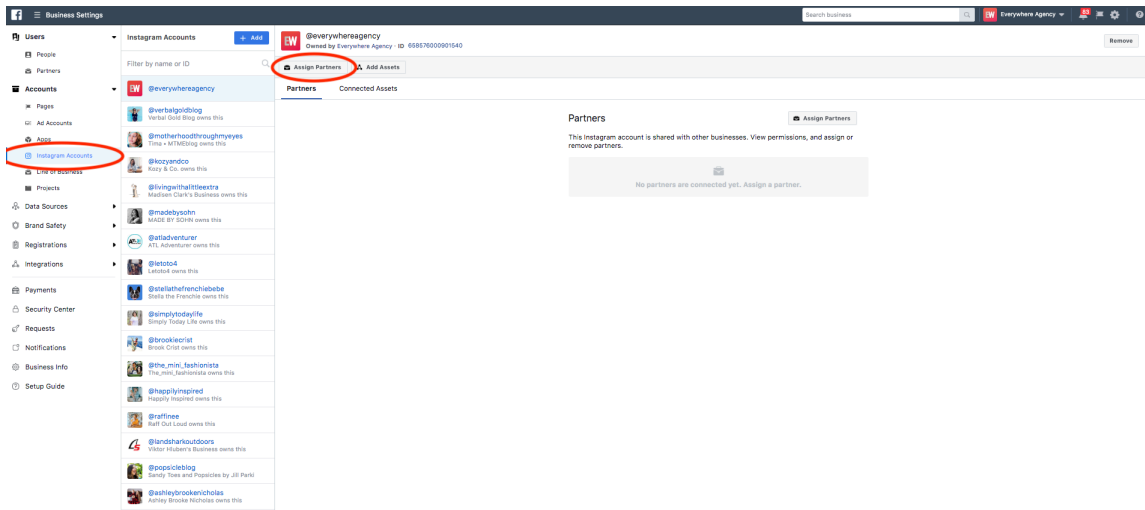


## II. Granting Access to Instagram Account

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”.



3) A new window will appear. Please enter Everywhere Agency’s Business ID (1035765743120576) and press “Next” in the bottom right corner.

