

Setting up a Partner in Facebook Business Manager

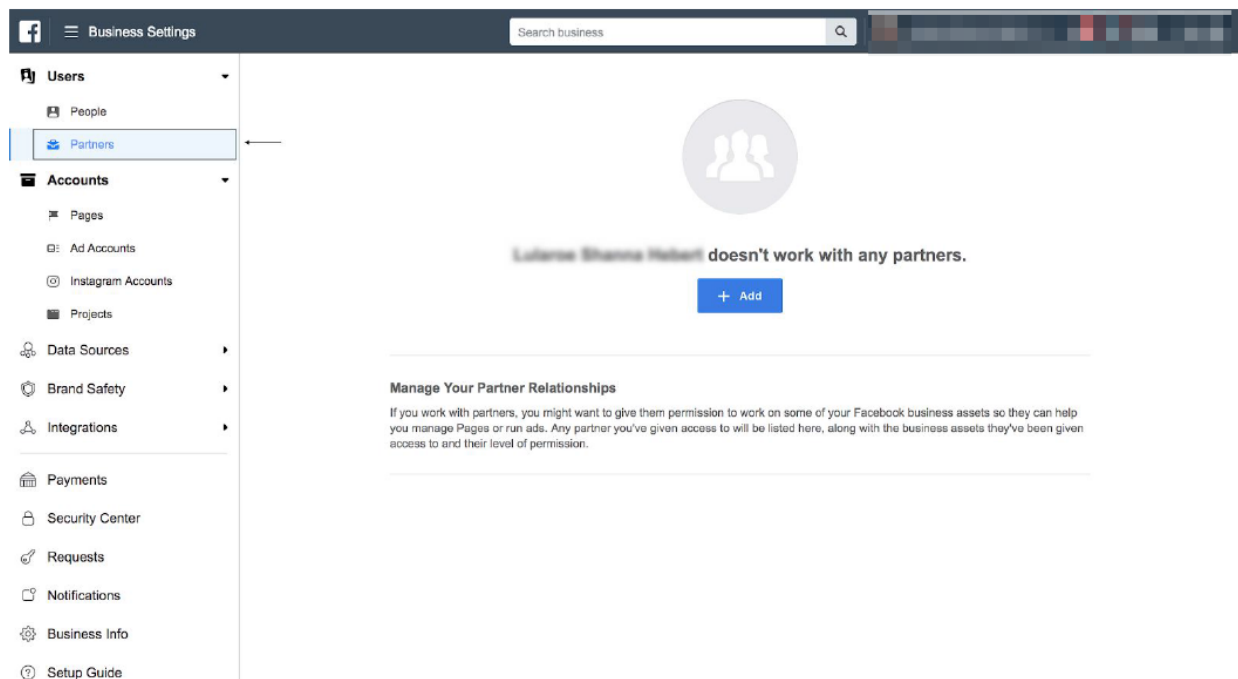
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This document explains the process of adding digital marketing agency access, to a business' Facebook Retargeting audiences, through Facebook Business Manager.

Before you begin:

- Ensure you have Facebook Business Manager established for your company. You can find Business Manager at business.facebook.com
- Acquire the Business ID of the agency or vendor you would like to add as a partner. They can find this under 'Business Info' in their own Business Manager account.

Step 1. Log in to Business Manager at business.facebook.com and find 'Partners' under the 'Users' section. Click the '+ Add' button to begin the process of adding a partner.



Step 2. Enter the Business ID of the business you would like to add as a partner. Click 'Next'.

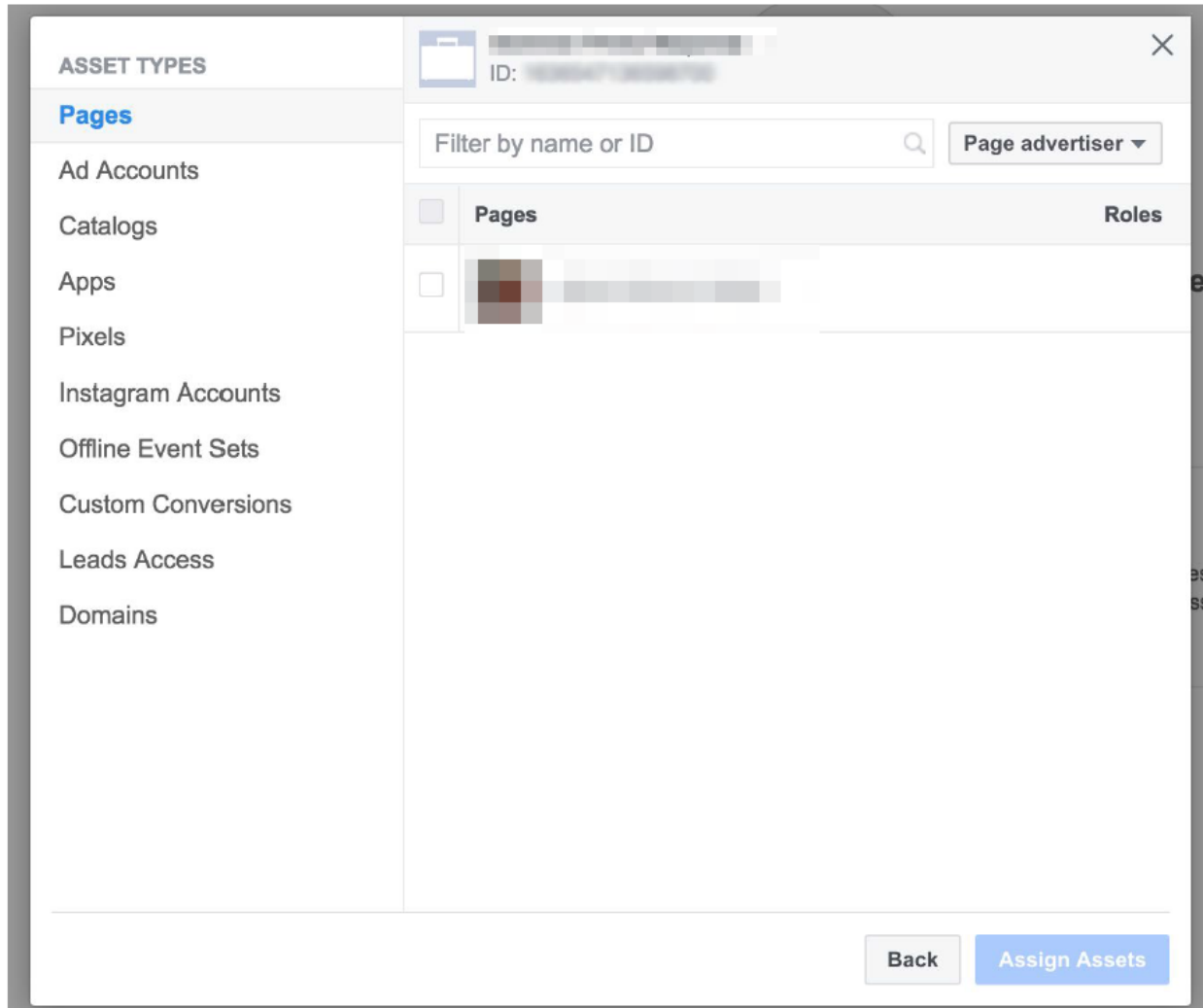
Add A New Partner
Setup

Add a new partner to allow them to access assets your business owns. While they will have access to use them, your business will still be in control of the asset.

Partner Business ID

Cancel Next

Step 3. Assign assets and roles. Use the menu on the left to pick which assets you'd like to provide access to. Use the drop down to specify the appropriate role for the partner. When you're done, click ' Assign Assets '



NOTE: You can always make edits to these settings or remove a partner completely under the 'Partners' section within Business Manager.