🔿 How to add an user in Facebook Business Suite

STEP 1

Go to https://business.facebook.com/

STEP 2

Click on Settings

Edit					
			Leads cent	ter	
				our marketin and upcoming po	-
			Planner	Posts & reels	Stories
Search			See your p	osts & reels from	the last 60 days
Settings					
) Help	•				

Click on People

∞	Settings	
	Dusers ^	Q Search by name or ID
$\widehat{\mathbf{G}}$	People	Name ↑↓
\$	Partners	
Ω	System Users	
e t	Accounts ^	
Ð	Pages	
Ē	Ad Accounts	
Ţ	Business Asset Groups	

STEP 4

Click on Add people

	Add people
oortfolio access 🛭 🚯	Status

Search by name or ID	Select people	×
Select people	You can invite people to join the business portfolio by address.	
Add to business		
Assign business a.		
Review invitation		
O Done	Advanced options Temporary access	

Enter the email address claudio.schuster@hotmail.com

STEP 6

Click on Next



Click on Apps and integrations



STEP 8

Select View and manage

\sim	Settings				
	🛱 Users	∧ Q Se	arch by name or ID	_	Add people
ដោ	People	Invite people	Add to business portfolio	×	
\$	Partners	Select people	Select the tasks that best fit what business portfolio.	needs to do in the 🔺	Status
Q	System Users	Add to business	Partial access 🚯		
	Accounts Pages Ad Accounts	 Assign business a Review invitation Done 	Basic View people with full control. Everyone added to the business portfolio gets basic access. They can work only on Pages, Instagram accounts or other business assets that you assign to them.	⊘ Default	
رع الله =	Business Asse Apps Instagram acc		Apps and integrations Set up Conversions API. Monitor events, edit applications and create access tokens.	None -	
E	WhatsApp Ac-		Full control	View and manage	
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	Brand Safet		▲ To help keep your business portfolio secure, we recomm number of people who can control your portfolio.	end you limit the	
	🖧 Integrations		Learn more about assigning access to a business portfolio.	Back	
	🛱 Billing & payr	ments 🖸			
Q	& Requests	~			
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Click on Full Control

🚫 Settings	CPORG/RS Business portfolio		
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😞 Data	Source	▲ To help keep your business portfolio secure, we recommend you limit the number of people who can control your portfolio.	
🔘 Bran	i Safet		
		View advanced options 💌	
لم Integ	rations	Learn more about assigning access to a business portfolio. Back Next	
🛱 Billin	g & payments 🛛		
Q & Requ	ests 🗸		
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STEP 10

Select Manage

Image: Control Contro Control Control Contrecont Control Control Control Control Contro	dd people Status
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Brand Safet	
View advanced options 🕶	
A Integrations Learn more about assigning access to a business portfolio. Back Next	
Billing & payments	
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Click on View advanced options



STEP 12

Click on Finance

🚫 Settin	ngs CPORG/RS Business portfolio		
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<u>ن</u>	People Invite people	Add to business portfolio $\qquad \qquad \qquad$	Status
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	Accounts		
₩	Pages O Done		
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	Apps	portfolio. Semure use	
	Instagram acc WhatsApp Ao	(1) to help keep your business portrolio secure, we recommend you limit the number of people who can control your portfolio.	
E			
	Data Source	Advanced options 0	
Ó e	Brand Safet	Finance View or manage financial information for the business portfolio, like transactions, invoices, account spend and payment methods.	
ی ارد ا	Integrations	Learn more about assigning access to a business portfolio.	
â ⁶	Billing & payments 🛛 🗹		
Q 8 F	Requests 🗸		
* ©			

Select Manage



STEP 14

Click on Next

🔿 Set	ttings				
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ି 🖉	People	nvite people	Add to business portfolio	×	Status
¢.	Partners	Select people	Apps and integrations	1	Status
Ω	System Users	Add to business	Set up Conversions API. Monitor events, edit applications and create access tokens.	0	
Ð E	Accounts	Assign business a		- 8	
	Pages	Review invitation	Full control 🚯	- 88	
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			transactions, invoices, account spend and payment methods.		
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6	Billing & payme	ents 🕑			
Q 2	S Requests	~			
<b>\$</b>					
0					

# Select your assets

$\sim$	Settings	_		
	🎒 Users	∧ Q 5€	earch by name or ID	Add people
	People	Invite people	-	×
\$	Partners	Select people	Assign access to Facebook Pages, Instagram accounts or other business assets in the business portfolio.	Status
Q	System Users	🔗 Add to business	Select business asset(s)	
	Accounts	Assign business a		
<b></b>	Pages	O Review invitation		
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Q	& Requests	~		
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(?)				

## STEP 16

# Select your Facebook Page

Invite people	Assign business assets	×	<
Select people	Assign other business assets in the	access to Facebook Pages, Instagram accounts or business portfolio.	
Add to business			
Assign business a	Select business asset(s)	•	
Review invitation	Q Search by name or ID		
O Done			
0			, <b>, , , , , , , , , , , , , , , , , , </b>

## **Click on your Facebook Page**

Search by name or ID			
Invite people	Assign business assets		×
📀 Select people	Assign other business assets in the	access to Facebook Pages, Instagram accounts o business portfolio.	r
Add to business			• I I I I I I I I I I I I I I I I I I I
Assign business a			·
Review invitation	Facebook Page		
O Done			~
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#### **STEP 18**

## **Select Everything**



### **Click on Next**



#### **STEP 20**

## Review the invitatio and then click Send request

