



Sydney, NSW 2010
Australia

Facebook - How To...

Add New Users To Your Advertising Account

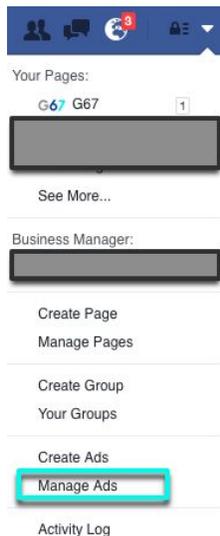
If you are working with a 3rd party consultant or agency for your digital marketing, it's likely that they will require access to your Facebook advertising account in order to complete their job. Adding a new user to Facebook is simple, just follow the steps below.

Step 1

Sign into your Facebook account on a desktop device.

Step 2

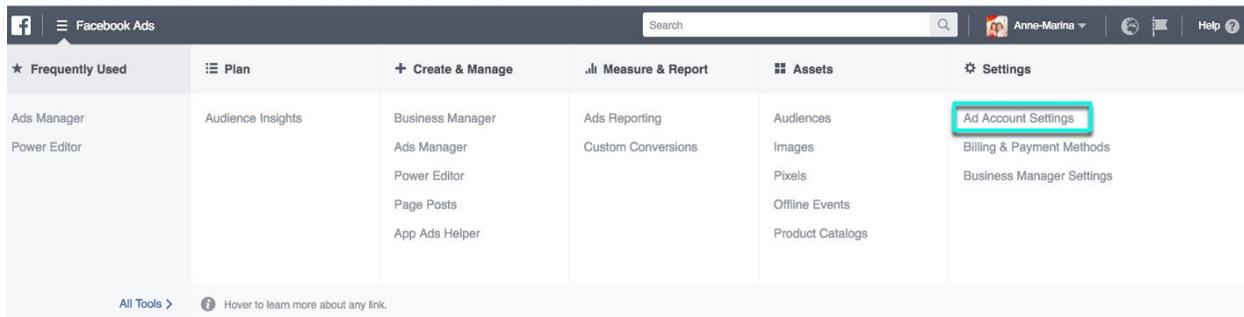
Navigate to the "Manage Adverts" link in the Settings drop down:



Step 3

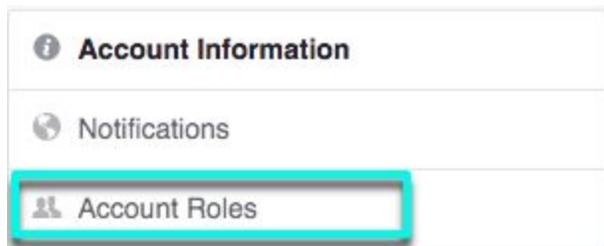
2

Go to the Account Settings in Ad Manager:



Step 4

Scroll to the "Account Settings" section and click on it:



Step 5

Click "+Add User" and enter the person's name or email address and select the Account Type from the drop down menu - it is likely that "Ad Account Advertiser" is the Account

3

Type you wish to have here. Then click Submit.

Account Roles

Ad Account Roles

[+ Add a User](#)

You are the admin of this account. You can manage all aspects of campaigns, reporting, billing, and user permissions.



Anne-Marina Dickson
Ad account admin

Add a New User to This Ads Account

Search and select a user to add. Only users that allow searches by email or friends can be added.

Advertisers can see and edit your ads and set up ads using the payment method associated with this ad account.

People with "Analyst" access can only see your ad performance.

[Learn more](#) in the Help Center.

[Submit](#)

[Cancel](#)

N.B:

You can only add users to your account either if they allow their profile to be searchable by email or if they have connected with you as a friend on Facebook. Additionally you should ensure they are an Admin of the page which the advert is likely to be associated with.

About Us

We provide digital strategy and training to small businesses: e-commerce sites, retailers, real estate agents and independent media companies. We help our clients to understand the digital landscape, show them the areas to focus on that will give them the highest impact to their revenue and give them back the gift of time by doing the thinking and writing the strategy for them.

If you would like some assistance in developing your digital strategy, get in touch with us.

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