



Sydney, NSW 2010  
Australia

# Google AdWords - How To...

## Add New Users To Your 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 Google AdWords account in order to complete their job. Adding a new user to AdWords is simple, just follow the steps below.

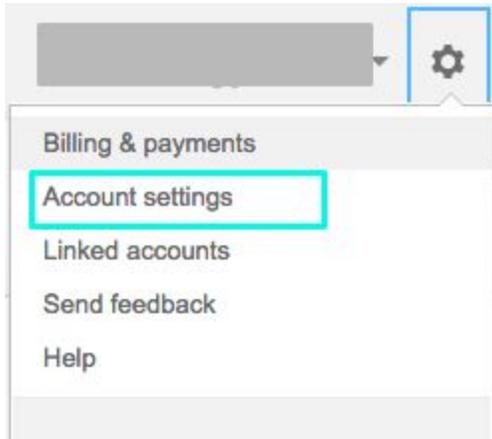
### Step 1

Sign into your Google AdWords account.

2

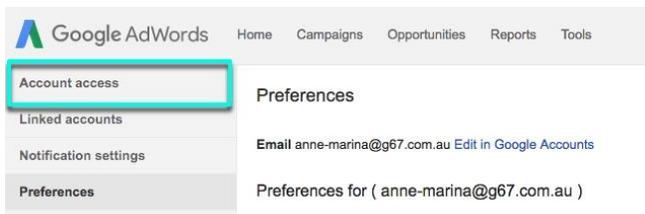
## Step 2

Click the “gear” icon and select “Account Settings”:



## Step 3

Select “Account Access” from the navigation bar:



## Step 4

Click the red “Add Users” button

3

## Step 5

Enter the email address of the person you want to share your account with.

## Step 6

Enter a name for your new user - AdWords will use this name to identify changes made by this user.

## Step 7

Select an Access Level for this user. If they are required to make changes to your AdWords account (including setting up campaigns), you should select "Standard Access" from the drop-down menu.

## Step 8

Click "send invitation".

## Step 9

When the user accepts the invitation Google will send you a notification in your account.

## About Us

We provide digital strategy and training to small businesses. 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.

E: [info@g67.com.au](mailto:info@g67.com.au)

W: [www.g67.com.au](http://www.g67.com.au)

P: 02 8006 6895