

CREATING A BUSINESS MANAGER ACCOUNT FOR FACEBOOK

You will need to have a personal Facebook account created before creating a Business Account. You can create a Facebook account <u>here</u>.

- 1. Go to <u>www.business.facebook.com</u>.
 - a. Make sure to be logged into your personal account.
- 2. Click Create Account button.

CREATE ACCOUNT

- 3. Fill out information.
 - a. Your Business and Account name (You will use your DBA)
 - b. Your Name
 - c. Your Business Email

Create Y	our Business Manager Account
Your Business and A	Account Name
Jack Clips DBA	
	e public name of your business since it will be bok. It can't contain special characters.
Your Name	
Jack Clips	
Your Business Emai	I
	ne you use to conduct company business. We'l out your business to this email.
	to your business, your Facebook name, er ID from Facebook will be visible to them.

4. Business Details.

- a. Address (DBA Information)
- b. Website (Enter DBA site or enter <u>www.sportclips.com</u> if you do not have one)
- c. Business Use (select Promote its own goods or services)
- d. Click Submit



Add business details for the business from.	he local office you're operating your
Country	
Street Address 🚯	•
Street Address 2/Localit	У
City	State/Province/Region
ZIP/Postal Code	Business Phone Number 🌗
Website	
Business Use	
	es Facebook tools or data to:
 Promote its own goods Provide services to other 	

You will receive a confirmation email to verify your new account.

CREATING A PRIMARY PAGE & REQUESTING FIRST PAGE

1. Click on Business Manager in the top left corner.



F 📄 🗄 Business Manager 🖕 🚃			Search business	🔍 📄 Jack Clips SC 👻	≜ ≓* ≎ 0
Home Ad Account Overview Activity®					Business Settings
Add a Cover Photo	Add Extra Security t We want to keep your account sec help prevent the wrong people from Add Security Remind Me Late	ure. Here's what you can do right now m logging in.	10		
± 1	Set Up Your Business With Business Manager, you can mar everything connected to your busine few tasks to help you get started:	nage permissions for	×		
	• Get a quick overview of managi	ing assets and people in Business Manager.	Open Guide ×		
	Page	Ad Account	People		
	Add any Pages that are connected to your business. A Page is required to run most types of ads on Facebook.	If you run ads on Facebook for your business, you can either add your existing ad account or create a new one in Business Manager.	Add anyone who works on your business's Facebook Page or ad accounts. They'll receive an invitation to join this Business Manager.		
	Add Page	Add Ad Account	Add People		
	To add additional as:	sets like Instagram accounts and apps, go t	o Business Settings.		

2. Navigate to settings tab and click on Business Settings

f ≡ Business Manaç	ger			
i≣ Plan	+ Create & Manage	.lı Measure & Report	Assets	🌣 Settings
Creative Hub	Business Manager	Test and Learn	Catalogs	Business Settings
	Ads Manager	Attribution	Business Locations	
	Page Posts	Analytics	Brand Safety	
	App Dashboard	Events Manager	Block Lists	
	App Ads Helper	Pixels	Videos	
	Automated Rules	Offline Events		
		App Events		
		Custom Conversions		
		Partner Integrations		

3. In the Accounts tab, click Pages



f	∃ Business Settings	
Ą	Users	•
	People	
	🗃 Partners	
۵	Accounts	-
	🗏 Pages 🔶	
	Apps	
	Instagram Accounts	
	Line of Business	
	Projects	
.	Data Sources	٠
Ô	Brand Safety	•
Ê	Registrations	•
ക	Integrations	•

4. Click on Add Page

a. Select Request access to a page.



Jack Clips SC doesn't have any Pages yet.



- 5. Click on Create a page.
 - a. You are creating a page for your DBA. An business page is needed to gain access to your official store pages.





6. Choose Company, Organization, Institution as your Category.



- 7. Create Page
 - a. Page Name (DBA)
 - b. Category (Health/Beauty)



	Create Page		
	Page Name	Jack Clips SC	
	Category	Health/Beauty 🔻	
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busii ts tha ary P	When you create a Page Pages, Groups and Even		ncel your sents

8. Select Primary Page

- a. Choose Page drop down
- b. Click Personal, select your DBA page from drop down

Jac	Clips SC	
Pe	Primary Page Required ×	
	₽. E	
	Select a primary Page	
	Your business needs a primary Page to request access to Pages, ad accounts and other assets that belong to another business. They will verify your business through your primary Page. Your primary Page should be the Facebook Page that best represents the business you work for.	
	Q Search by Page name or ID	
	Personal V 1 Page	
	J Jack Clips SC ID: 2248052088768729	
	Can't find a Page? Learn more.	

- 9. Type out page you are wanting access to.
 - a. I.E. Sport Clips Haircuts of Georgetown (Field will begin to populate pages. Select your page from results)
 - b. Select Page Admin box
 - c. Request Access





Request has been sent to SCI to accept.



ADDITIONAL PAGE REQUEST

- 1. Under Accounts tab
 - a. Select Pages
 - b. Click +Add button
 - c. Select Access to a Page



☑ Users ▶		Pages		+ Add			
Accounts	-	h	•	Add a Page	org		
Pages	Filter	ilter by name or ID		Your business already owns this Page, or you need to own it. For example, another company created the Page for you. Claiming a Page moves			
	L	Jack Clips SC Primary Business Page		it into Business Manager	od		
Apps	Grand	Sport Clips Haircuts of Ge	d	Request Access to a Page	Т		
Instagram Accounts	Clips	Sport Clips, Inc. owns this	Ĭ	Your business needs to use this Page on behalf of another business. For example, you work for an agency, and you want to run ads on a client's			
📾 Line of Business				Page. The Page will still belong to its current owner.			
Projects			_		1		
Data Sources			ď	Create a New Page You need a new Page for your business.	Т		

- 2. Type out page you are wanting access to.
 - a. I.E. Sport Clips Haircuts of Georgetown (Field will begin to populate pages. Select your page from results)
 - b. Select Page Admin box
 - c. Request Access
- 3. Repeat for multiple locations.