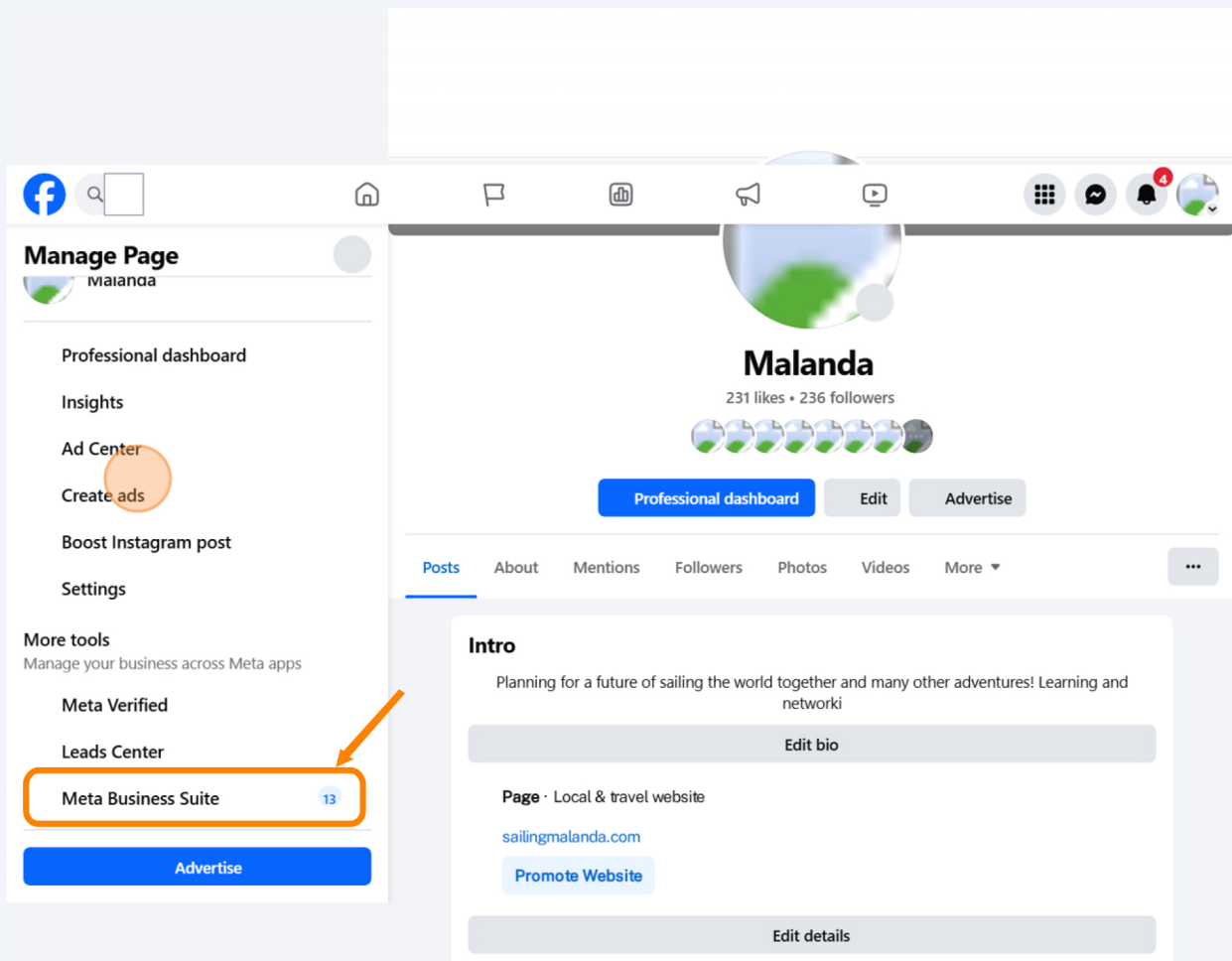


Granting Access to Facebook Business Assets

1 Navigate to your Facebook Business Page

2 Click "Meta Business Suite" in the "Manage Page" menu on the left. It is located under the "More tools" section. Please note in the examples below that Malanda is a dummy account for the purpose of this tutorial and will not appear on your screen. Your business name will appear instead.



3 Click "Settings"

The screenshot shows the Facebook Business Suite interface. On the left is a sidebar with navigation options: Planner, Content, Insights, Inbox, Monetization, Ads, All tools, Search, Settings (highlighted with an orange circle), and Help. The main area is titled 'To-do list' and contains a 'Weekly plan' section with a progress bar showing '0 of 7 tasks completed'. Below this is a 'Comments' section with two entries from 'driverfiat'. The 'Settings' menu item in the sidebar is highlighted with an orange circle.

Planner

Content

Insights

Inbox

Monetization

Ads

All tools

Search

Settings

Help

To-do list

Check unread messages, comments and other things that may require your attention.

Weekly plan ⓘ 5 days left

Set your business up for success by completing recommended tasks.

Complete at least 5 tasks to finish this plan.

0 of 7 tasks completed

Weekly g

Comments 10+

driverfiat Magical

driverfiat How calm is the ocean 🌊 lucky buggers

4 Click "Expand" if the menu doesn't open fully.

The screenshot shows the Facebook Business Suite interface. On the left is a sidebar with navigation options: Planner, Content, Insights, Inbox, Monetization, Ads, All tools, Search, Settings (highlighted with an orange circle), and Help. The main area is titled 'Facebook. Add them to the portfolio so you can manage everyone together in Meta Business Suite. Learn'. Below this is a table with columns: Name, Business portfolio access, and Last act. The 'Settings' menu item in the sidebar is highlighted with an orange circle, and an 'Expand' button is visible next to it.

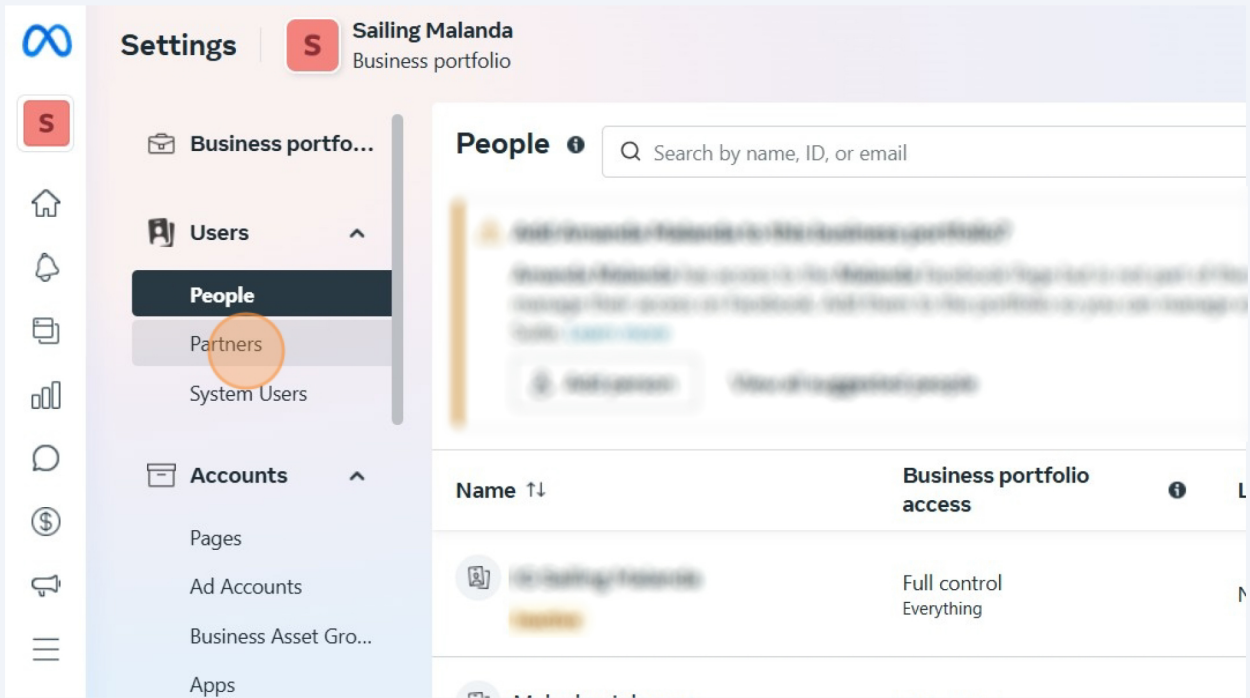
Facebook. Add them to the portfolio so you can manage everyone together in Meta Business Suite. [Learn](#)

Add person View all suggested people

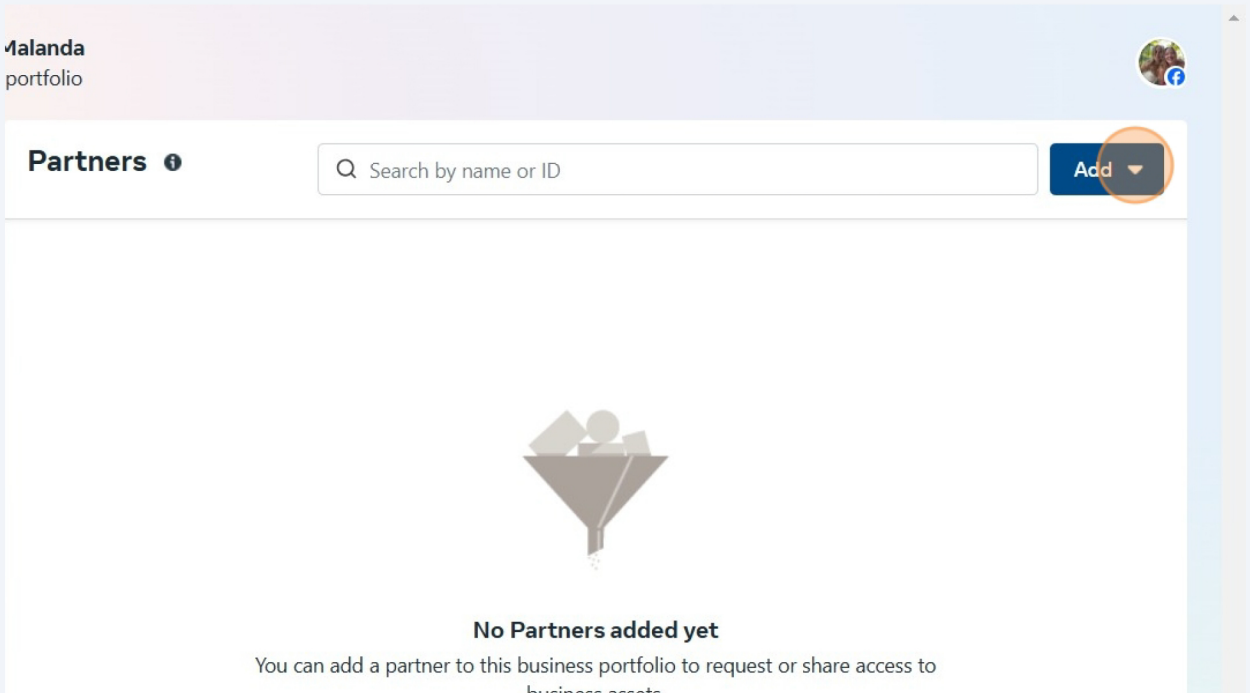
Name ↑↓	Business portfolio access ⓘ	Last act
Facebook - Business Suite	Full control Everything	No activi
Facebook - Business Suite	Full control Everything	No activi
Facebook - Business Suite	Full control Everything	Dec 10, 2

Expand

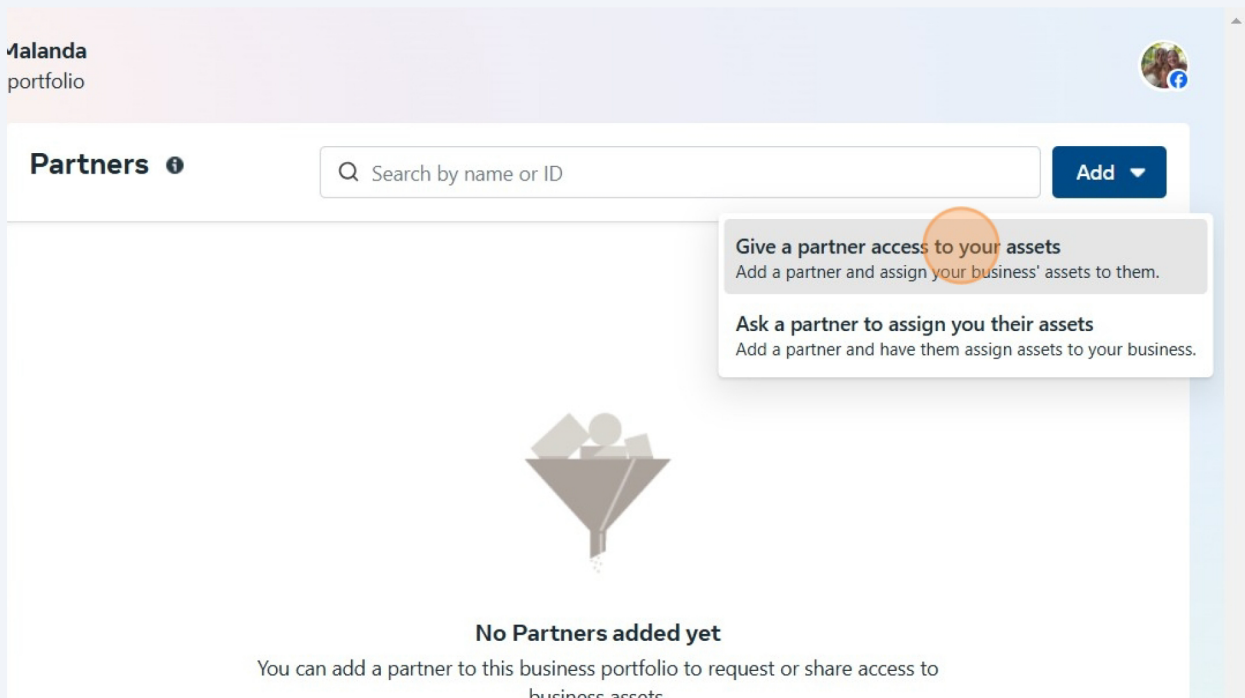
5 Click on "Partners".



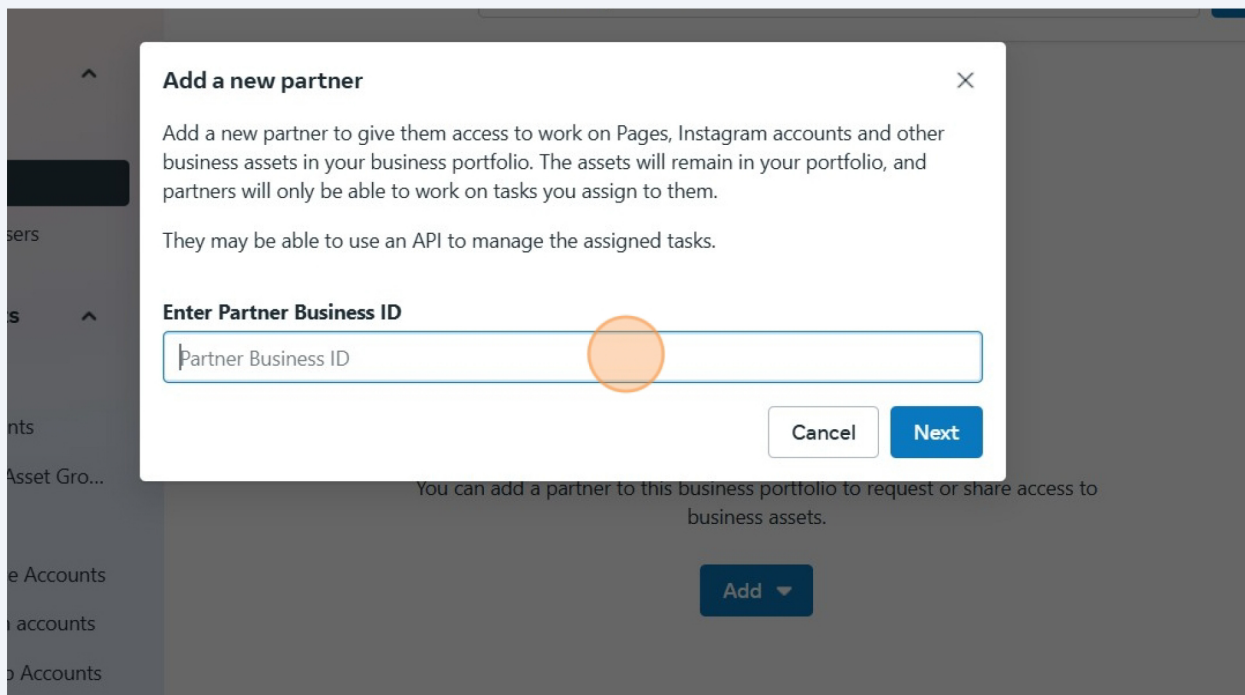
6 Click on the blue "ADD" button on the right.



7 Click "Give a partner access to your assets"



8 Click the "Enter Partner Business ID" field and enter the Creative Warrior business ID# **116757532367741**



9 Click "Next"

Add a new partner

Add a new partner to give them access to work on Pages, Instagram accounts and other business assets in your business portfolio. The assets will remain in your portfolio, and partners will only be able to work on tasks you assign to them.

They may be able to use an API to manage the assigned tasks.

Enter Partner Business ID

116757532367741

Cancel

Next

You can add a partner to this business portfolio to request or share access to business assets.

Add

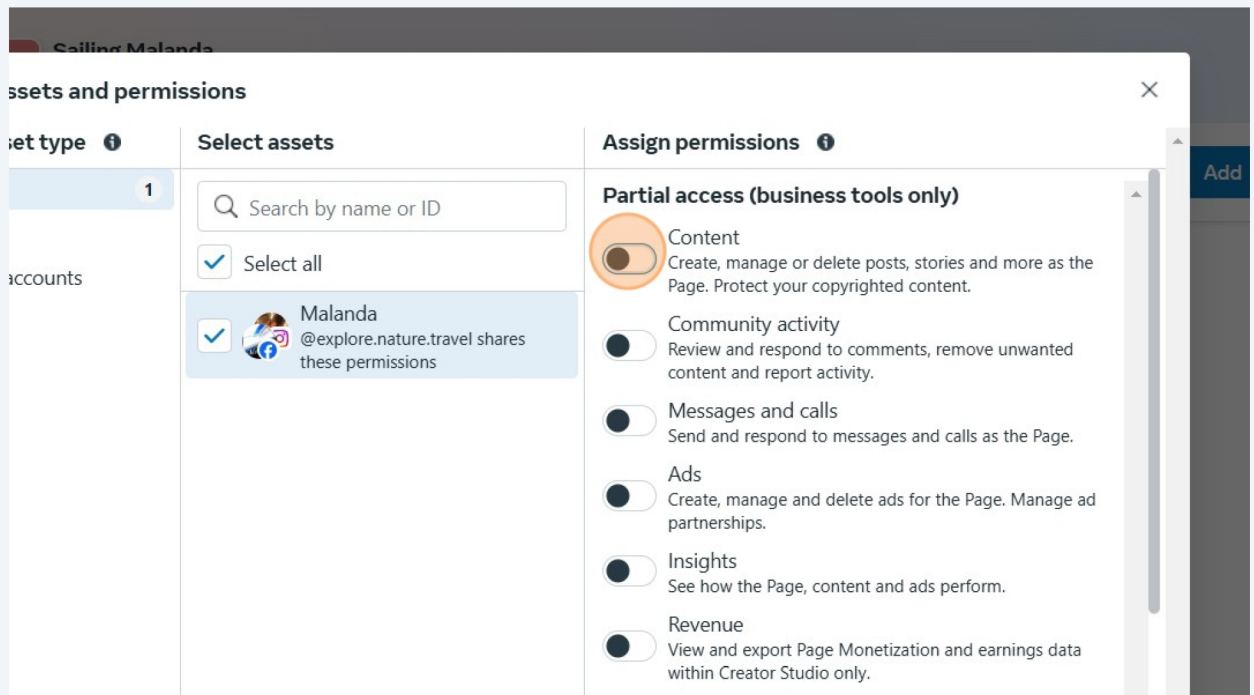
- 10 Click the checkbox next to the relevant Facebook and Instagram accounts to assign the social media accounts to Creative Warrior. Please note in the example below that Malanda is a dummy account for the purpose of this tutorial and will not appear on your screen.

The screenshot shows the 'Assign assets and permissions' dialog box. On the left, under 'Select asset type', 'Pages' is selected. The 'Select assets' column contains a search bar, a 'Select all' checkbox, and a list item for 'Malanda' (a dummy account) with a checkbox next to it. The 'Assign permissions' column is currently empty, showing 'No Pages selected'.

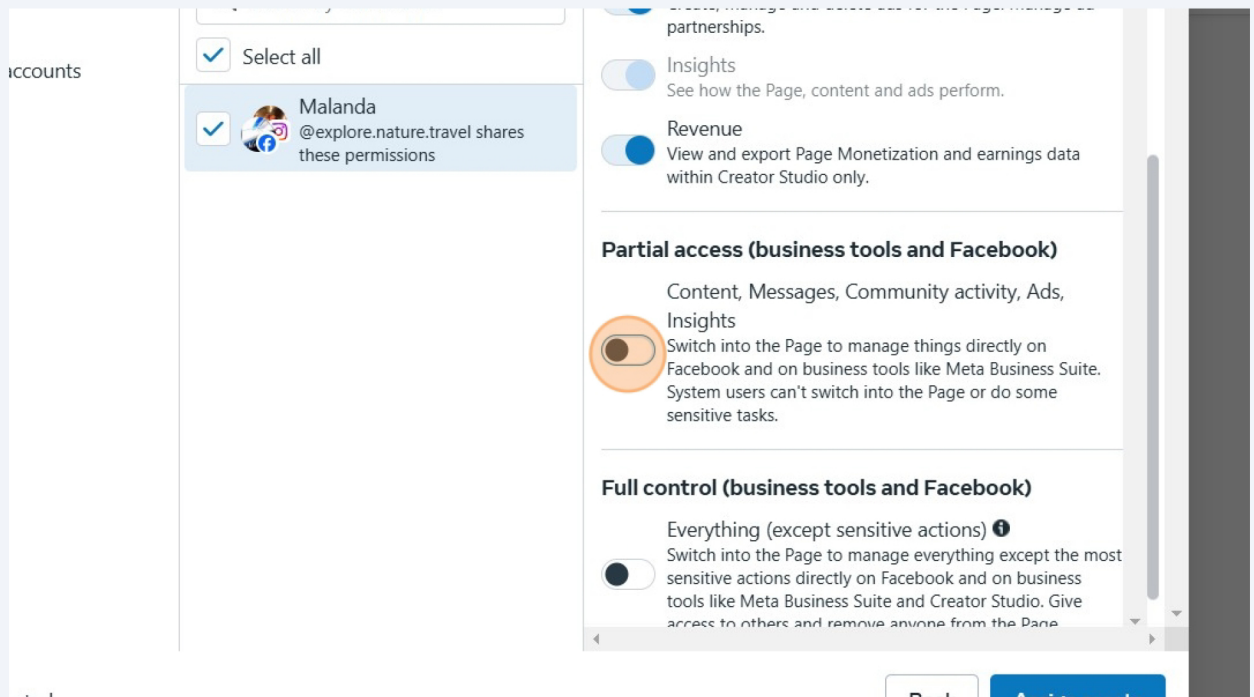
Select asset type ⓘ	Select assets	Assign permissions ⓘ
Pages	☐ Select all	
Catalogs		
Instagram accounts		

No Pages selected

11 Click on all the toggles starting with the "Content" field.

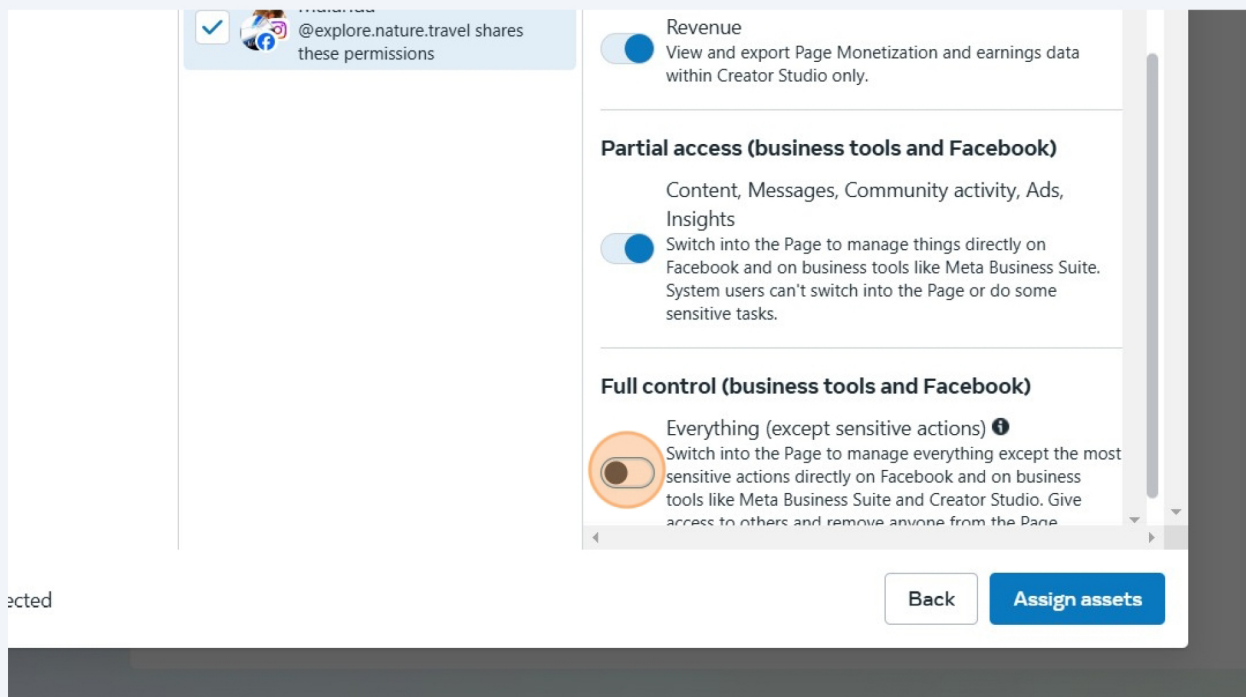


12 Click the "Content, Messages, Community activity, Ads, Insights" field.



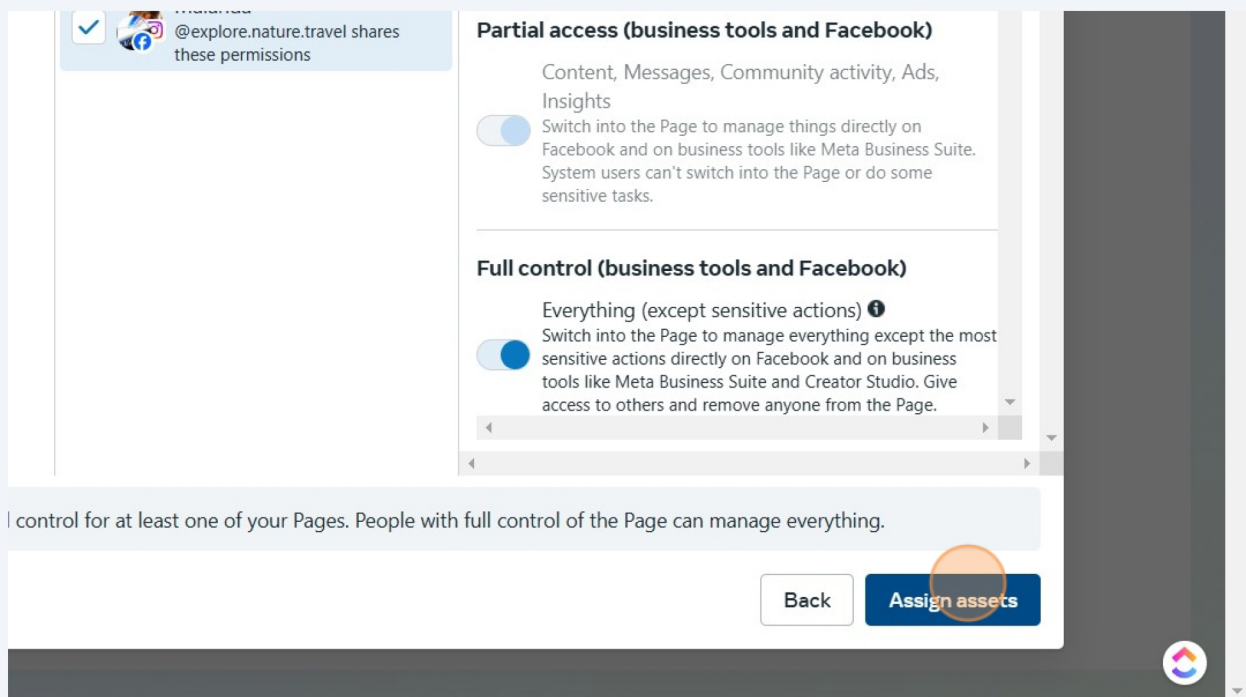
13

Click the "Everything (except sensitive actions)" field. You will still remain in full control of your pages and assets as the business owner. This just grants Creative Warrior access to your business tools to manage content and advertising.

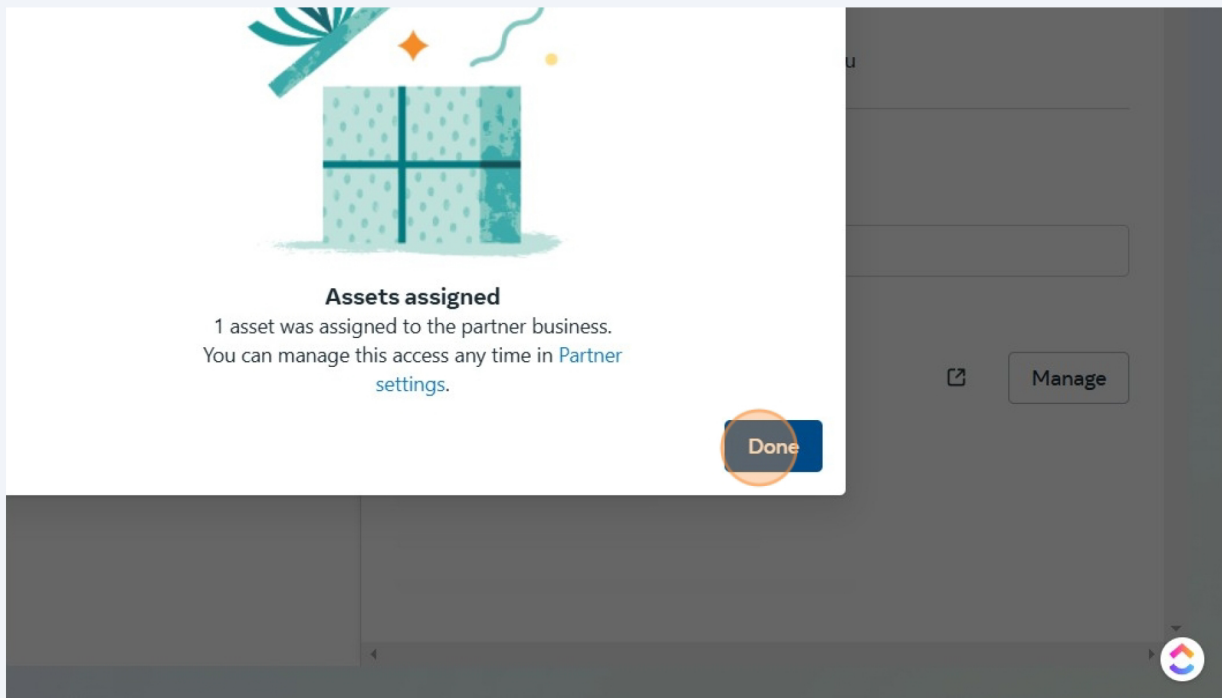


14

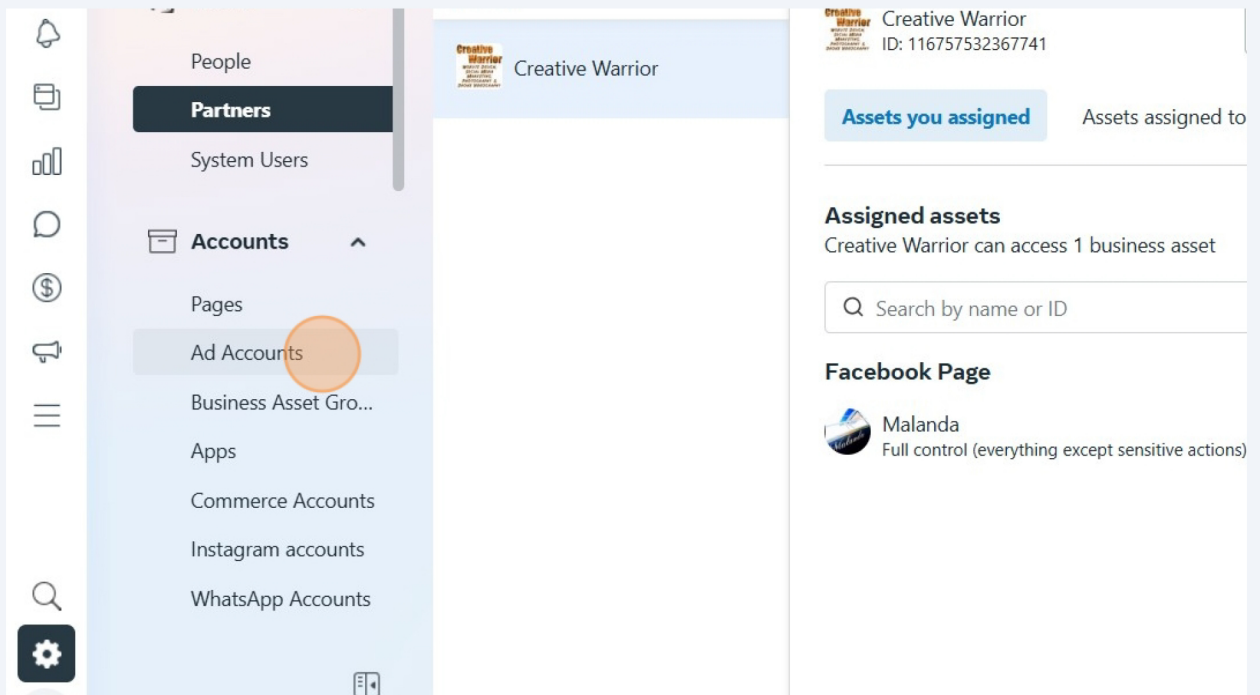
Click "Assign assets"



15 Click "Done"

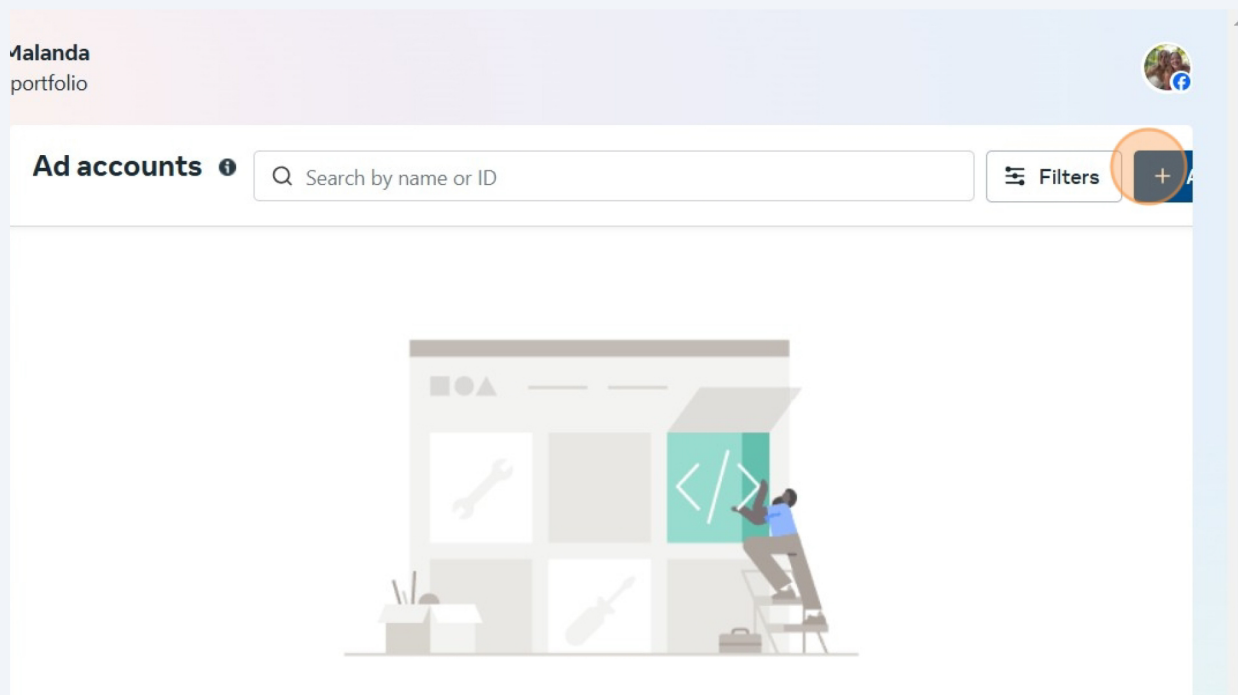


16 Click "Accounts" then "Ad Accounts".



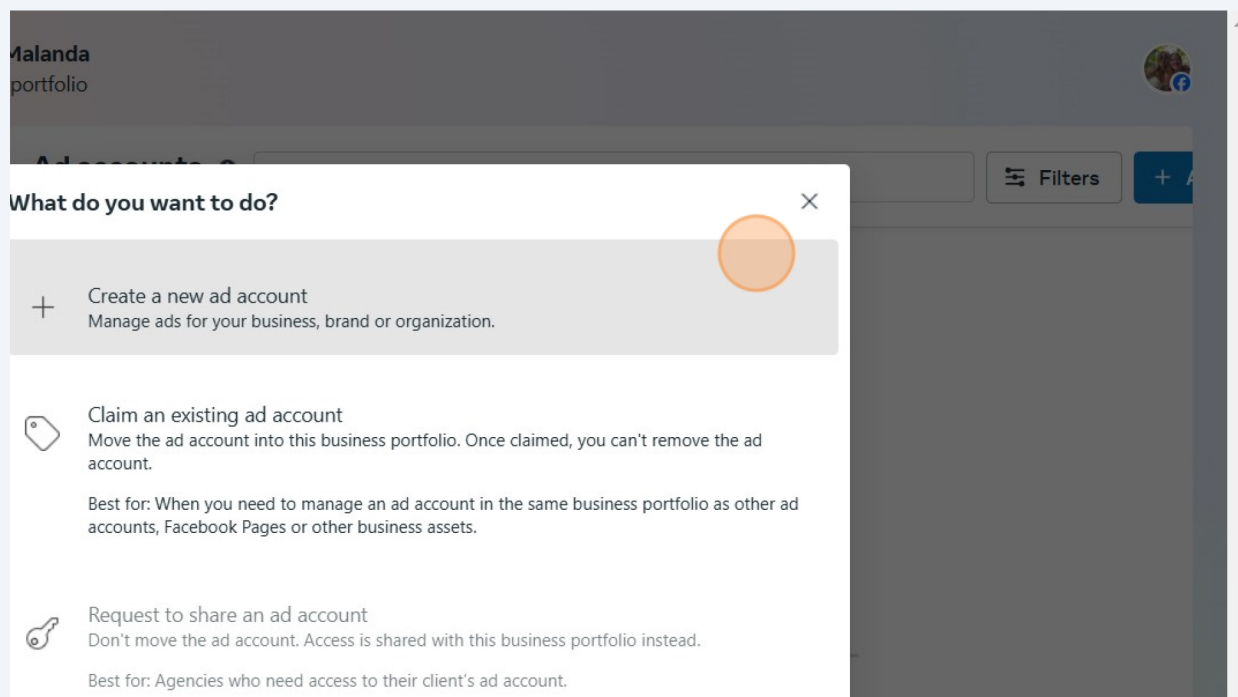
17

If you do not have an Ad account showing then click this icon to create your Ad account.



18

Click here to create your account.



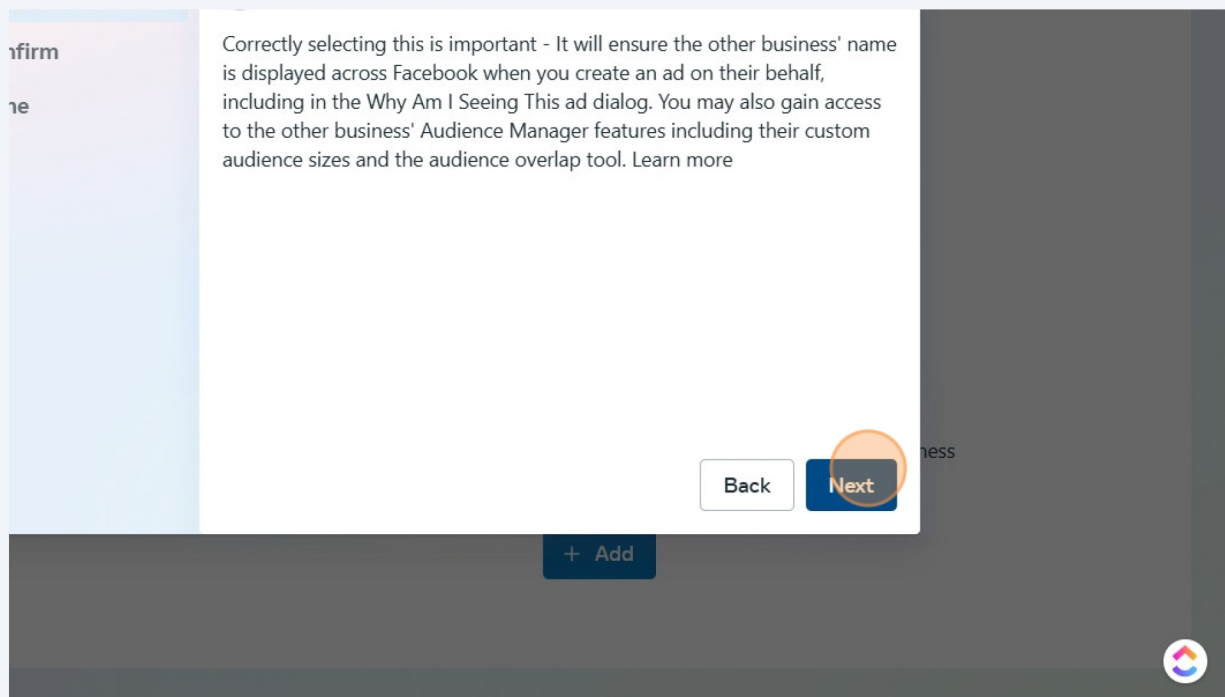
- 19 Click the "Ad account name" field and give it a name relevant to your Business.

The screenshot shows a 'Create new ad account' dialog box. On the left, there is a sidebar with four steps: 'Details' (selected with a blue circle), 'Usage', 'Confirm', and 'Done'. The main area of the dialog is titled 'What are the details for the ad account?' and includes the instruction 'Manage ads for your business, brand or organization.' Below this, there are three fields: 'Ad account name' (a text input field with an orange circle highlighting it), 'Time zone' (a dropdown menu), and 'Currency' (a dropdown menu showing 'USD — US Dollars'). The background shows a 'Sailing Malanda Business portfolio' page.

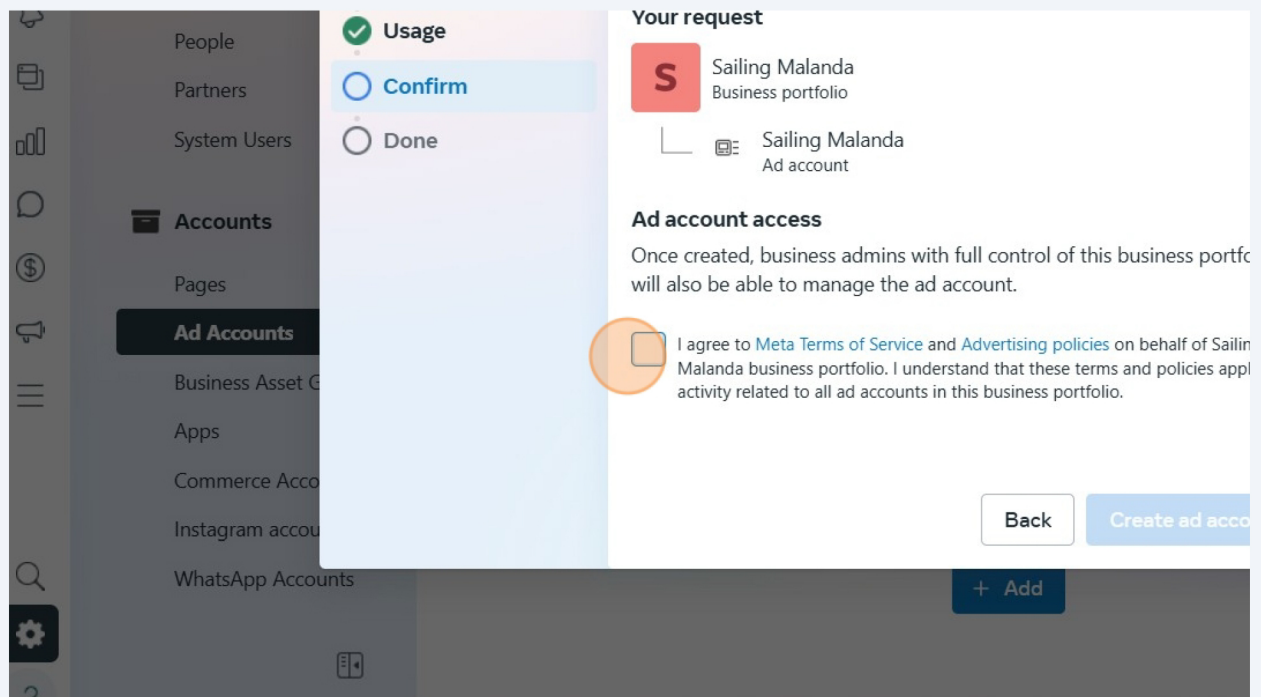
- 20 Pick your time zone and set your currency.

The screenshot shows the same 'Create new ad account' dialog box, but now the 'Ad account name' field is filled with 'Sailing Malanda'. The 'Time zone' dropdown menu is highlighted with an orange circle. The 'Currency' dropdown menu remains set to 'USD — US Dollars'. The background shows the 'Sailing Malanda Business portfolio' page.

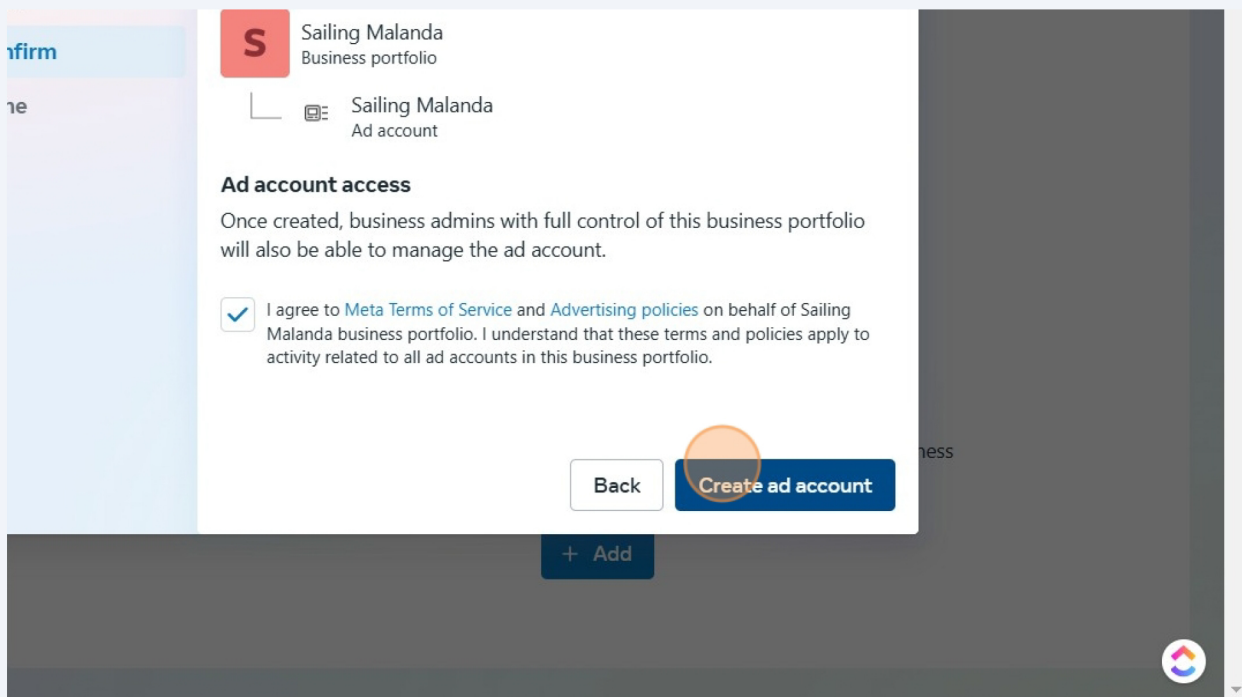
21 Click "Next"



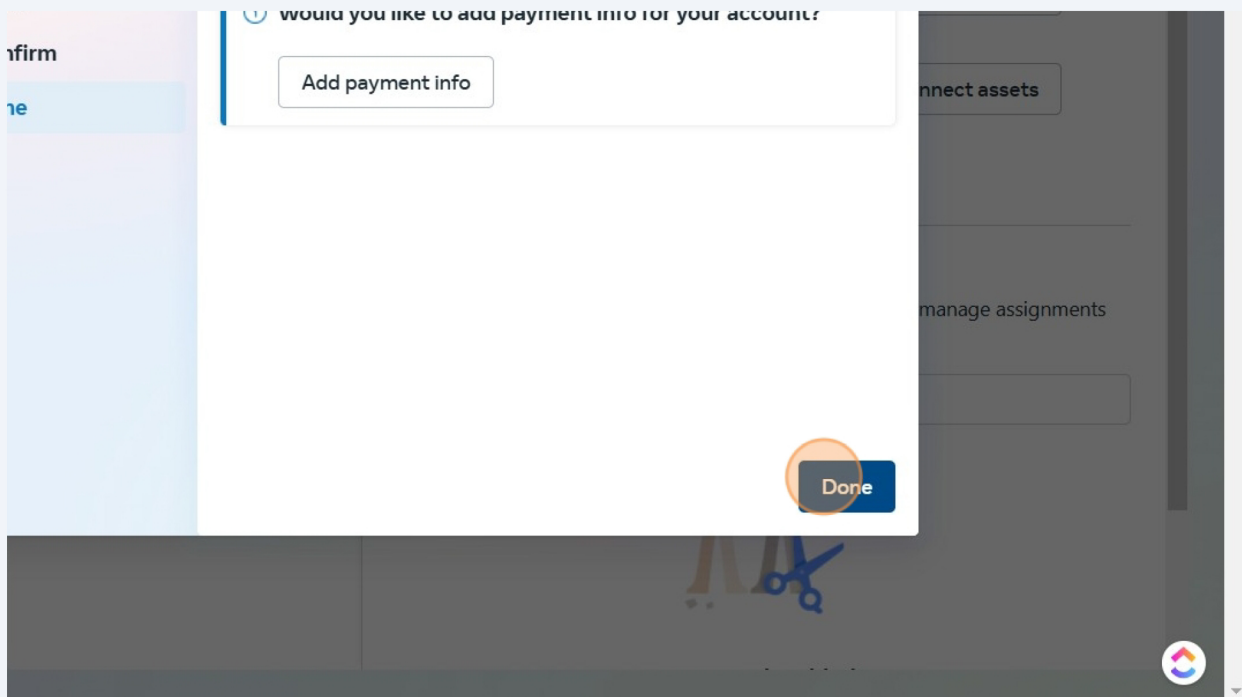
22 Click this checkbox to agree to Meta/Facebook terms of service.



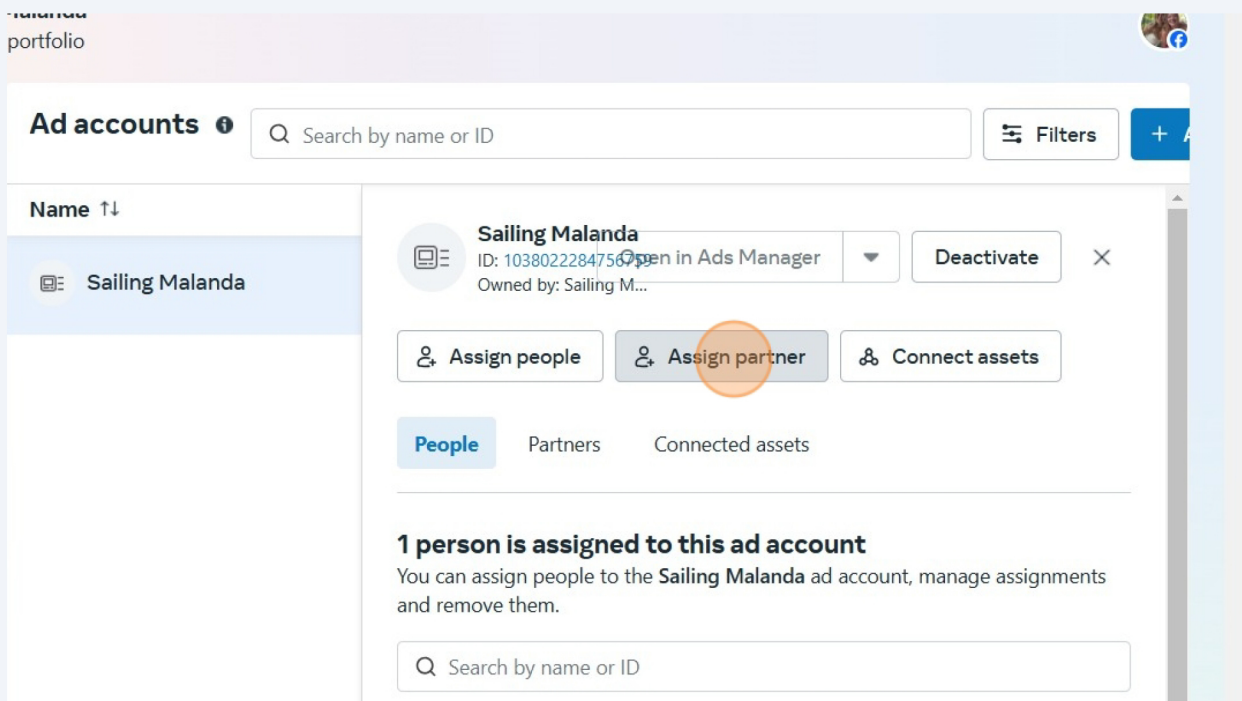
23 Click "Create ad account" button.



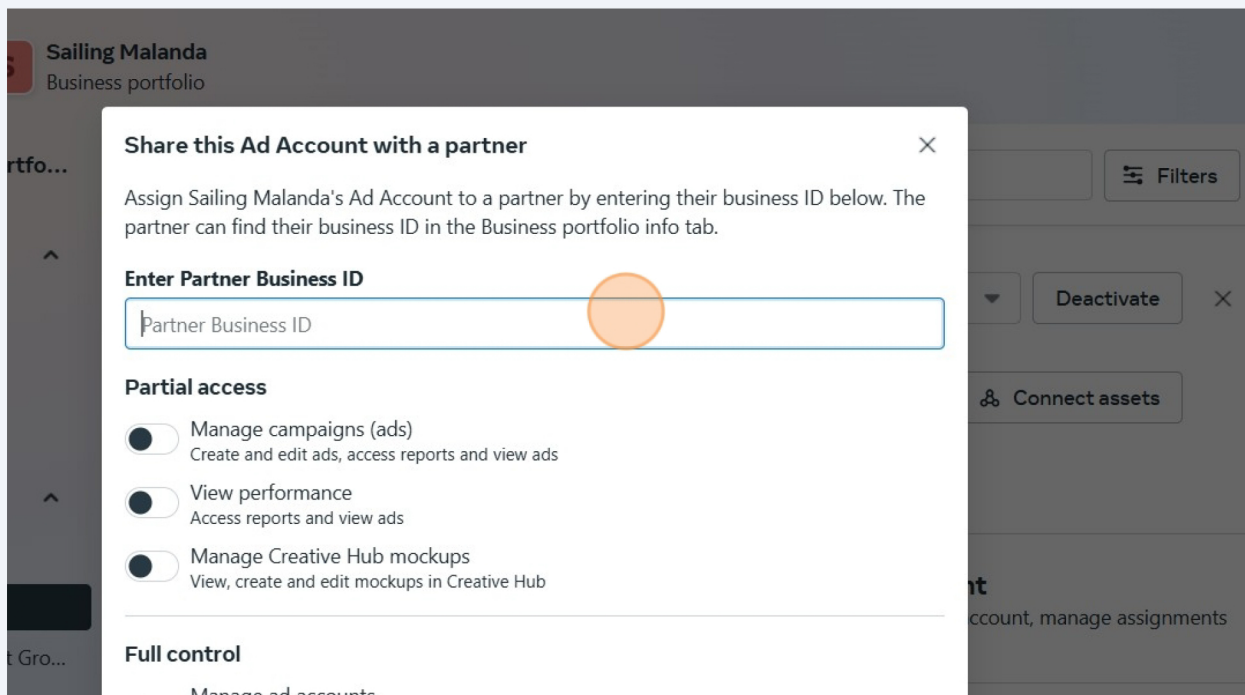
24 You can enter your payment info for your advertising account here by clicking the button "Add payment info" or you can add this later. This payment information is never visible to any Creative Warrior staff. Click "Done"



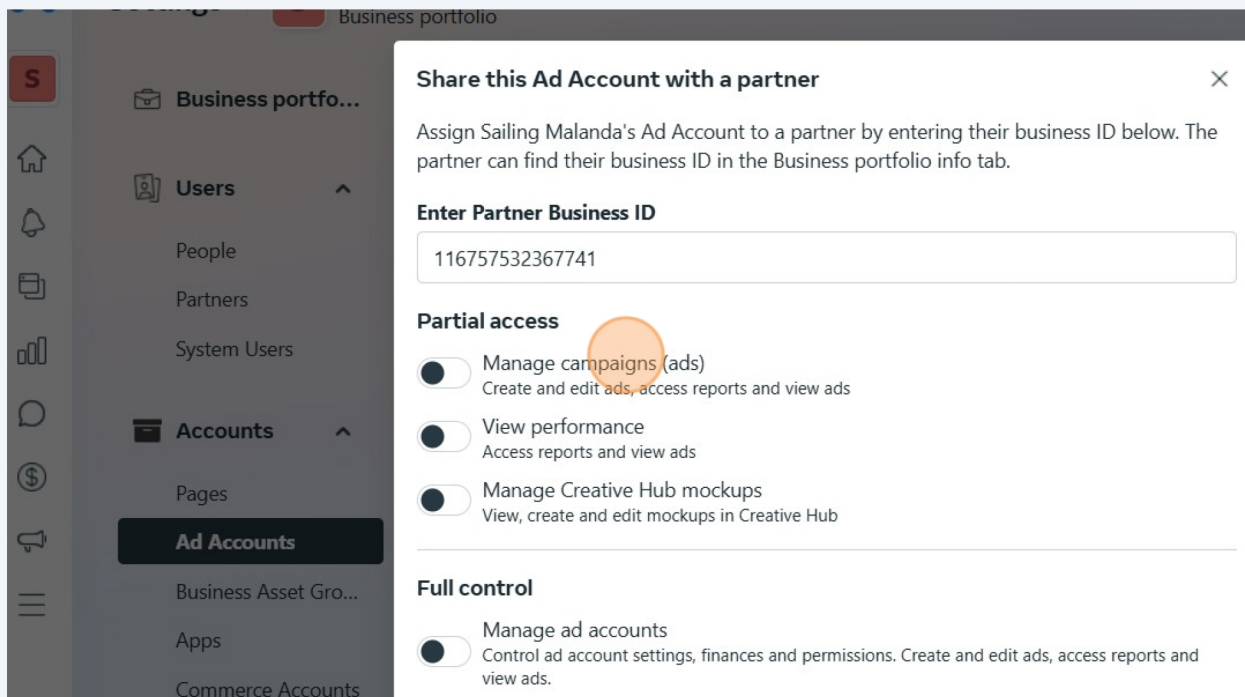
- 25 Click "Assign partner" when it takes you back to the Ad accounts screen.



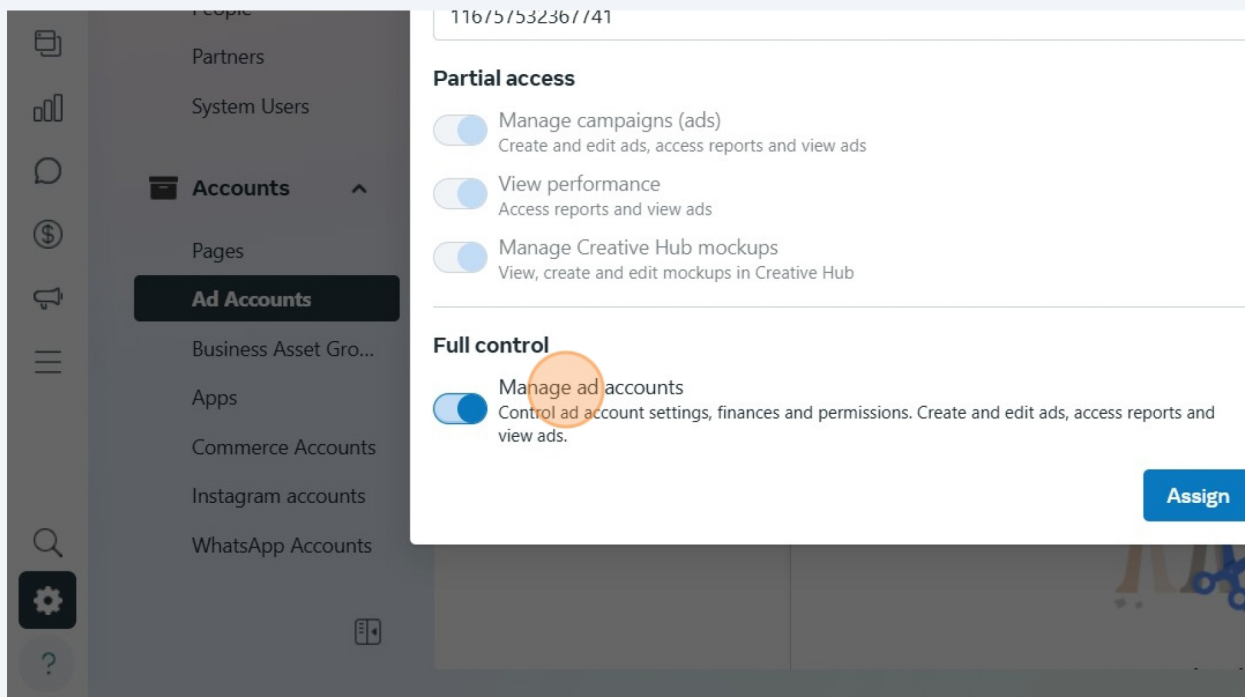
- 26 Click the "Enter Partner Business ID" field and enter the Creative Warrior business ID# **116757532367741**



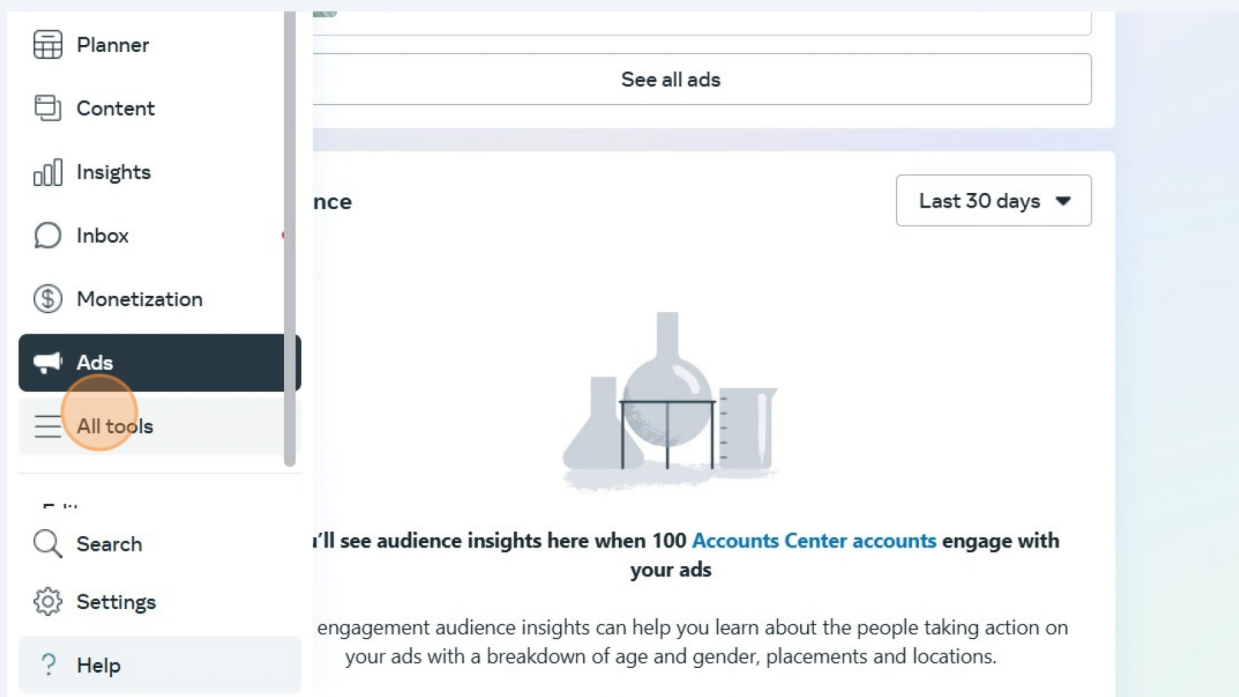
27 Click all the toggles starting with "Manage campaigns (ads)"



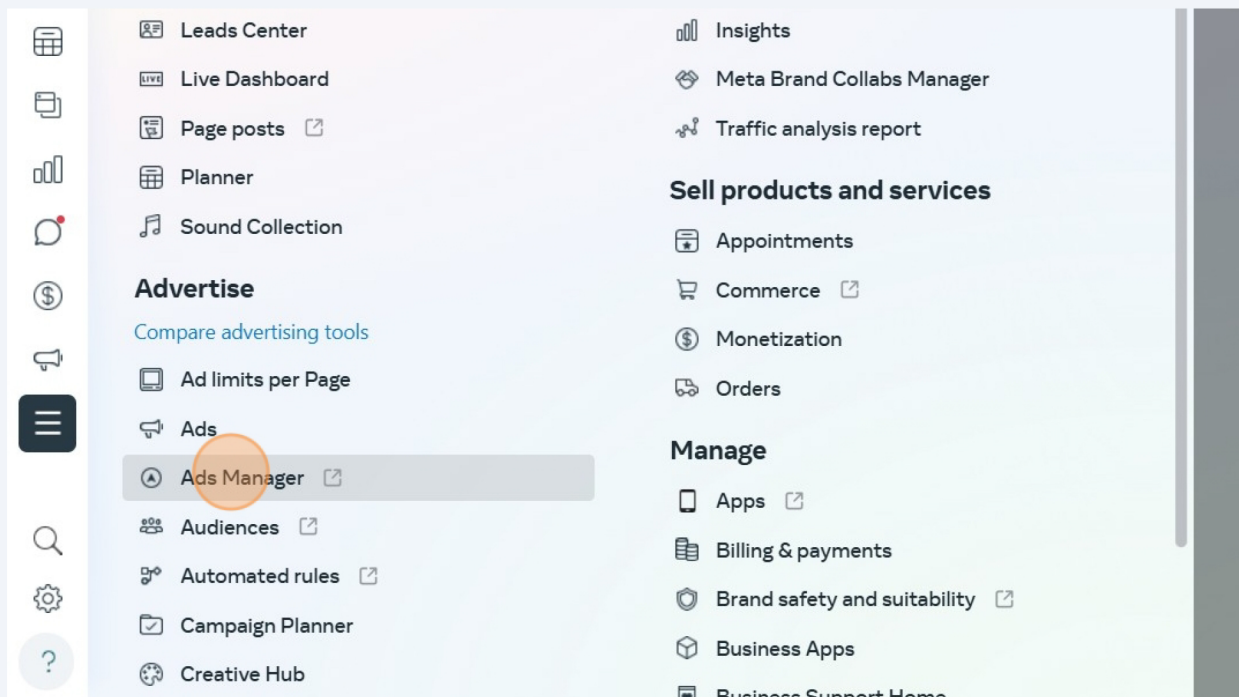
28 Click "Manage ad accounts" under the Full control section then click on the blue button "Assign"



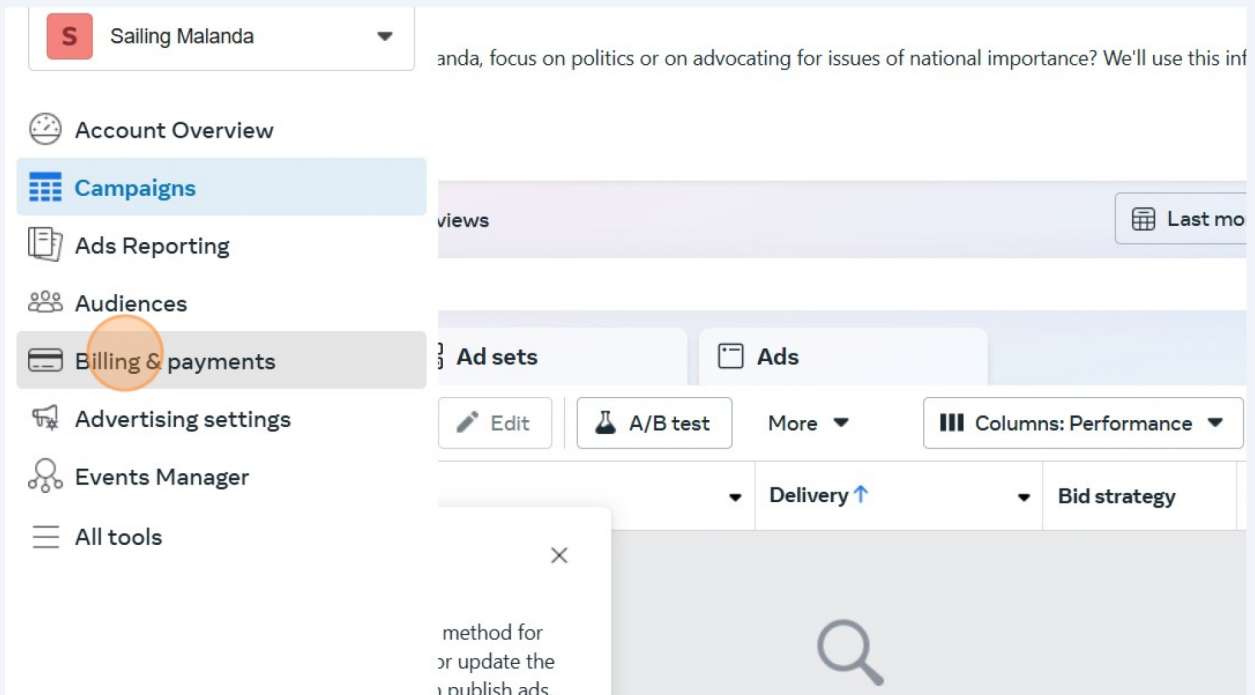
29 If you forgot to add your payment information earlier click "All tools"



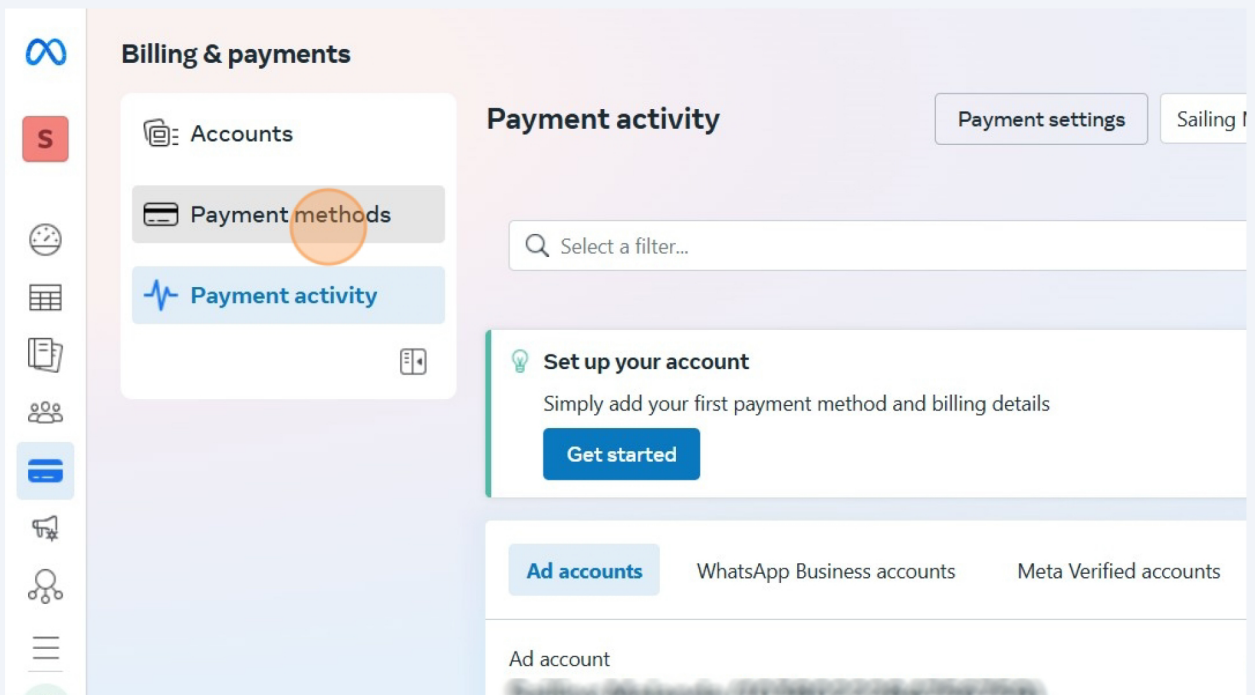
30 Click "Ads Manager"



31 Click on "Billings & Payments".



32 From this screen, you can now add your payment methods for your advertising account.



33

You will also have to verify the business phone number in the Ads Manager account settings. Click on "Account Overview"

Meta

Malanda

Ads Manager

S Sailing Malanda

Amount spent in last 7 days: \$0.00

Account Overview

Campaigns

Ads Reporting

Audiences

Billing & payments

Advertising settings

Events Manager

All tools

you'll be ready to publish your first ad.

need to add a verified phone number to your ad account. We won't share this number publicly.

We may ask you to confirm this info later when you are ready to publish an ad.

Phone number confirmed.

34

Click "Add phone number" and make sure that all the items on this screen have a green tick next to them.

0 active campaigns

Amount spent in last 7 days: \$0.00

Get set up to run ads

Confirm the details below and you'll be ready to publish your first ad.

Verify phone number

Before you run ads, you need to add a verified phone number to your ad account. We won't share this number publicly.

Add phone number

Add payment method

You skipped this step. We may ask you to confirm this info later when you are ready to publish an ad.

Confirm Facebook Page

Your Page access has been confirmed.

Verify email address

Your email has been verified.