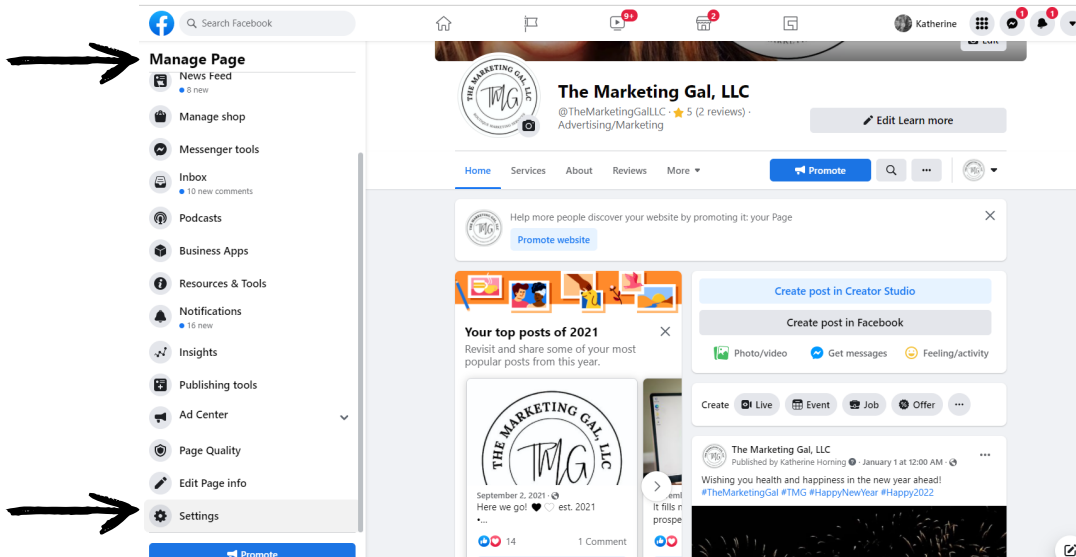


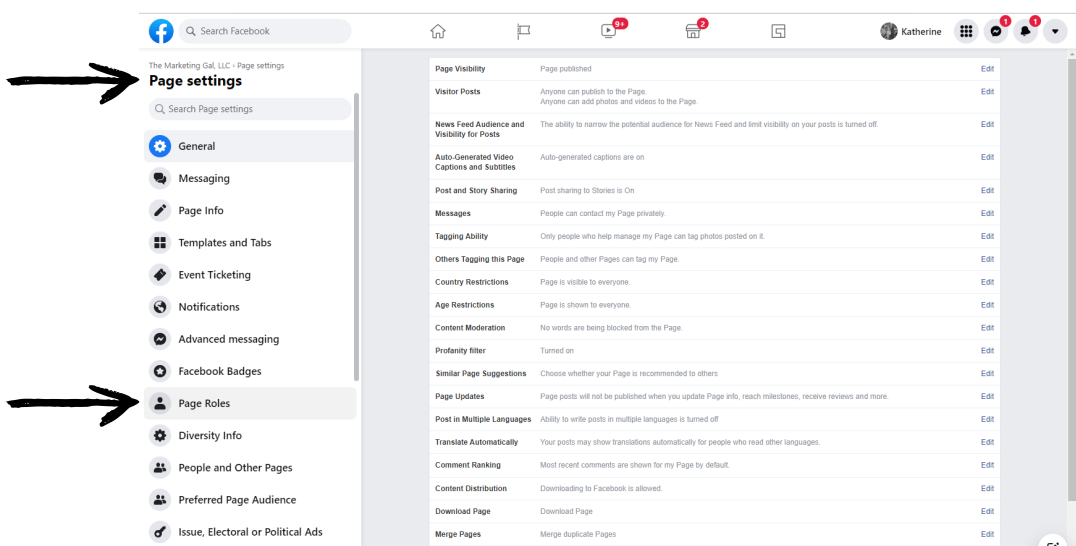
Instructions for Adding a User in Facebook

STEP 1: Log into Facebook and navigate to your business page.

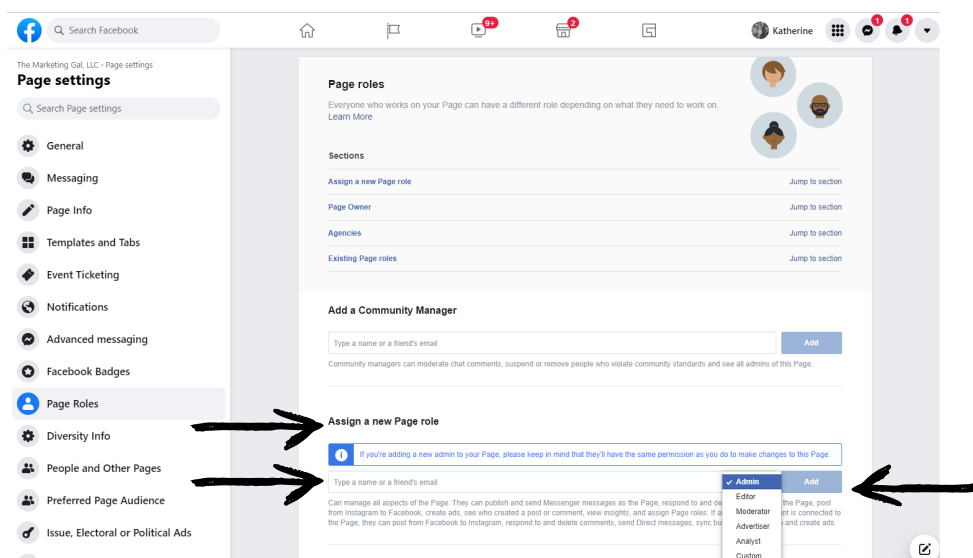
STEP 2: Under **Manage Page**, click on **Settings**.



STEP 3: Under **Page settings**, click on **Page Roles**.



STEP 4: Navigate to **Assign a new Page role**, type a name or a friend's email (a list to choose from will populate), select the correct person, assign page role (Admin), click **Add**.



STEP 5: New user will be displayed under **Existing Page roles** once he/she accepts invitation.

NOTES: The user will not have access to your personal Facebook Page. However, a personal Facebook Page is required to access a business Facebook Page. Instagram is accessed via a Username and Password.

