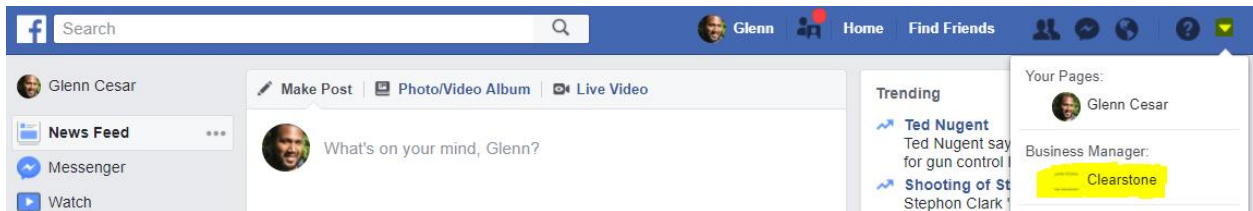


Hi!

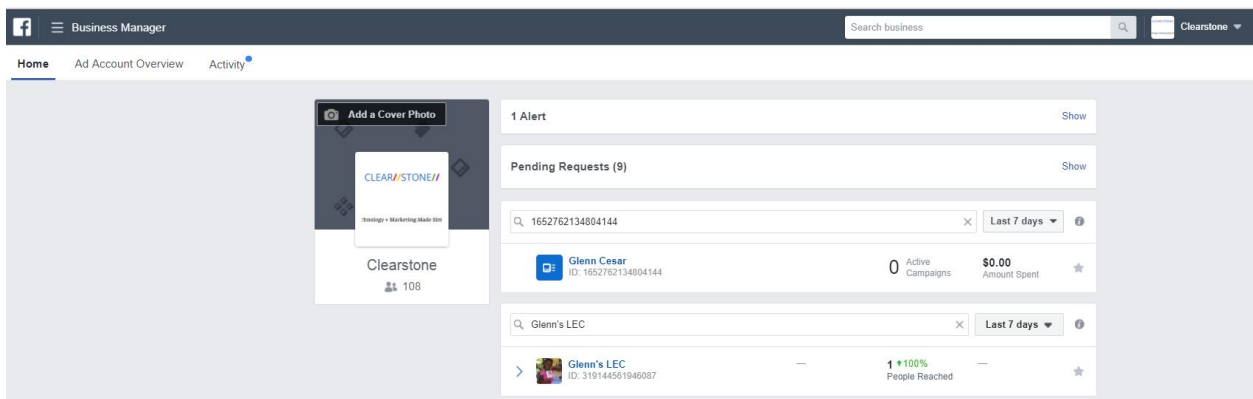
Below are the steps for accessing the Clearstone Business Manager on Facebook, as well as accessing the new Business page that was made for you.

**1. Log into your personal Facebook account.**

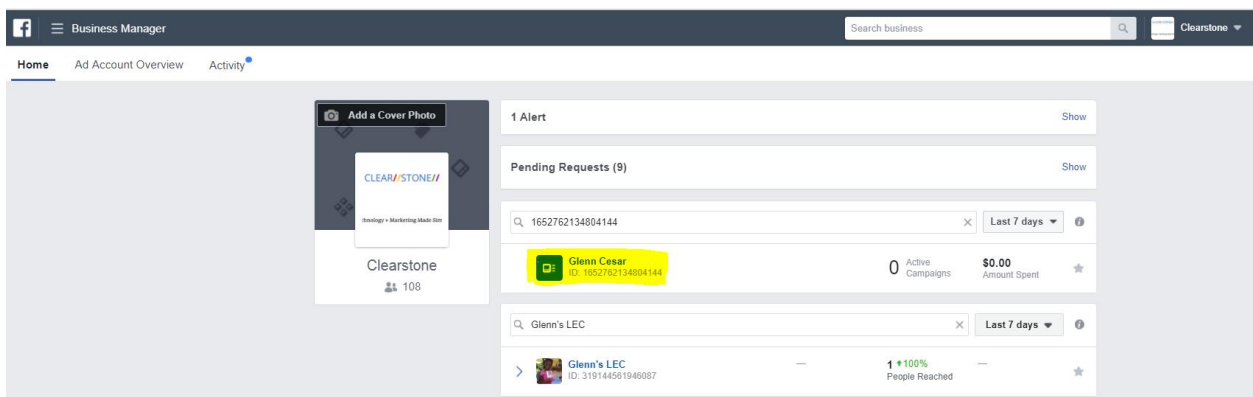
**2. Once your personal Facebook page loads, click on the drop down arrow on the right hand side and select "Clearstone" under "Business Manager".**



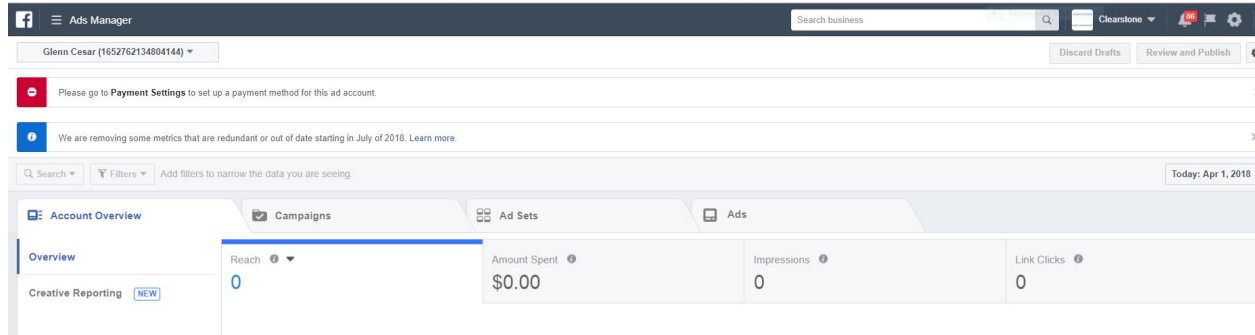
**3. Once the Clearstone Business Manager on Facebook loads, you will see both the Ad Account and the Business page associated with your Clearstone account.**



**4. Click on the blue box to view the Ad Account.**

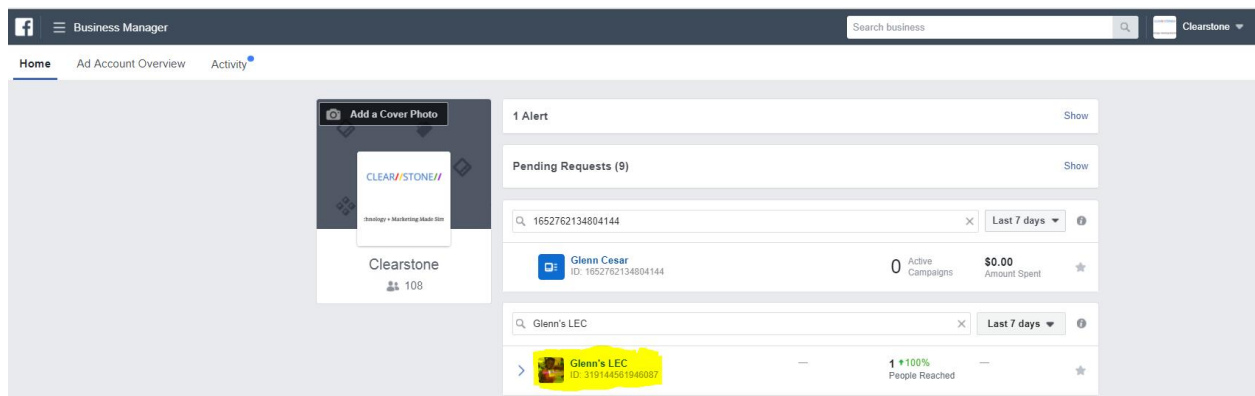


**5. This is essentially what you will see when the Ads Manager finishes loading. Clicking on the tabs enables you to view your current account overview (either Overview or Creative Reporting), Campaigns, Ad Sets and the specific Ads that have been created for you.**

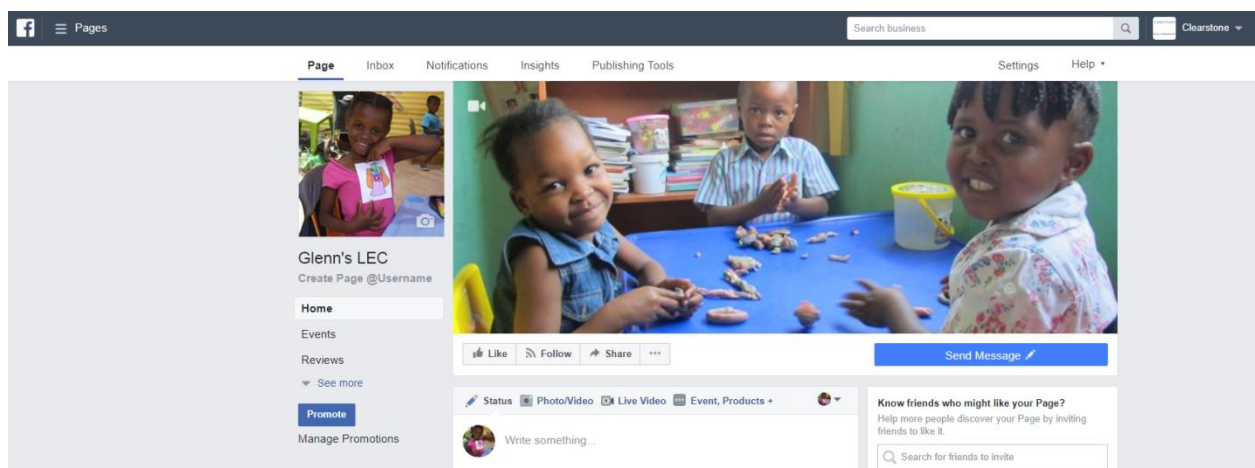


(You may wish to bookmark this page so that, after signing into your personal Facebook account, you may easily return to your Ad Account whenever you wish.)

6. Click on the small profile picture to view the Business page.



7. This is the Business page.



(You may wish to bookmark this page too, so that after signing into your personal Facebook account, you may easily return to the Business page whenever you wish.)

**And while yes, we have placed some content on this Business page for you, you also have Page Admin rights. In addition to your responsibilities of monitoring, responding to and deleting comments on the page, we also encourage you to comment or create new posts on the page yourself, as well.**

If you have any questions, please let me know.

Thank you,