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".

f Search	Q	😝 Glenn 🕌 Home Find Friends	
😝 Glenn Cesar	🖍 Make Post   🖾 Photo/Video Album   📴 Live Video	Trending	Your Pages:
News Feed  Messenger  Watch	What's on your mind, Glenn?	Ted Nugent say for gun control	Dusiness 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.

f∣≡	Business Manager				Search business	Clearstone 🔻
Home	Ad Account Overview	Activity				
			Add a Cover Photo	1 Alert	Sh	w
			CLEAR//STONE//	Pending Requests (9)	Sh	W
		4	theology + Marketing Made Sim	Q 1652762134804144	× Last 7 days ▼	•
			Clearstone	Gienn Cesar ID: 1652/62134804144	0 Active \$0.00 Campaigns Amount Spent	k.
				Q Glenn's LEC	🗙 🛛 Last 7 days 💌	2
				> Gionn's LEC	1 *100% — People Reached	

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

<b>f</b> Business Manager			Search business	Clearstone -
Home Ad Account Overview Activity				
	Add a Cover Photo	1 Alert	Show	
		Pending Requests (9)	Show	
	:hnology + Marketing Made Sim	Q 1652762134804144	× Last 7 days 💌 🕥	
	Clearstone	Glenn Cesar ID. 1052762134804144	0 Active \$0.00 Active Amount Spent	
		Q, Glenn's LEC	🗙 🛛 Last 7 days 💌 🔞	
		> Glenn's LEC	1 *100% — People Reached *	

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.

Hi!

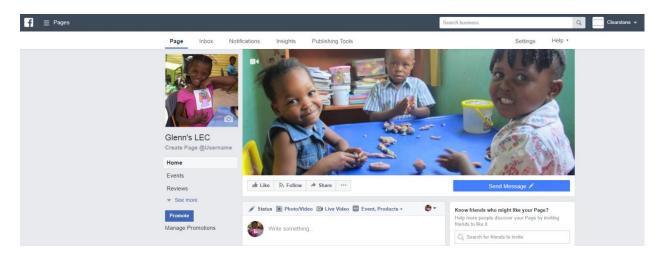
f	≘ Ads Manager				Clearstone 👻 🚇 🗮 🔅		
	Glenn Cesar (1652762134804144) 💌				Discard Drafts Review and Publish		
•	Please go to Payment Settings to set up a payment method for this ad account.						
0	• We are removing some metrics that are redundant or out of date starting in July of 2018. Learn more.						
Q	Q. Search * Today: Apr 1, 2018						
•	Account Overview	count Overview 😰 Campaigns 🗄 Ad Sets		Ads			
0	verview	Reach 🕲 🔻	Amount Spent 0	Impressions 0	Link Clicks		
Creative Reporting NEW		0	\$0.00	0	0		

(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.

<b>f E</b> Business Manager			Search business	Q Clearstone -
Home Ad Account Overview Activity®				
	Add a Cover Photo	1 Alert	Show	
	CLEAR//STONE//	Pending Requests (9)	Show	
	chnology + Macketing Made Sim	Q 1652762134804144	🛛 Last 7 days 🔻 🕼	
	Clearstone	Gienn Cesar ID: 1652762134804144	0 Active \$0.00 Active Amount Spent	
		Q. Glenn's LEC	🛛 Last 7 days 💌 🔞	
		Signal Si	1 *100% — People Reached	

## 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,