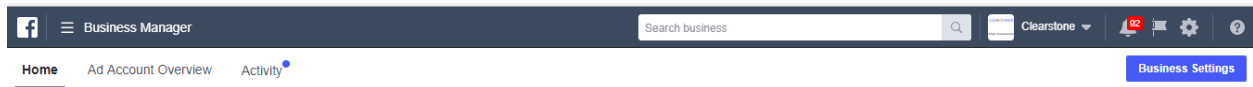
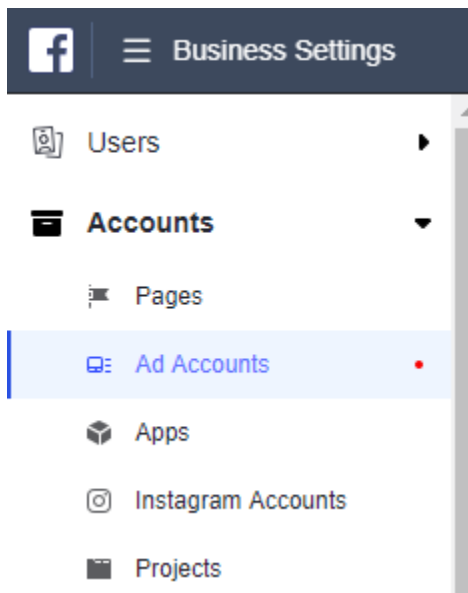


## How to Assign a Partner to Your Facebook Business Manager Ad Account

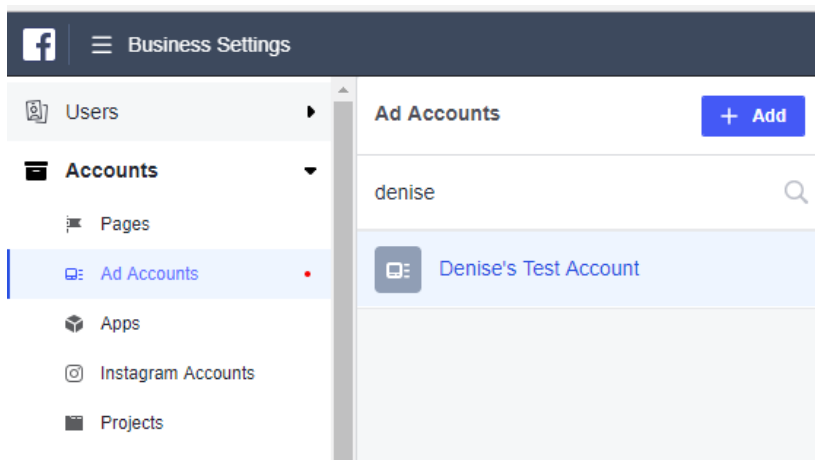
1. Once you have logged into your Business Manager (business.facebook.com), click on Business Settings on the right hand side of the screen.



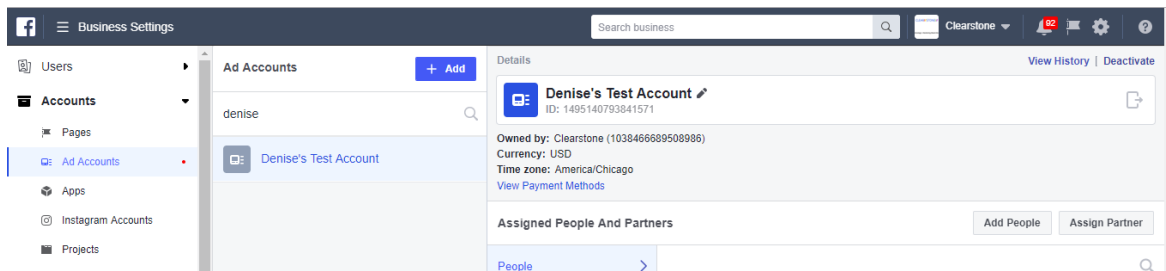
2. Click on “Ad Accounts” on the left column.



3. Choose Ad Account.

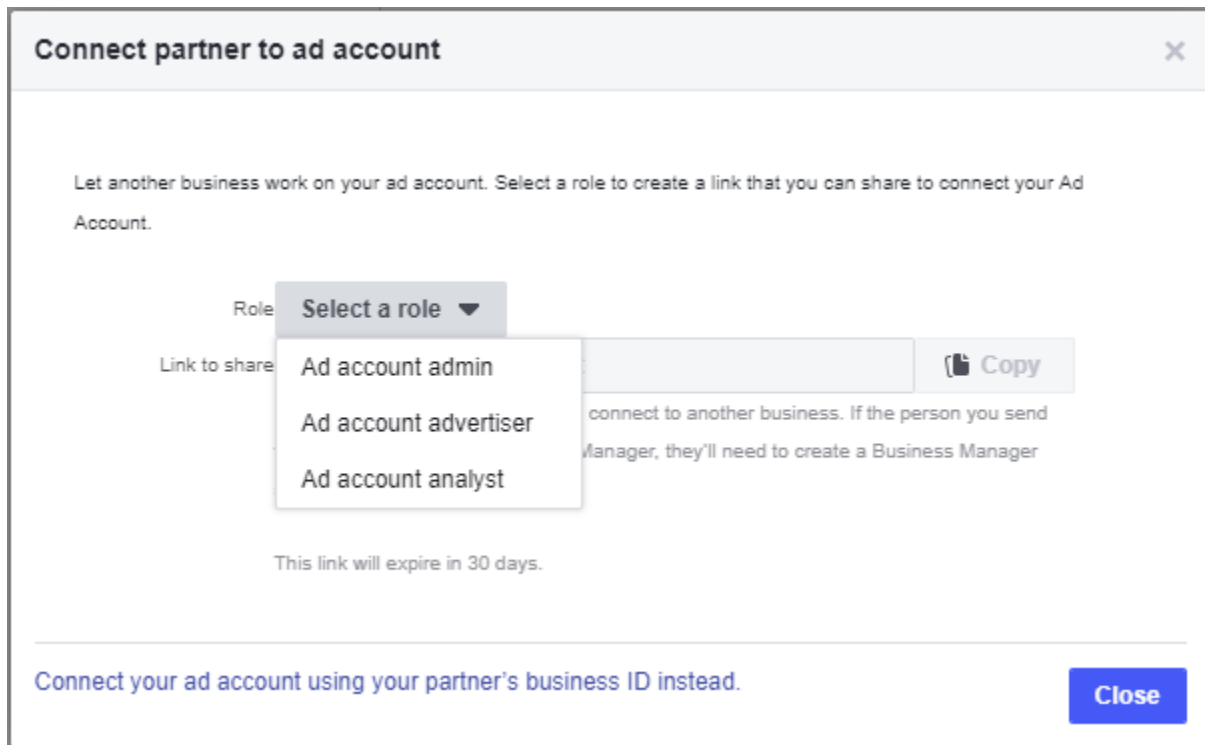


4. Click on Assign Partner on the right hand side of the screen.



5. Assign Ad Account using partner's business ID.

*On the bottom of the dialogue box, Facebook gives you the option to assign a partner using a business ID. Click this option.*



6. Enter Business ID – Clearstone ID: 1038466689508986

*Choose the role you want to give your partner (in Clearstone's case, choose **Admin**).*

### Connect partner to ad account

Enter the business ID for your partner to let them work on your ad account. Your partner can find their business ID by going to the Business Info tab in Business Settings.

Role

Select a role ▼

Business ID

Partner's business ID

[Connect your ad account using a link instead.](#)

CancelConnect

7. Click Connect.

*Please note that there is a difference between adding a person and assigning a partner.*

**Assigning a partner** — Will give the partner agency not employee access to your account. Use this option for adding an agency to your account.

**Adding people** — Will assign the person as an employee of your company (inside your business manager account). Use this for adding other people inside of your company (co-workers).

8. Click Done to finish.