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.

f	Business Manager		Search business	Clearstone 👻	🚑 🛎 ╞	0
Home	Ad Account Overview	Activity			Business Setting	gs

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.

<b>f</b> ≡ Business Settin	ıgs			Search business	Clearstone 👻 📮 🏟 🔞
圆 Users	•	Ad Accounts	+ Add	Details	View History   Deactivate
Accounts	•	denise	Q	Denise's Test Account 🖋 ID: 1495140793841571	G
🛎 Pages	_	-		Owned by: Clearstone (1038466689508986)	
Ad Accounts		Denise's Test Account		Time zone: America/Chicago	
Apps	- 1			View Payment Methods	
<ul> <li>Instagram Accounts</li> </ul>				Assigned People And Partners	Add People Assign Partner
Projects	- 1			People >	Q

## 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.

Connect partner to ad account Let another business work on your ad account. Select a role to create a link that you can share to connect your Ad Account.						
Role	Select a role 🔻					
Link to share	Ad account admin Ad account advertiser Ad account analyst	connect to another business. If the person you send lanager, they'll need to create a Business Manager				
T Connect your ad accou	This link will expire in 30 days. nt using your partner's bus	iness ID instead.		Close		

## 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	o 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 accou	unt using a link instead. Cancel Conn	ect			

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 (coworkers).* 

8. Click Done to finish.