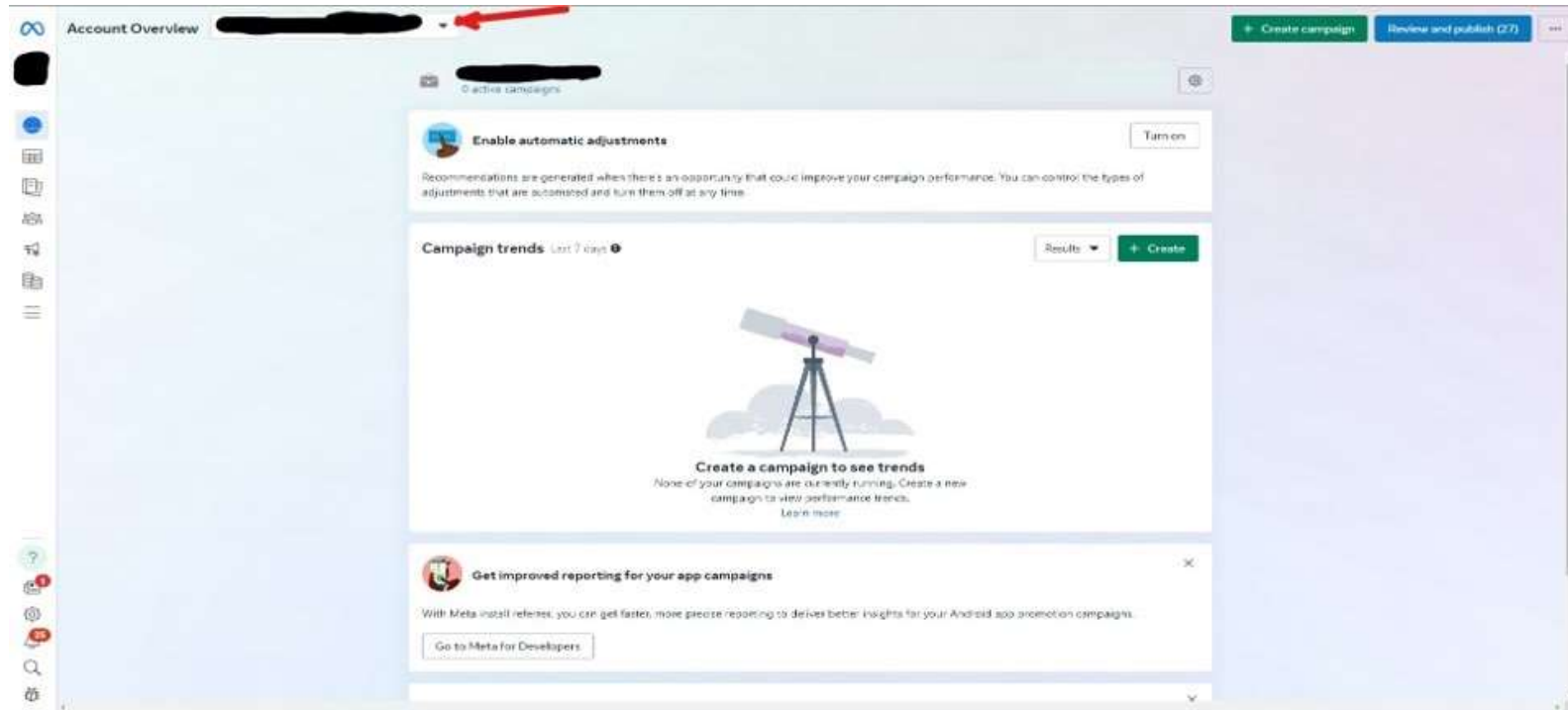


HOW TO GRANT FACEBOOK AD ACCOUNT ACCESS

STEP 1 : Login to Facebook Ads Manager then click the dropdown menu and select the ad account you want to invite a user to.



STEP 2 : Click on the invite people button indicated by the red arrow.

The screenshot shows the Meta Business settings interface. On the left is a sidebar with 'Business settings' and various categories like 'Users', 'Accounts', and 'Data sources'. The main area is titled 'People' and contains a table of users with access to the business portfolio. A red arrow points to the 'Invite people' button in the top right corner of the table.

Name	Email	Business portfolio access	Last active	Status	
[Redacted]	[Redacted]	Partial access Basic Advanced options Finance (view and manage)	2024-07-08	Active	[More options]
[Redacted]	..	Full control Everything	2024-07-11	Active	[More options]
[Redacted]	[Redacted]	Partial access Basic Advanced options Finance (view only)	2024-07-11	Active	[More options]
[Redacted]	[Redacted]	Full control Everything	2024-05-26	Active	[More options]
[Redacted]	[Redacted]	Full control Everything Advanced options Finance (view and manage)	2024-05-21	Active	[More options]
[Redacted]	..	Full control Everything Advanced options Finance (view and manage)	2024-07-03	Active	[More options]
[Redacted]	..	Full control Everything Advanced options Finance (view and manage)	2024-07-12	Active	[More options]

Showing 1-7 of 7 people

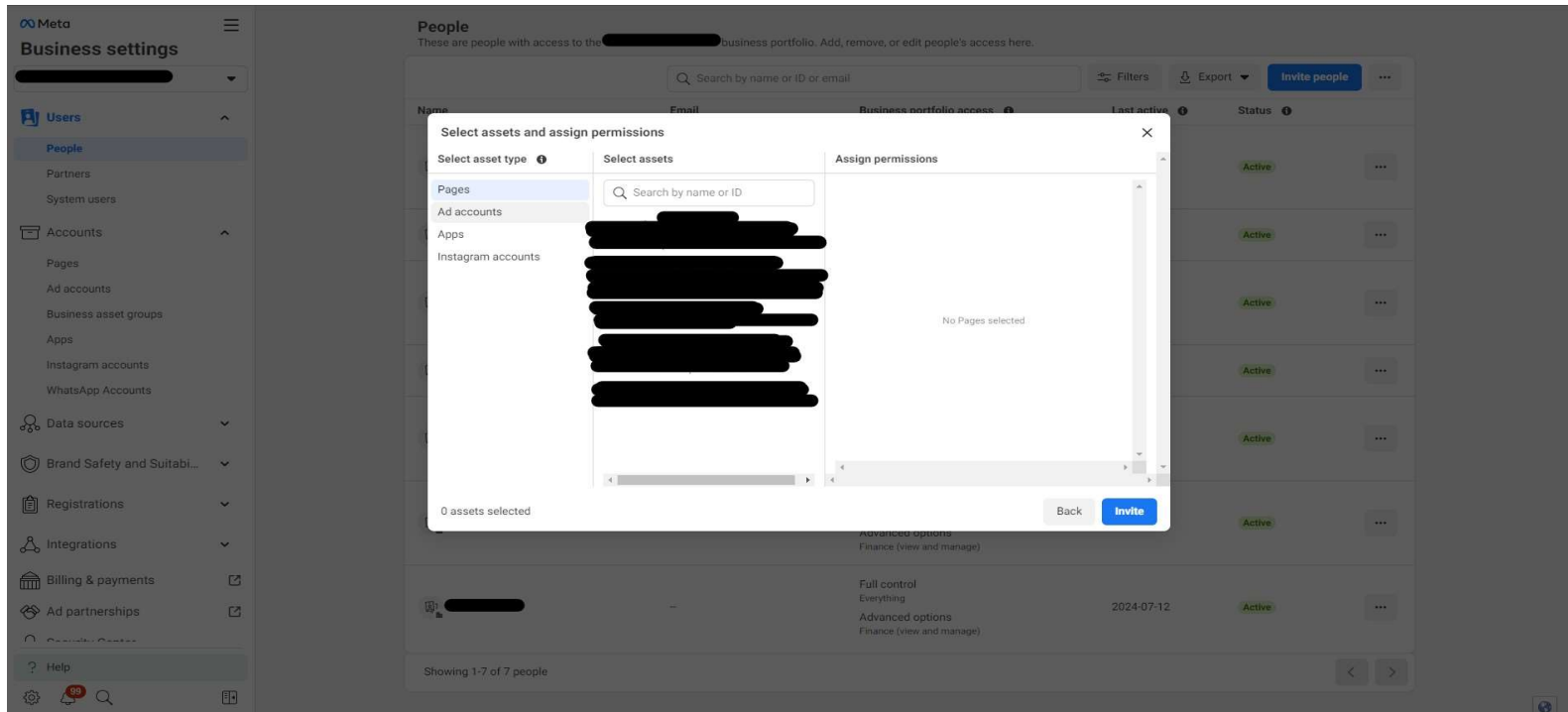
Step 3: Enter the email of the user you want to invite to the ad account.

The screenshot shows the Meta Business settings interface. On the left is a sidebar with 'Business settings' and various categories like 'Users', 'Accounts', and 'Data sources'. The main area is titled 'People' and contains a table of users with columns for Name, Email, Business portfolio access, Last active, and Status. A modal dialog box titled 'Invite people' is overlaid on the table. The dialog contains instructions, a text input field for email addresses, a 'Meta Spark access' toggle, and 'Cancel' and 'Next' buttons. The dialog indicates it is 'Step 1 of 3'.

Name	Email	Business portfolio access	Last active	Status
[Redacted]	[Redacted]	[Redacted]	2024-07-08	Active
[Redacted]	[Redacted]	[Redacted]	2024-07-11	Active
[Redacted]	[Redacted]	[Redacted]	2024-07-11	Active
[Redacted]	[Redacted]	[Redacted]	2024-05-26	Active
[Redacted]	[Redacted]	[Redacted]	2024-05-21	Active
[Redacted]	[Redacted]	Full control Everything Advanced options Finance (view and manage)	2024-07-03	Active
[Redacted]	[Redacted]	Full control Everything Advanced options Finance (view and manage)	2024-07-12	Active

Showing 1-7 of 7 people

Step 5: Select the ad accounts asset type.



Step 6: Select the "view performance" button and press invite. Now the user needs to check their email for invite and accept it to view the performance.

