

HOW TO GRANT GOOGLE ADS ACCOUNT ACCESS

STEP 1 : Once agency admin user will login in his google ads account, click on the admin button appear on left panel at the bottom

The screenshot shows the Google Ads interface. At the top, there is a navigation bar with icons for Search, Appearance, Refresh, Help, and Notifications. Below this is a warning banner: "None of your ads are running - Your campaigns and ad groups are paused or removed. Enable them to begin showing your ads." The left sidebar contains several menu items: Create, Campaigns, Goals, Tools, Billing, and Admin. The Admin button is highlighted with a white box. The main content area shows a table with columns for Impressions, Avg. CPC, and Cost, all displaying "0" or "Rs0.00".

Impressions	Avg. CPC	Cost
0	Rs0.00	Rs0.00

URL: https://ads.google.com/aw/settings/account?ocid=1306549109&workspaceId=0&authuser=3&_u=5764127528&_c=1996438541

STEP 2 : Click on the Access and security button

The screenshot shows the Google Ads interface. At the top, there is a navigation bar with icons for Search, Appearance, Refresh, Help, and Notifications. A notification banner at the top states: "None of your ads are running - Your campaigns and ad groups are paused or removed. Enable them to begin showing your ads." Below this, the left sidebar contains menu items: Create, Campaigns, Goals, Tools, Billing, and Admin. The "Admin" menu item is expanded, showing a list of settings: Account settings, Preferences, Notifications, and Access and security. The "Access and security" item is highlighted, and a tooltip labeled "Access and security" is visible over it. The main content area displays a list of settings with their current values and dropdown arrows.

Account settings	JIP	▼
Preferences	Account: Active	▼
Notifications	Notification contacts ▲ None	▼
Access and security	None	▼
	(GMT+05:00) Pakistan Standard Time	▼
	Yes	▼
	No options set	▼
	Turned on	▼
	Dismissing ads terms Not accepted yet	▼
	Keywords None	▼
	No exclusions set	▼

Step 3: Click the blue plus sign

Google Ads

Search Appearance Refresh Help Notifications

< 1 / 2 > None of your ads are running - Your campaigns and ad groups are paused or removed. Enable them to begin showing your ads. [Hide](#) [Learn more](#)

Access and security

Not applicable

[Users](#) [Managers](#) [Security](#)

Create

Campaigns

Goals

Tools

Billing

Admin

This table shows the users that have access to this account. To manage users who manage billing, visit the ['Payments contacts' section](#) of 'Billing & payments' settings.

Add

Add filter

User	Last signed in	Access level	Access expires	Email account type	Authentication method	Invited by	Added on	Actions
	11 Jul 2024	<u>Admin</u>	Never	Personal	2-step verification		7 Jun 2023	Remove access

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Step 4: Click the users button and add the email id of the user to whom you want to grant permission. And then select the access level of “Read Only” or any other level of your choice. If you experience domain is not allowed. Then first add the domain name by clicking the security button.

The screenshot shows the Google Ads interface. At the top, there's a navigation bar with 'Google Ads' and utility icons. A notification banner states 'None of your ads are running - Your campaigns and ad groups are paused or removed. Enable them to begin showing your ads.' Below this, the 'Access and security' section is active, with the 'Users' tab selected. The 'Email' field contains 'digitaladsmoib@gmail.com' and 'Access expires' is set to 'Never'. Under 'Select account access level', 'Read only' is selected. A table below lists permissions for different actions across five access levels: Email only, Billing, Read only, Standard, and Admin.

	Email only	Billing	Read only	Standard	Admin
View campaigns and use planning tools			✓	✓	✓
Edit campaigns				✓	✓
View billing information		✓	✓	✓	✓
Edit billing information		✓		✓	✓
View reports	✓		✓	✓	✓

Step 5: Click the Send invitation blue button given at the bottom. User will receive the invitation in his email and accept the invitation to login in Google Ads account to view campaign data for billing verification.

The screenshot shows the Google Ads interface. At the top, there's a navigation bar with 'Google Ads' and utility icons like Search, Appearance, Refresh, Help, and Notifications. A notification banner at the top states: 'None of your ads are running - Your campaigns and ad groups are paused or removed. Enable them to begin showing your ads.' Below this is the 'Access and security' section, which includes tabs for 'Users', 'Managers', and 'Security'. A table compares access levels: 'Email only', 'Billing', 'Read only', 'Standard', and 'Admin'. The table lists various permissions such as 'View campaigns and use planning tools', 'Edit campaigns', 'View billing information', etc., with checkmarks indicating which levels have those permissions. At the bottom of the table, there are two buttons: 'Send invitation' (highlighted in blue) and 'Cancel'.

	Email only	Billing	Read only	Standard	Admin
View campaigns and use planning tools			✓	✓	✓
Edit campaigns				✓	✓
View billing information		✓	✓	✓	✓
Edit billing information		✓		✓	✓
View reports	✓		✓	✓	✓
Edit reports			✓	✓	✓
View users, managers and product links			✓	✓	✓
Add email only users			✓	✓	✓
Edit users, managers and product links					✓

THANK YOU