

Meta Business Suite Setup & Agency Access Instructions

Agency: Pivot Creative

Agency Business ID: 582599658739831

Step 1: Create a Meta Business Suite Account

1. Go to business.facebook.com
 2. Click **Create Account** (if you don't already have one)
 3. Enter your business name, email address, and business details
 4. Follow the prompts to verify your email and complete setup
 5. You'll be taken to your Business Suite dashboard
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Step 2: Add Your Facebook Page (if not already connected)

1. From the Business Suite home, click **Accounts** in the left menu
 2. Select **Pages**
 3. Click **Add** and choose your Facebook page, or create a new one
 4. Grant the necessary permissions when prompted
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Step 3: Grant Agency Access to Pivot Creative

1. In Business Suite, go to **Settings** (bottom left corner)
 2. Click **Users and Permissions**
 3. Select **Admins**
 4. Click **Add Admin**
 5. Search for Pivot Creative's business account using the Agency Business ID:
582599658739831
 6. Select the appropriate role (Admin recommended for full access)
 7. Click **Confirm**
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Step 4: Verify Access

Once you've granted access, Pivot Creative will receive a notification to accept the partnership. After acceptance:

- Pivot Creative can manage your Facebook page and Instagram account

- They can create and schedule posts, manage comments, and view analytics
 - You retain ownership of your accounts
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Need Help?

If you encounter any issues during setup:

- Contact Pivot Creative at digitalmarketing@pivotcreates.com or **(419) 954-3005**
 - Meta support: [facebook.com/help](https://www.facebook.com/help)
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Questions? Reach out to your Pivot Creative team—we're here to help!