Meta Business Suite: Grant Agency Access (Existing Account)

Agency: Pivot Creative

Agency Business ID: 582599658739831

Step 1: Access Your Business Suite Settings

1. Go to business.facebook.com
2. Log in with your Meta business account credentials
3. Click **Settings** (bottom left corner of the screen)

Step 2: Navigate to Users and Permissions

1. In Settings, click **Users and Permissions** in the left menu
2. Select **Admins** from the submenu

Step 3: Add Pivot Creative as an Admin

1. Click the **Add Admin** button
2. In the search field, enter Pivot Creative's Business ID: **582599658739831**
3. Select Pivot Creative from the search results
4. Choose the admin role (Admin is recommended for full access to manage pages and Instagram accounts)
5. Click **Confirm**

Step 4: Verify the Partnership

Once you've added Pivot Creative:

- Pivot Creative will receive a notification to accept the partnership request
- After they accept, they'll have access to manage your Facebook and Instagram accounts
- They can create and schedule posts, manage comments, respond to messages, and view analytics
- You retain full ownership of your accounts at all times

Step 5: Manage Access Anytime

If you need to:

- **Change permissions:** Go to Settings > Users and Permissions > Admins, select Pivot Creative, and adjust their role
- **Remove access:** Select Pivot Creative and click **Remove**

Need Help?

If you run into any issues:

- Contact Pivot Creative at **digitalmarketing@pivotcreates.com** or **(419) 954-3005**
- Meta support: facebook.com/help

Ready to get started? Your Pivot Creative team is standing by to help manage your social media!