

How to Become an Administrator or Editor of a Facebook Business Page

In order to connect your clients Facebook Business Page your client's business portal in your platform, you can follow one of two options:

- 1) Ask your client to login to their business portal through your website using the credentials you assigned to them when first adding them to the platform (their email address and password).
- 2) Ask your client to make you an Editor or Administrator of their Facebook Business Page.

What's the difference between Administrator and Editor status?

Administrator: Can manage all aspects of the Page. They can: send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page, edit Instagram account details from the Page and assign Page roles.

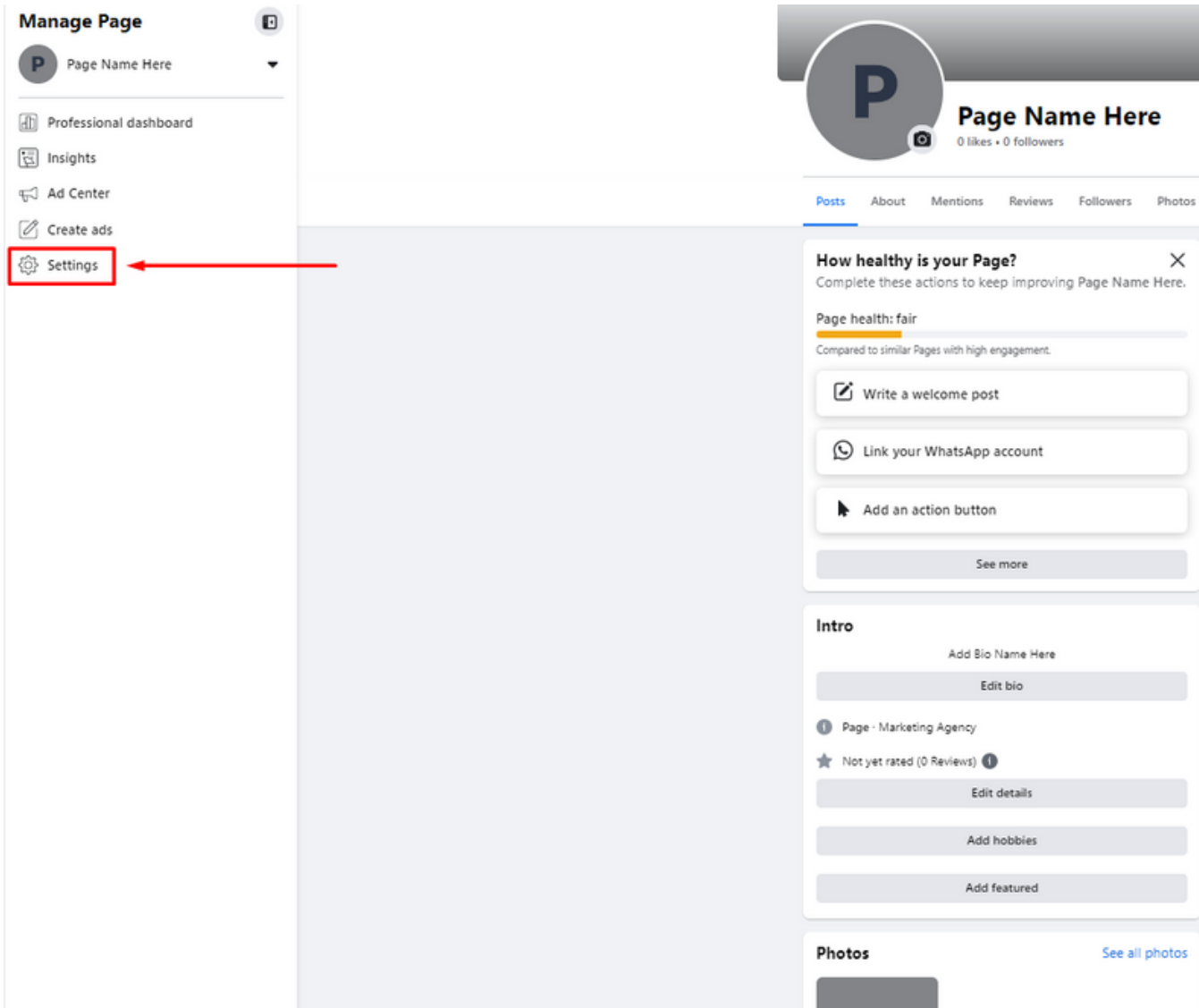
Editor: Can send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page and edit Instagram account details from the Page.

Either option will work for the purposes of connecting and using their Facebook page from your platform.

When asking your client to make you an administrator or editor of their Facebook page, follow these five simple steps:

Step 1:

Ask the owner of the Facebook Business Page to visit their page and click on the “Settings” button on the top left corner.



Step 2:

From the left sidebar menu, click the “New Pages Experience” button.

Settings



Page Name Here



Privacy



New Pages Experience



Notifications



Linked Accounts



Videos



Branded content

Step 3:

In the “People with Facebook access” field, click "Add New" then ask your client to enter your email address that is associated with your Facebook account.

(You may want to make sure that the email address you are using for your business dealings is also attached to your personal Facebook account).

Manage and view access

People with Facebook access ⓘ

[Add New](#)

...

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People with task access ⓘ

[Add New](#)

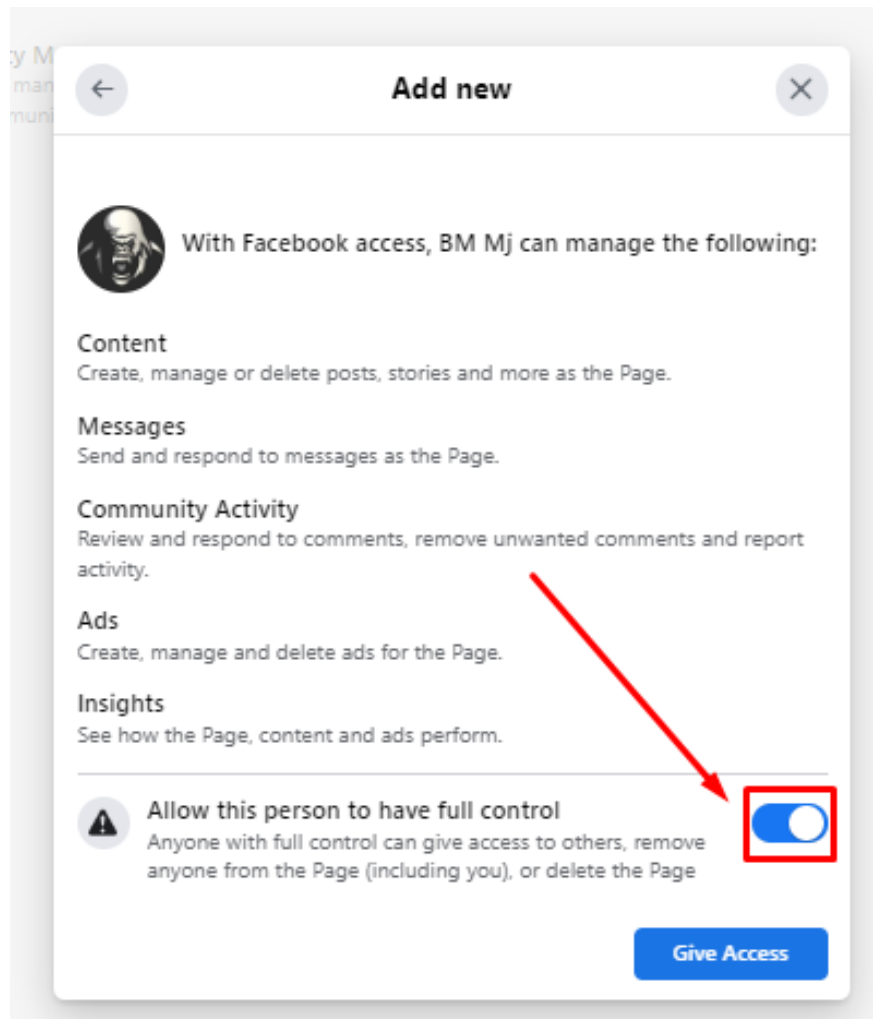
Community Managers

Community managers can moderate chat comments, suspend or remove people who violate community standards and see all admins of this Page.

[Manage](#)

Step 4:

After adding their email address to the text box a new window will open where your client can grant you full access to the page or not.



Step 5:

Once your email address is entered and chosen your access condition, the last step is for them to click the "Add" button. You will then be notified via Facebook and email that you have a new request to become an administrator or editor of that Facebook Business Page. You simply need to accept the request to complete the process.