

HOW TO ACCEPT & SEND FACEBOOK PAGE PARTNER REQUESTS

1. **Sign in:** Log in from your personal account then type in business.facebook.com in your browser. You must have admin access to the business page you want to connect.

The screenshot displays the Meta Business Suite interface for the 'Escape Quest Salem' page. On the left, a navigation sidebar includes 'Home', 'Notifications', 'Ads Manager', 'Inbox', 'Content', 'Planner', 'Search', 'Settings', and 'Help'. The main content area shows the page's cover photo, which depicts a person in a blue suit with a yellow shield and a red padlock on their chest. Below the cover photo, the page name 'Escape Quest Salem' is displayed, along with the text 'Edit Facebook Page | Connect Instagram' and 'Facebook followers 81'. At the bottom, there are buttons for 'Create post', 'Create ad', 'Create reel', 'Create story', and 'More'.

2. **Settings:** From the home page look for the 'Settings' icon at the bottom of your left-hand navigation.

The image shows the Meta Business Suite interface. On the left, a navigation menu lists several options: Home, Notifications, Ads Manager, Inbox, Content, Planner, Search, Settings, and Help. The 'Settings' option, represented by a gear icon, is highlighted with a red rectangular border. The main content area displays the profile page for 'Escape Quest Salem', featuring a cover photo of a person in a blue suit with a yellow shield and a red padlock on their chest. Below the cover photo, the page name 'Escape Quest Salem' is visible, along with links to 'Edit Facebook Page' and 'Connect Instagram'. The number of Facebook followers is shown as 81. At the bottom of the page, there are buttons for 'Create post', 'Create ad', 'Create reel', 'Create story', and a 'More' dropdown menu.

3. **Accepting Requests**: From settings, look for the 'Requests' icon and select 'Other Requests'. Here you will see your received partner requests. The name will be BM Partner Connect. Click 'Approve'

The screenshot displays the Facebook Business Settings interface for 'Townsquare Media'. The left-hand navigation menu is visible, with the 'Requests' section highlighted in a red box. Under 'Requests', the 'Other requests' option is selected. The main content area shows a 'Requests' tab with a sub-tab for 'Received'. A notification card is displayed, stating: 'A business requested access to your Page. September 10, 2024, 9:53 PM · US'. The request is from 'Jaime Sommerhalter' (j.sommerhalter@unifed.com) on behalf of 'IHM Digital Business'. The request is for access to the 'News Radio 1290 WMBF Page'. Below the request details, it states: 'If you approve access, then Jaime Sommerhalter and admins for that business will be able to take the following actions on your Page: Insights, Ads'. On the right side of the card, there are two buttons: 'Decline' and 'Approve'. The 'Approve' button is highlighted with a red box.

3a. **Sending Requests:** You can also send us a request by going to 'Partners' on the left-hand navigation and selecting the blue 'Add' icon. Next, select 'Give a partner access to your assets'.

The screenshot displays the Facebook Business Manager interface. On the left, the navigation menu includes 'Partners', which is highlighted with a red box. The main content area shows a list of partners, with '818 Consulting LLC' selected. A red box highlights the 'Add' button and the dropdown menu for this partner, which contains two options: 'Give a partner access to your assets' and 'Ask a partner to assign you their assets'. The 'Assigned assets' section on the right indicates that no assets are currently assigned to this partner.

4a. Find Partner: Search for PARTNER ID: 7554469771270744 (BM Partner Connect)

The screenshot shows the Facebook Business Settings interface. On the left is a navigation sidebar with categories like Business portfolio info, Users, Partners, Accounts, Data Sources, Requests, Brand Safety, Integrations, Billing & payments, Meta Verified, and News Pages. The 'Partners' section is selected and highlighted. The main content area shows a list of partners under the heading 'Partners'. A search bar at the top of this list is labeled 'Filter by name or ID' and has an 'Add' button. The list includes '818 Consulting LLC', 'Baumer Impact', 'Dave's Hot Tub's', 'Fisher's Technology', 'Sawa Life', 'YogaToday', and 'themasonrycenter'. To the right of the list, there is a detailed view for '818 Consulting LLC' with ID: 252025345478354, including an 'Assign assets' button and tabs for 'Assets you assigned' and 'Assets assigned to you'. A modal dialog titled 'Add a new partner' is open in the foreground. It has a subtitle 'Setup' and explanatory text: 'Add a new partner to give them access to work on Pages, Instagram accounts and other business assets in your business portfolio. The assets will remain in your portfolio, and partners will only be able to work on tasks you assign to them.' Below this text, it says 'They may be able to use an API to manage the assigned tasks.' There is a text input field labeled 'Partner business ID' containing the value '934706781383326'. The input field is highlighted with a red rectangular box. At the bottom right of the modal are 'Cancel' and 'Next' buttons.

5a. **Select Access Level:** Next select the page you want to grant access to & choose the option 'Partial Access' as well as 'Leads' using the radio buttons.

The screenshot displays the Facebook Business Manager interface. On the left is a navigation sidebar with categories like 'Partners', 'Accounts', 'Data Sources', and 'Requests'. The main area shows the 'Partners' section for '818 Consulting LLC'. A modal dialog titled 'Assign assets and permissions' is open, showing a list of assets to be assigned. The 'Box Project' asset is selected. The 'Assign permissions' section has 'Leads' selected with a radio button. The 'Partial access (business tools and Facebook)' option is also selected with a radio button. Red arrows point to the 'Box Project' asset and the 'Leads' and 'Partial access' radio buttons.

Settings | Box Project Business portfolio

Partners

Filter by name or ID **Add**

818 Consulting LLC
ID: 252025345478354

Assign assets

Assets you assigned Assets assigned to you

Assign assets and permissions

Select asset type

Pages
Ad accounts
Catalogs
Apps
Pixels
Instagram accounts
Offline event sets
Publisher Block Lists
Custom conversions
Domains
Business Creative Folders
Datasets

Select assets

Search & filter

Select all

Box Project

Drop 'N' Shop

Escape Quest - Room Escape Game

Escape Quest Salem

Assign permissions

Revenue
View and expose page Monetization and earnings data within Creator Studio only.

Leads
Access and manage leads, including downloading leads, creating lead ads and more.

Partial access (business tools and Facebook)

Content, Messages, Community activity, Ads, Insights

Switch into the Page to manage things directly on Facebook, and by using tools like Meta Business Suite. System users can't switch into the Page or do some sensitive tasks.

Full control (business tools and Facebook)

Everything (except sensitive actions)

Cancel **Save changes**