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.

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

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'

3a. <mark>Sending Requests:</mark> 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'.

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

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.