



## Approving Admin Access

1. Log into Facebook
2. Click settings in upper right corner
3. Click page roles
  - a. If the page is owned by a Business Manager, an email will be generated from Facebook to the Admin(s) of that Business Manager. Admins > Business Manager settings > Requests approve there
  - b. If the page is owned by individual users, an Admin will need to go to Settings > Page Roles > approve from there.
  - c. If the page is owned by individual users AND in the New Page experience setup, an Admin will need to go to All Tools > Page Settings > New Pages Experience > and approve from there