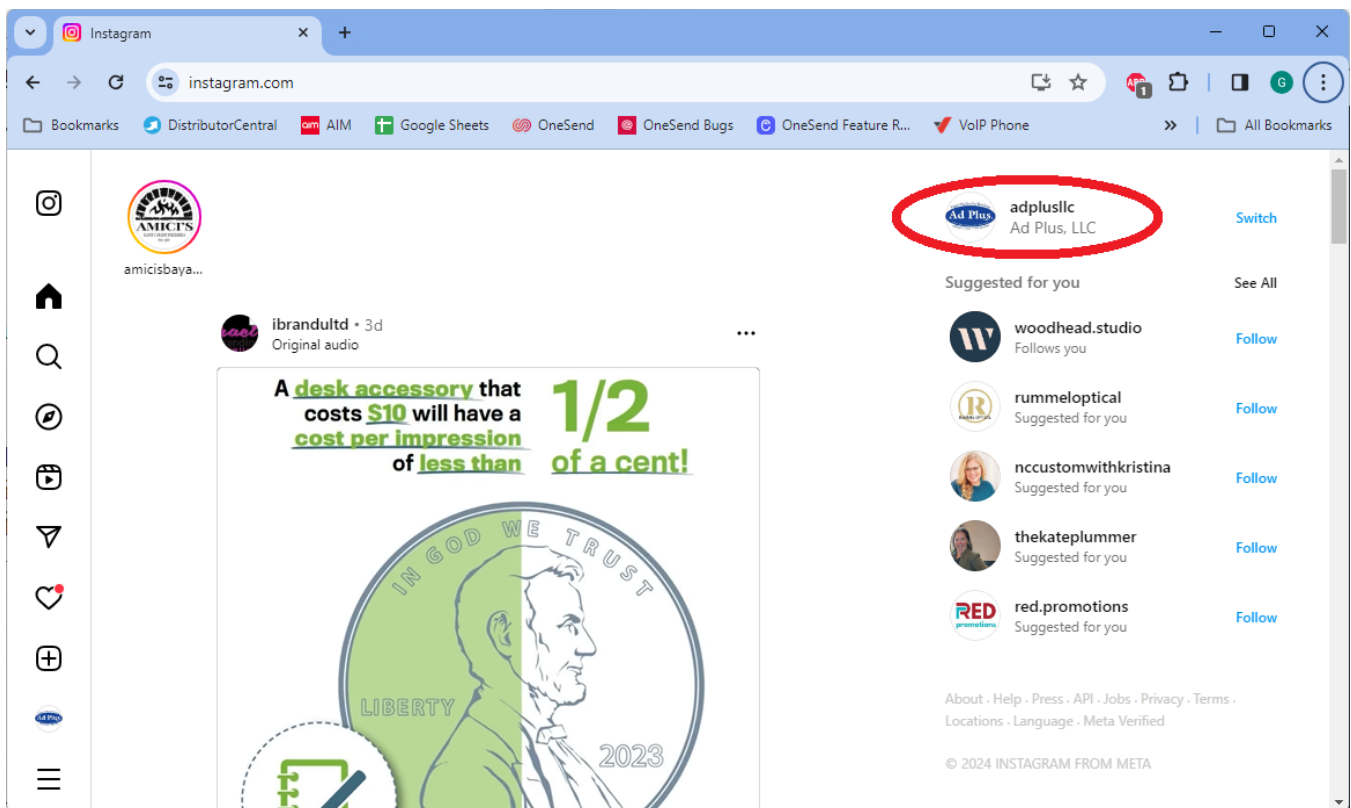


# Instagram Guide – Give Permission To Publish

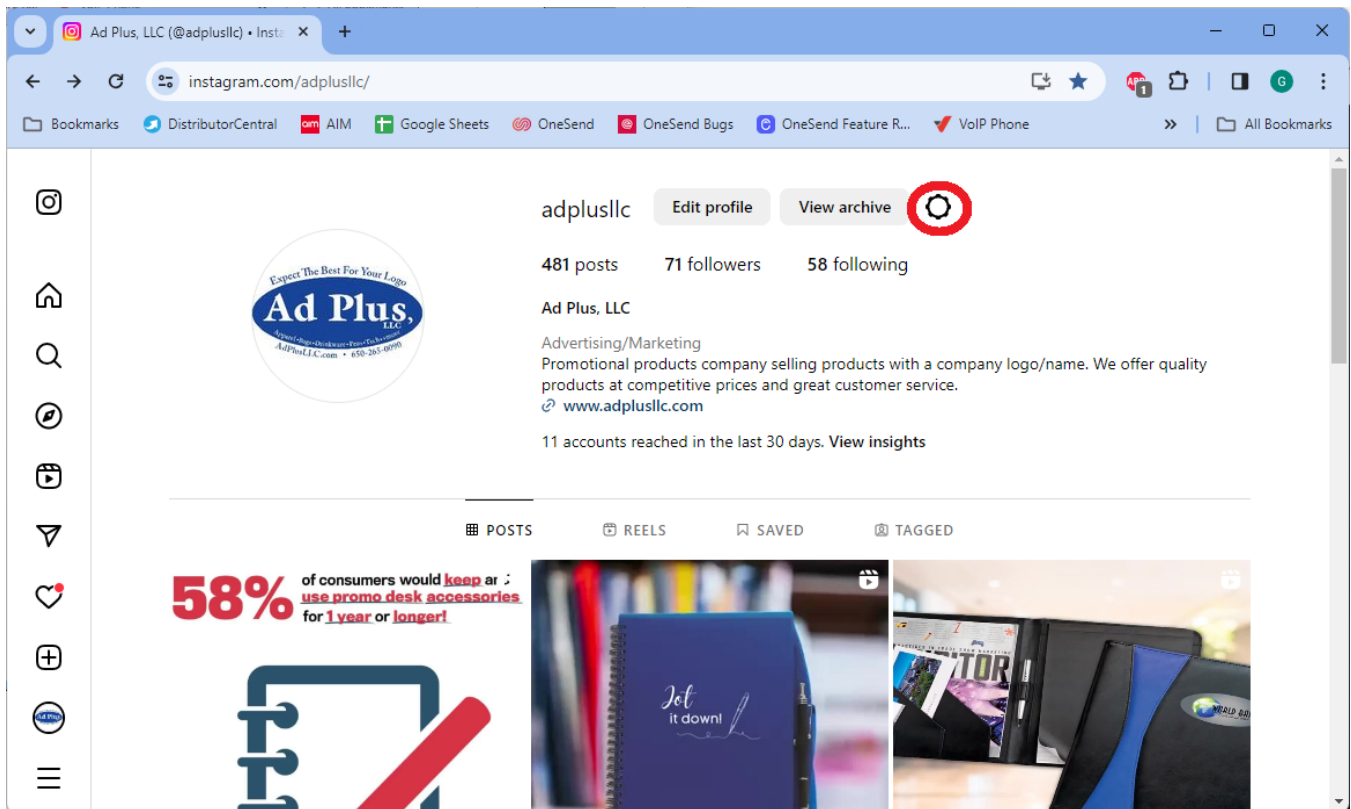
For Promo Social Post to be able to publish information to your Instagram account the account must be an Instagram Professional Account, have it linked to your Facebook Company page and grant Admin privileges to us for your Facebook Company page. The instructions below detail how to verify if this is already done or make it happen. If you have any questions or need assistance call us at 650-966-7810 x2 Monday – Friday from 9:00 AM – 5:00 PM PST.

## How to confirm if your Instagram account is a Professional Account or turn it into one

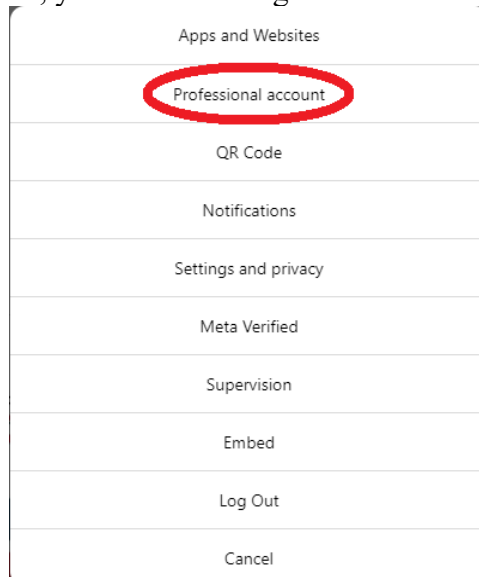
1. Log into your Instagram account from a computer
2. Click on your logo on the top right corner (or whatever image you uploaded when creating the account)



3. The home page for your Instagram company page opens. Click the options icon (a gear symbol) in the top middle of the screen, a little towards the right.



4. A popup menu is displayed. If the second selection from the top says “Professional account”, then Instagram is setup properly. If not, you need to change it to a Professional account.



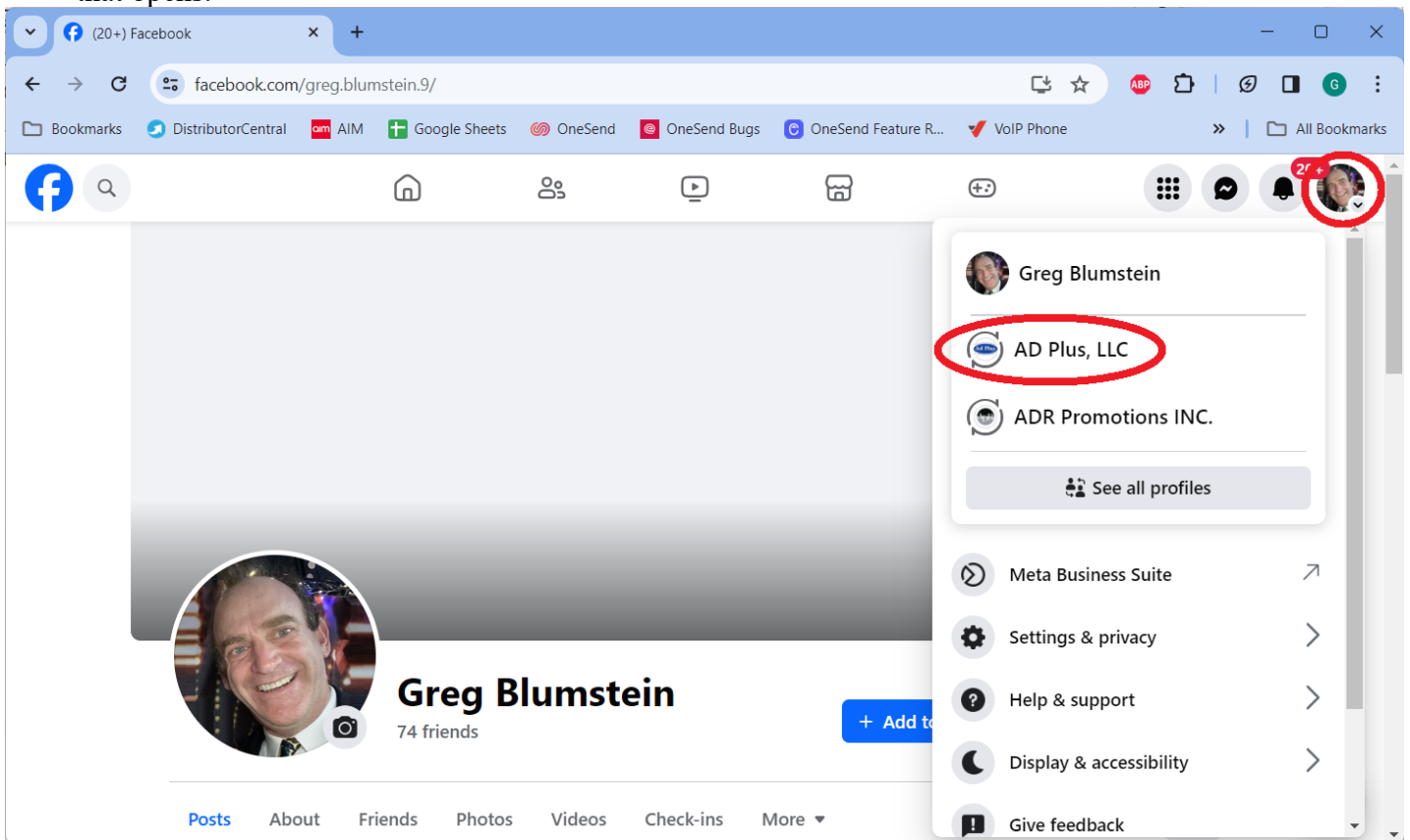
5. Meta recently changed the process on how to create a personal account to a professional one. As of right now, we have not figured out how to do it on your computer. Open the Instagram app on your phone. Follow these instructions
  1. Click the profile with the person icon on the bottom right corner of the App. If you have not uploaded your picture of company logo, then it is just a silhouette of a persons shoulders and head. Otherwise, it is your picture or company logo.
  2. Press the “Edit Profile” button that is on the top 1/3 of the screen on the left side.
  3. At the bottom of this “Edit Profile” page, click the blue “Switch to professional account”.
  4. Press the blue “Continue” button four times. On the “What best describes you page”, start typing in

“Advertising” and then select “Advertising/Marketing” when that options displays below.

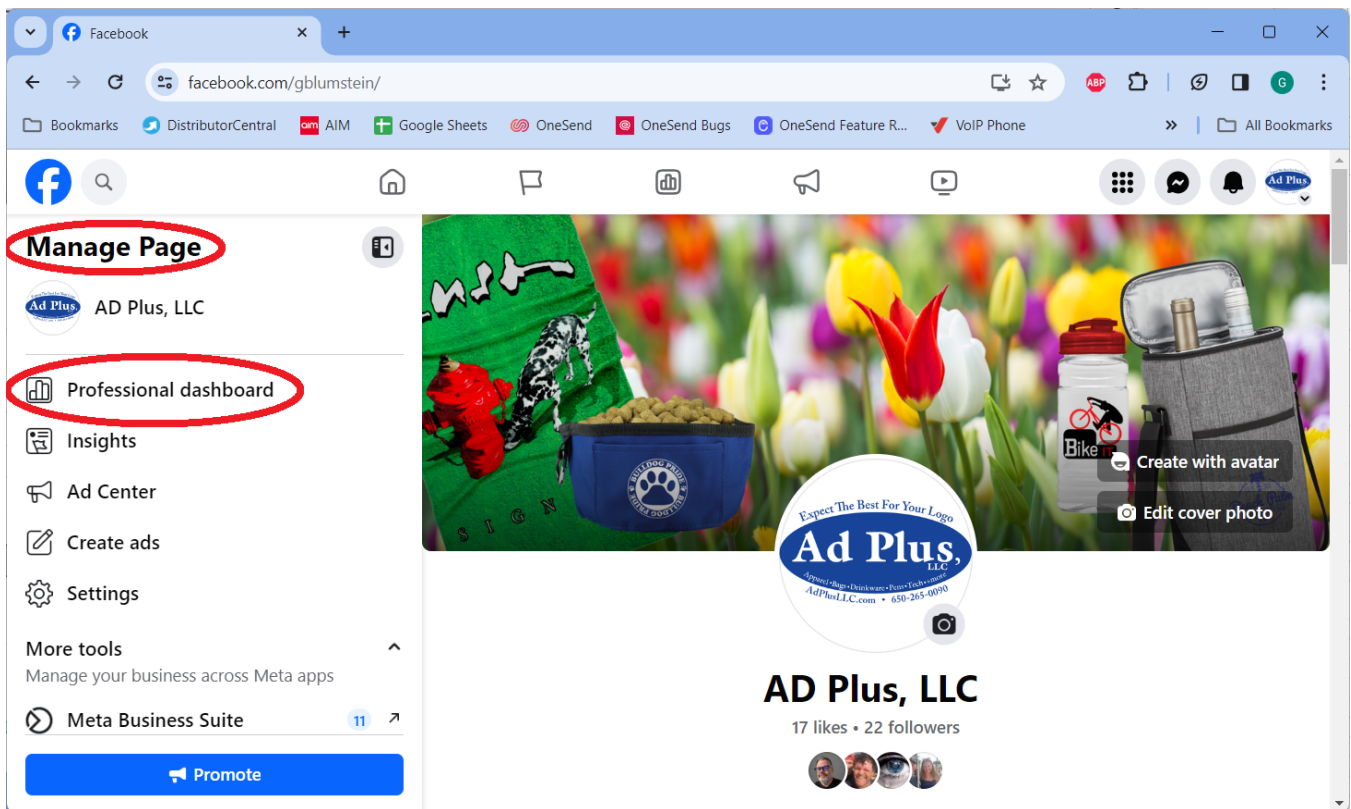
5. Press the blue “Done” button
6. On the “Are you a business?” page, make sure “Business” is selected and then press the blue “Next” button.
7. On the “Review contact info” page, edit your contact info is necessary and then click the blue “Next” button.
8. On the “Share logins using Account Center” page, click blue “Continue” at the bottom of the page and then the blue “Done” button on the next page.

## Grant Admin Privileges to Promo Social Post

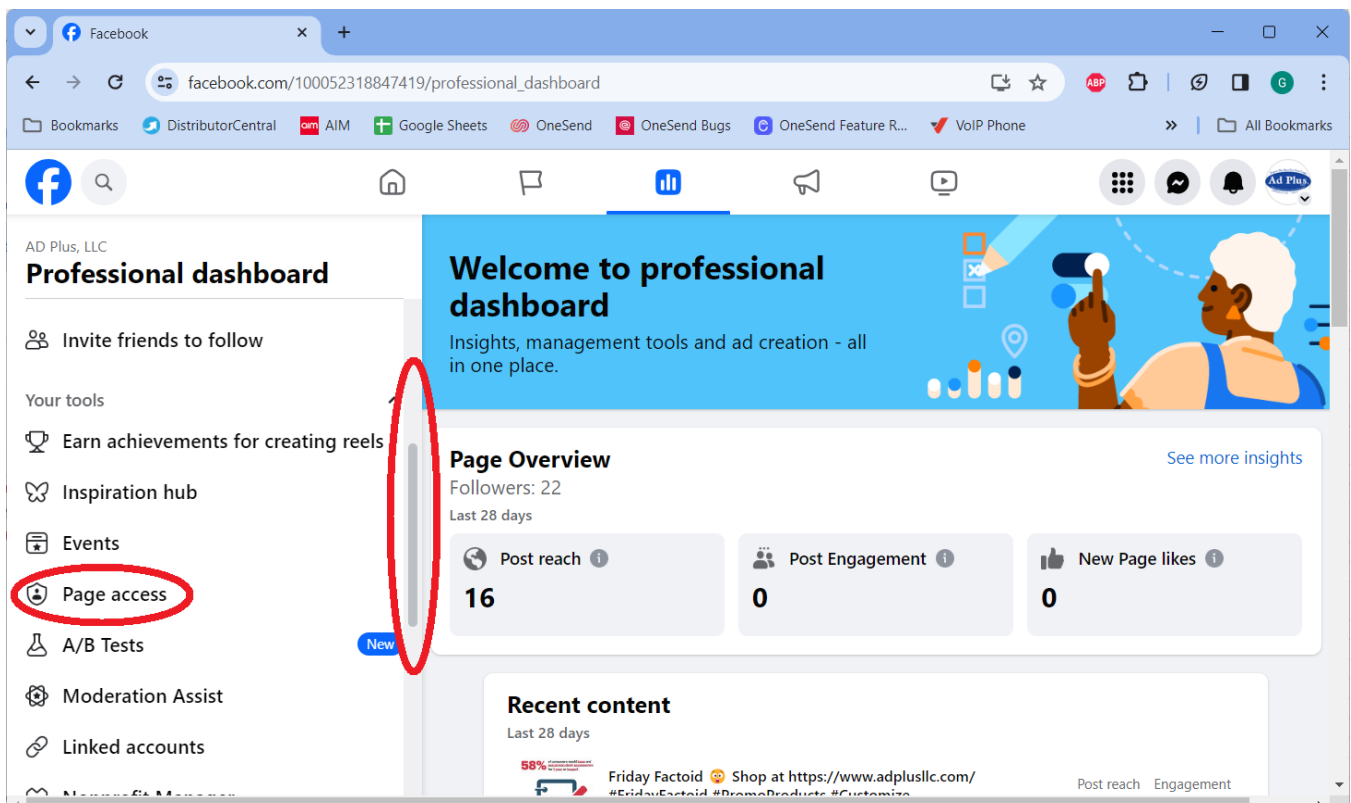
1. In order for Promo Social Post (PSP) to have the ability of publishing posts to your account we must have “Admin role” to your Facebook Company page. To be clear, by giving us the Admin role on your Facebook page we would have the ability to make changes in your account just like you can. We will NOT have the ability to make changes to any other pages within Facebook including your personal Facebook account or any other pages under you personal account. With this said, we at PSP will treat your Company Page with the upmost respect and will ONLY use these privileges to publish posts to your account unless you explicitly give us permission to do other tasks. For instance, we have setup or modified company pages for subscribers who do not know how to do it themselves.
2. Log into Facebook.
3. The user needs be changed from your personal Facebook account to the distributorship account. Click the button profile button on the top right corner that likely has your picture in it. In the popup menu, click the name of your distributorship. In this example, it is “Ad Plus, LLC”. If you do not see the name of your distributorship, then click on the “See all profile” button and select the distributorship in the popup window that opens.



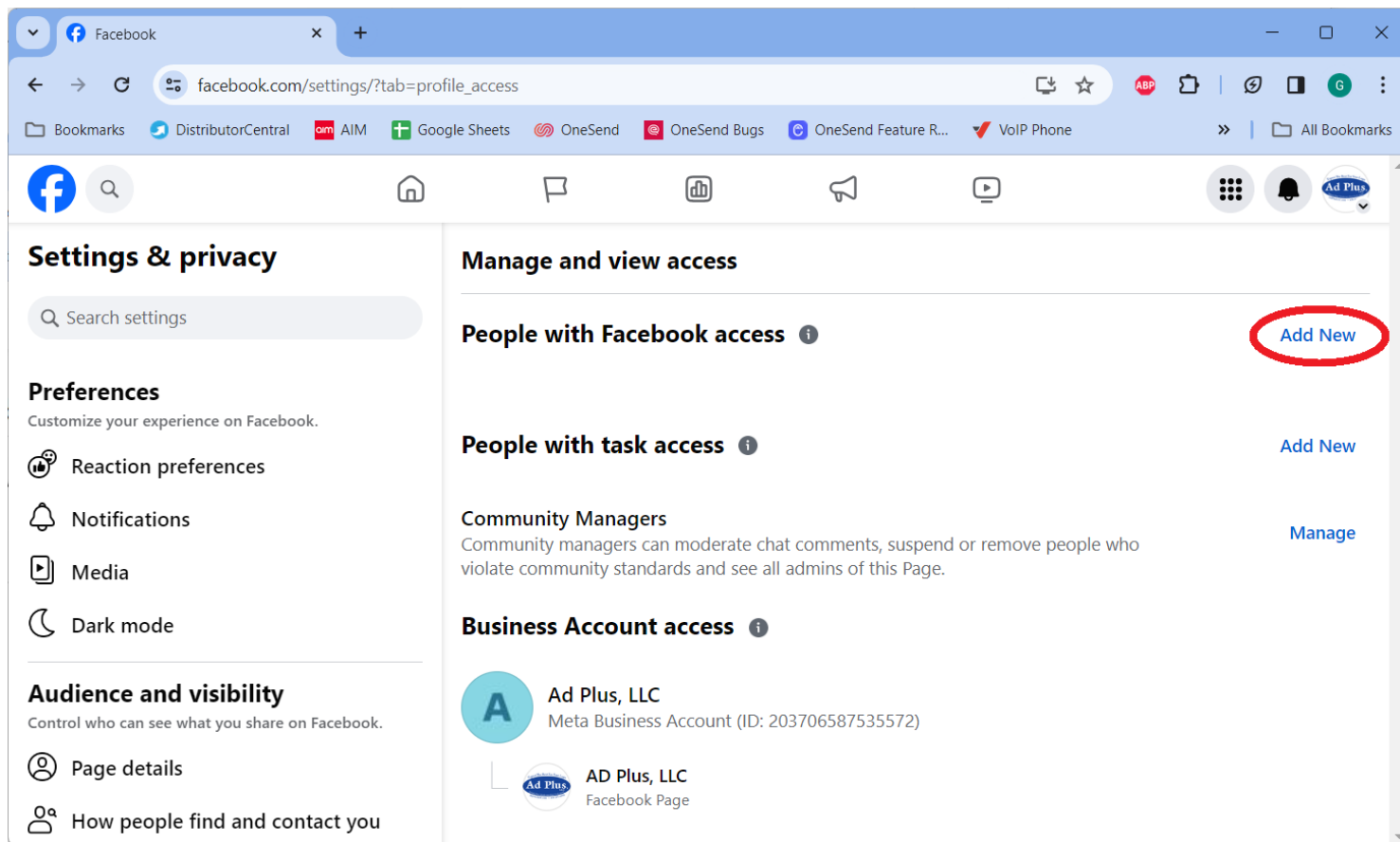
3. The “Manage Page” opens (top left corner of the page). Click on “Professional dashboard”.



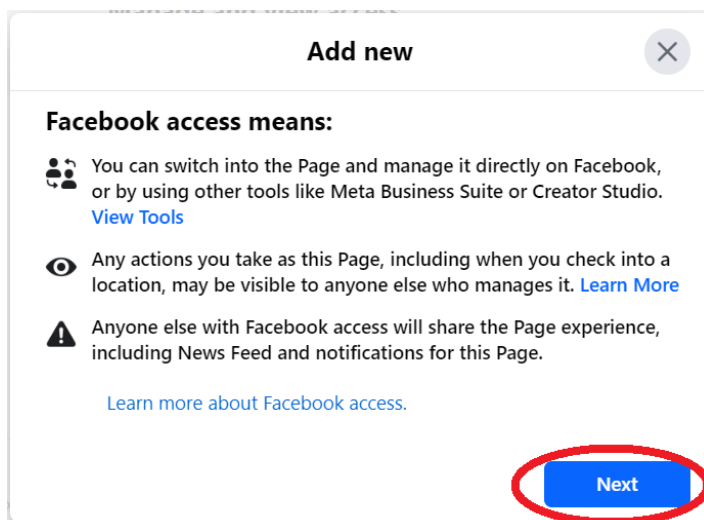
4. The “Professional dashboard” page opens up (top left corner of the page under the Facebook logo). On the left hand side, scroll down until you see “Page Access” and click it.



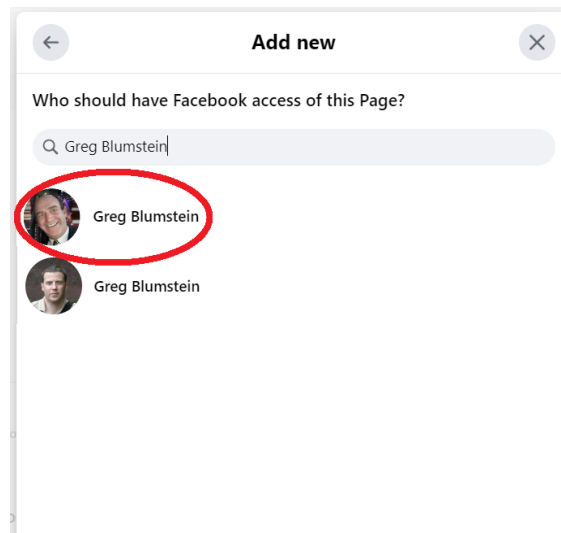
5. The “Settings and Privacy” page opens (top left corner). Click the top “Add New” button that is to the right of “People with Facebook access”.



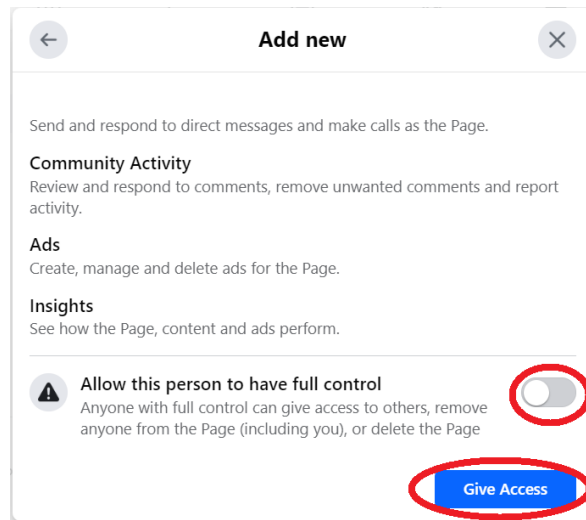
6. A series of 3 popup windows will open in a row. In the first one, click the blue “Next” button on the bottom right corner.



7. In the next window, type “Greg Blumstein” in the entry field and then select the one where the head is at an angle.



8. The next explains that you will be giving someone else access to manage the page. Scroll to the bottom of the window and press the slide button to the right of “Allow person to have full control” so it turns blue. Then click the blue “Give access” button.



9. Finally, you will need to enter your Facebook personal account password. Once this is done, it will send an invite to Greg asking him to accept the permission to your page.