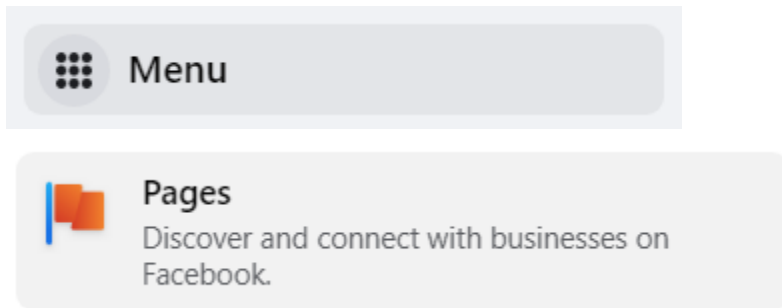
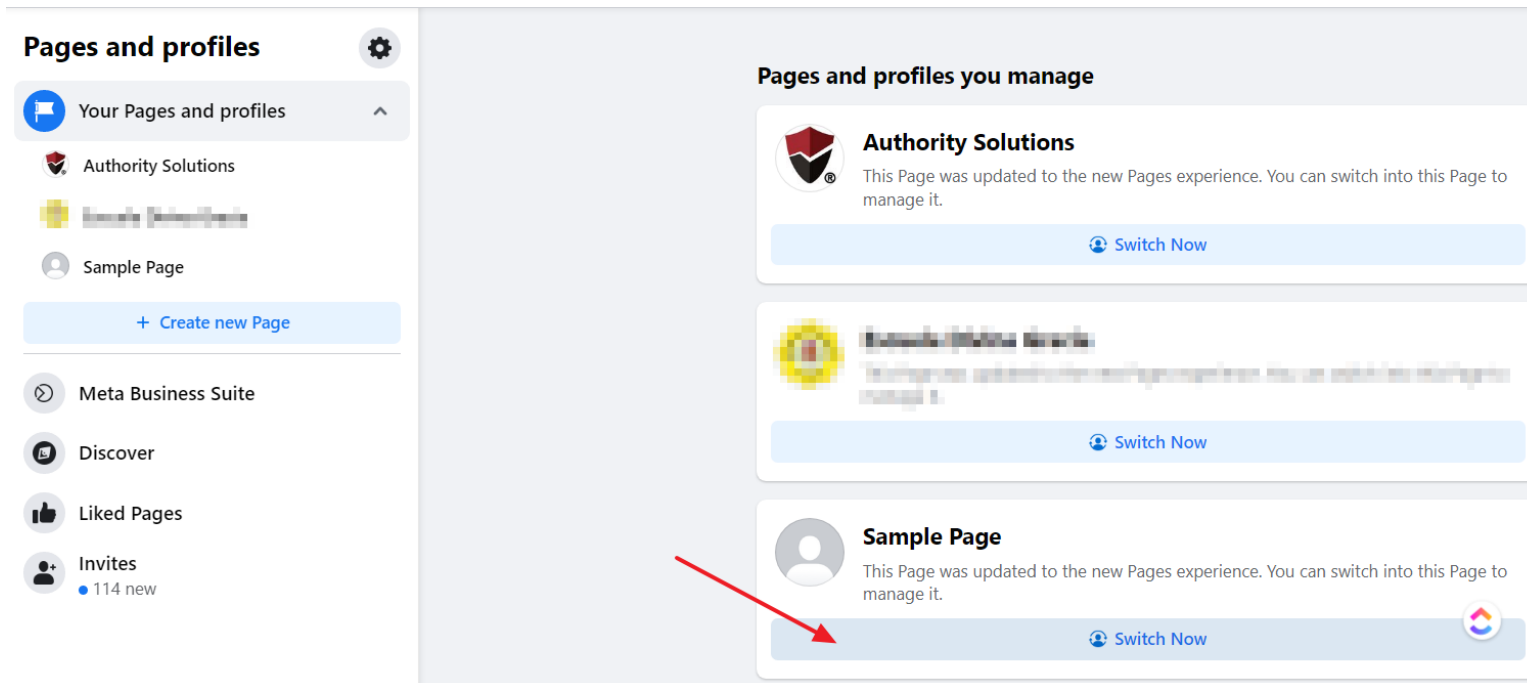


To add Authority Solutions® to your Facebook page:

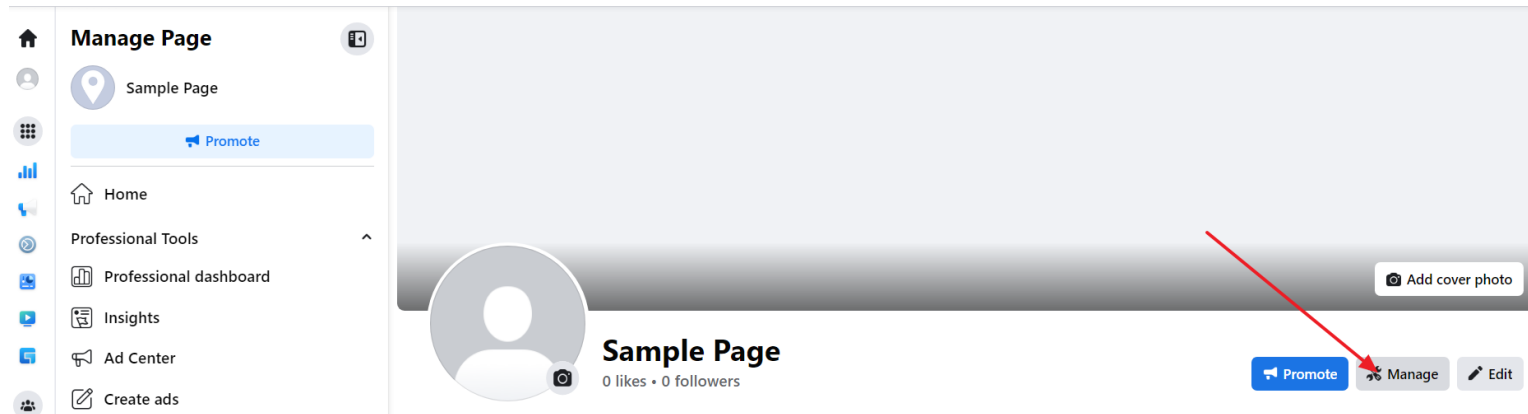
1. From your Feed, click **Menu** in the left menu then **Pages**.



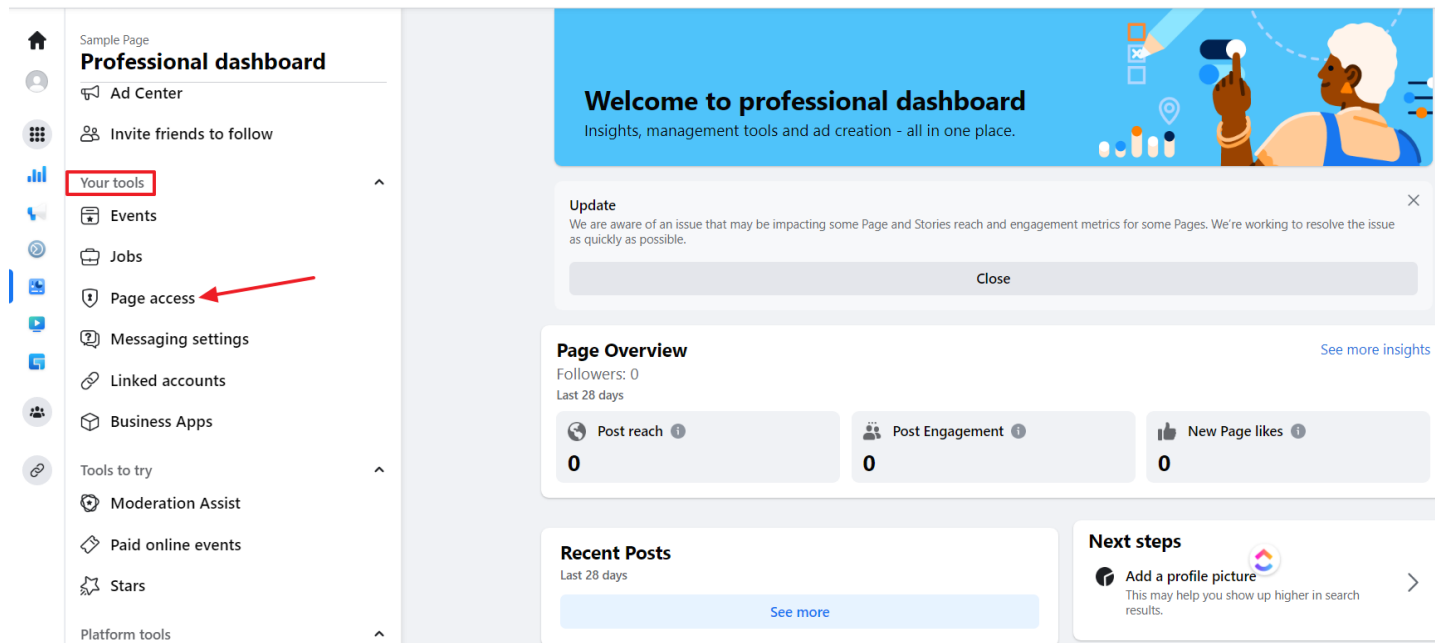
2. Find your Page and click the **Switch Now** button.



3. On your **profile**, click the **Manage** button.



4. Go to **Your tools** and click on **Page Access**.



5. Click **Add New** then **Next**

Manage and view access

People with Facebook access ⓘ

[Add New](#)

Add new



Facebook access means:



You can switch into the Page and manage it directly on Facebook, or by using other tools like Meta Business Suite or Creator Studio.
[View Tools](#)



Any actions you take as this Page, including when you check into a location, may be visible to anyone else who manages it. [Learn More](#)




Anyone else with Facebook access will share the Page experience, including News Feed and notifications for this Page.


[Learn more about Facebook access.](#)

Next


5. Type **Jane AS Smith** and select the **person** (with the profile picture below) from the list that appears.




Add new




Who should have Facebook access of this Page?

 Jane AS Smith




Jane AS Smith

6. Turn on **Allow this person to have full control**, then click **Give Access**.



Allow this person to have full control
Anyone with full control can give access to others, remove anyone from the Page (including you), or delete the Page



Give Access

6. Enter your **password** to confirm.



Give Access



For your security, re-enter your Facebook profile password to confirm that this person should have full control and can access everything you can.

Password



Confirm