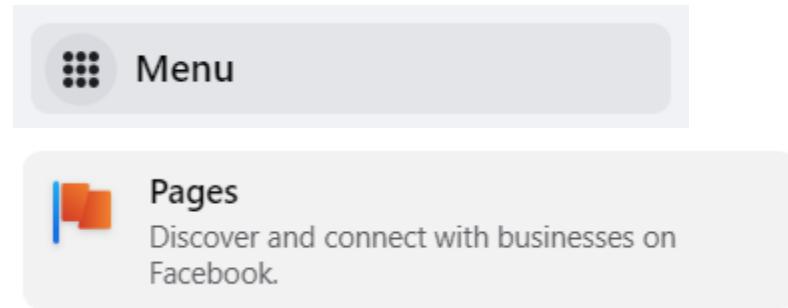


To add Authority Solutions® to your Facebook page:

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

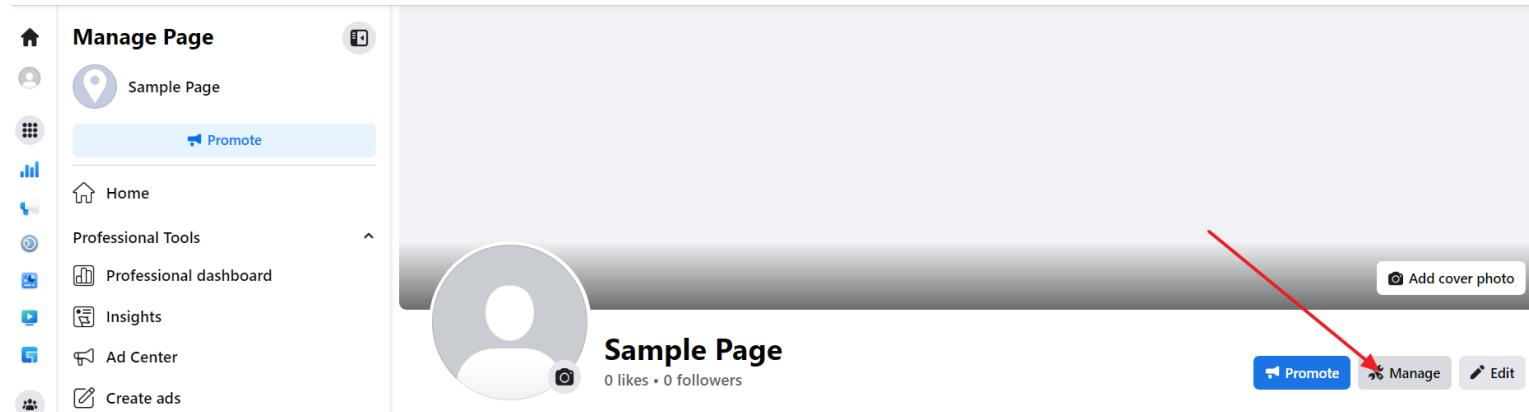


2. Find your Page and click the **Switch Now** button.

A screenshot of the 'Pages and profiles' section of the Facebook Business Manager. On the left, there's a sidebar with 'Your Pages and profiles' selected. It lists 'Authority Solutions', 'Sample Page', and other options like 'Meta Business Suite' and 'Invites'. The main area is titled 'Pages and profiles you manage' and shows three cards: 'Authority Solutions' (with a shield icon), 'Sample Page' (with a person icon), and another partially visible page. A red arrow points to the 'Switch Now' button under the 'Sample Page' card.



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



Manage Page

Sample Page

Promote

Home

Professional Tools

Professional dashboard

Insights

Ad Center

Create ads

Sample Page

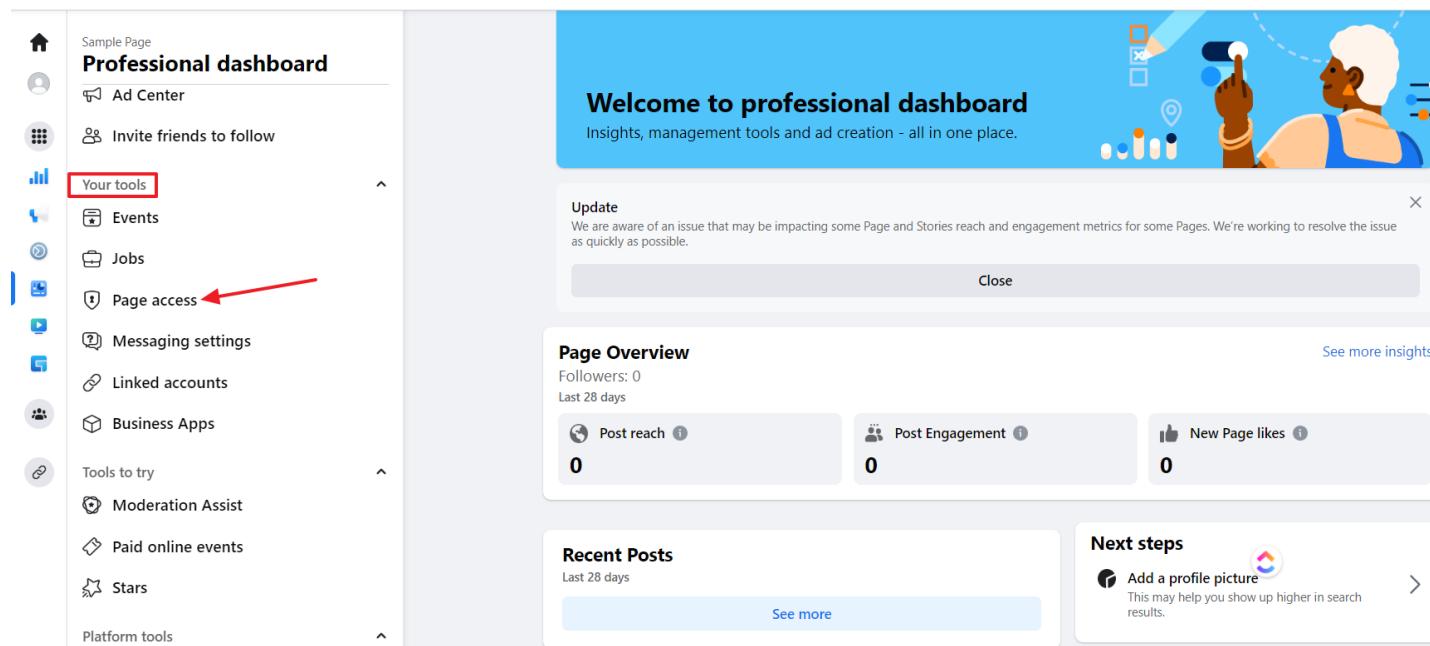
0 likes • 0 followers

Promote

Manage

Edit

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



Sample Page

Professional dashboard

Ad Center

Invite friends to follow

Your tools

Events

Jobs

Page access

Messaging settings

Linked accounts

Business Apps

Tools to try

Moderation Assist

Paid online events

Stars

Platform tools

Welcome to professional dashboard

Insights, management tools and ad creation - all in one place.

Update

We are aware of an issue that may be impacting some Page and Stories reach and engagement metrics for some Pages. We're working to resolve the issue as quickly as possible.

Close

Page Overview

Followers: 0

Last 28 days

Post reach 0

Post Engagement 0

New Page likes 0

See more insights

Recent Posts

Last 28 days

See more

Next steps

Add a profile picture

This may help you show up higher in search results.

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.



Confirm