

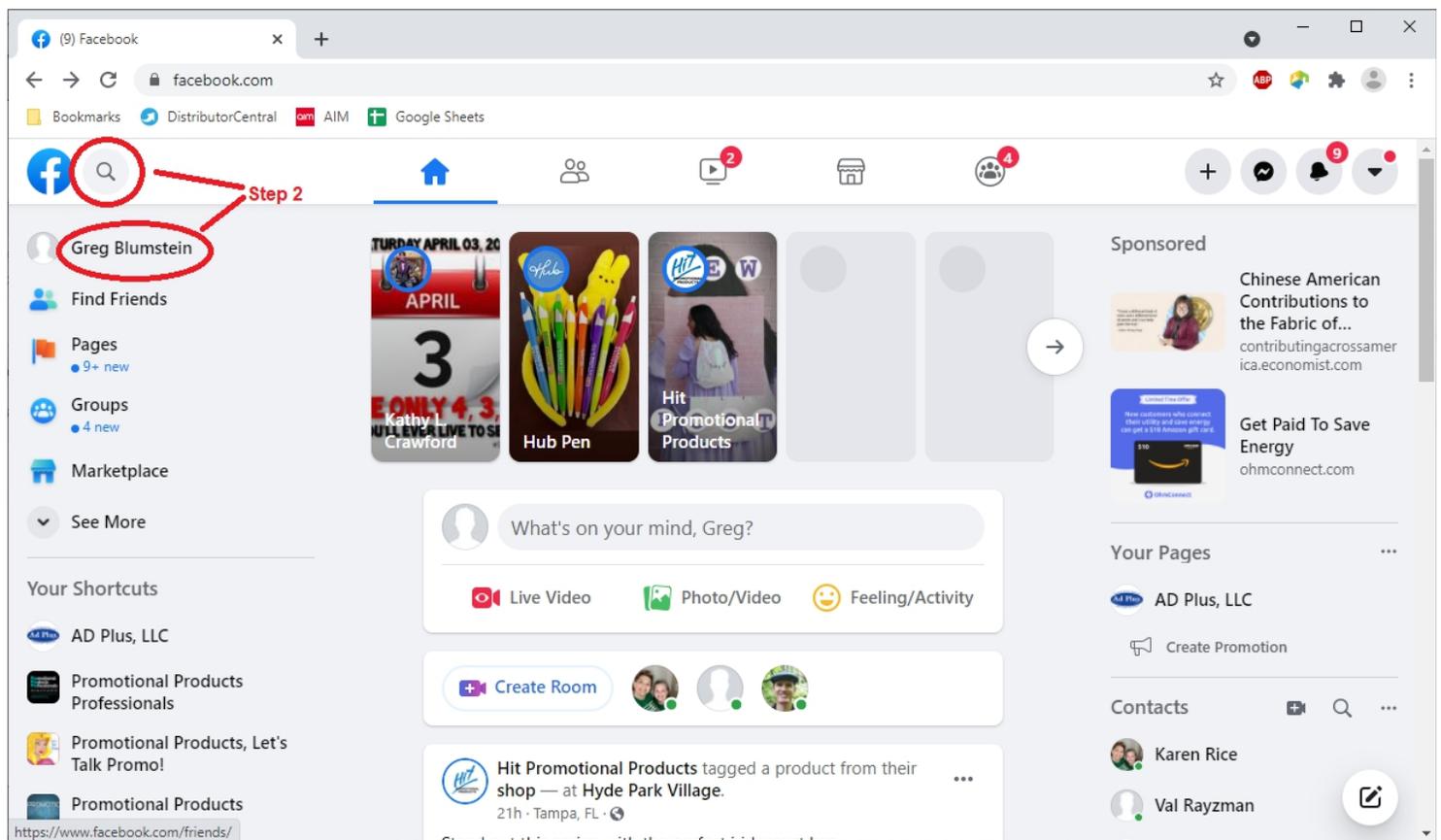


Facebook Guide – Give Permission To Publish

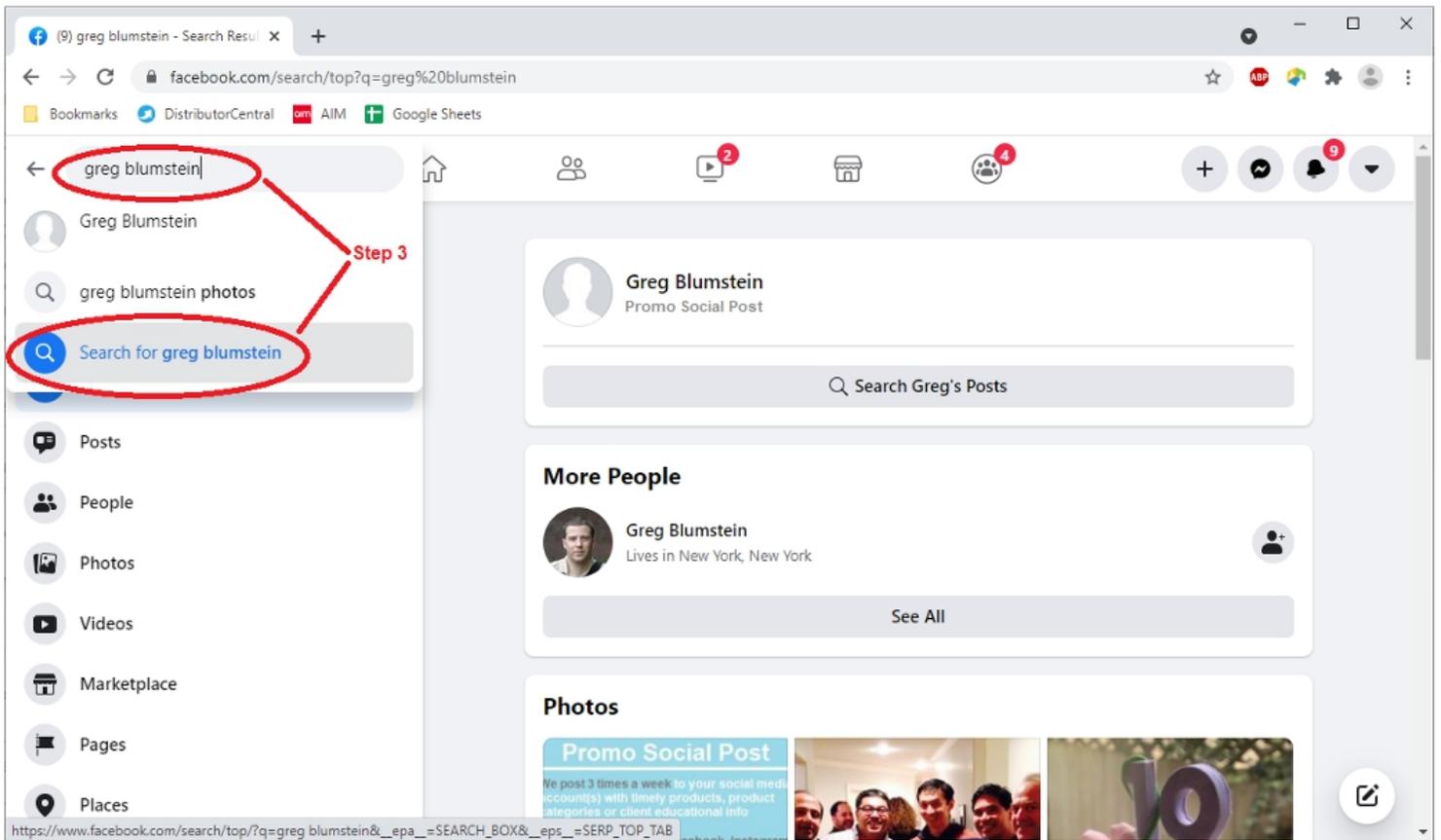
For Promo Social Post to be able to publish information to your Facebook company page we must be granted the “Admin” role. The instructions below detail how verify if this is already done or how to make it happen. If you have any questions or need assistance call us at 650-966-7810 Monday – Friday from 9:00 AM – 5:00 PM PST.

Become Friends with Greg Blumstein

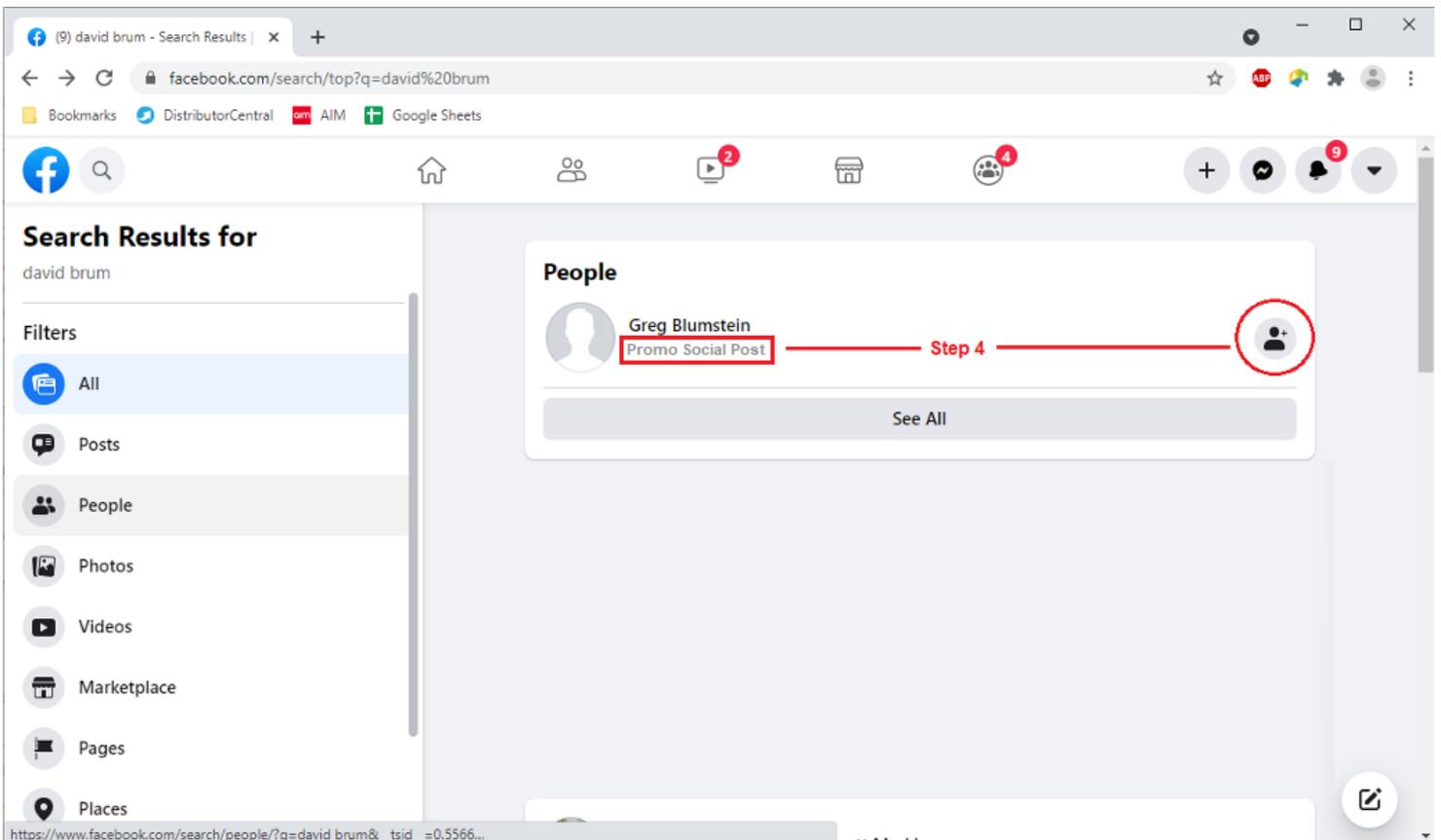
1. Either Greg Blumstein will send a Friend request to you or Log into Facebook and follow these steps
2. Make sure you are in your personal Facebook page and not your company page. On the top left under the Facebook logo you should see your name. Once this is confirmed press the search button (magnifying glass) on the top left which just to the right of the Facebook logo.



3. Enter Greg Blumstein in the entry field at the top left and click the “Search for Greg Blumstein” option at the bottom of the pop up menu



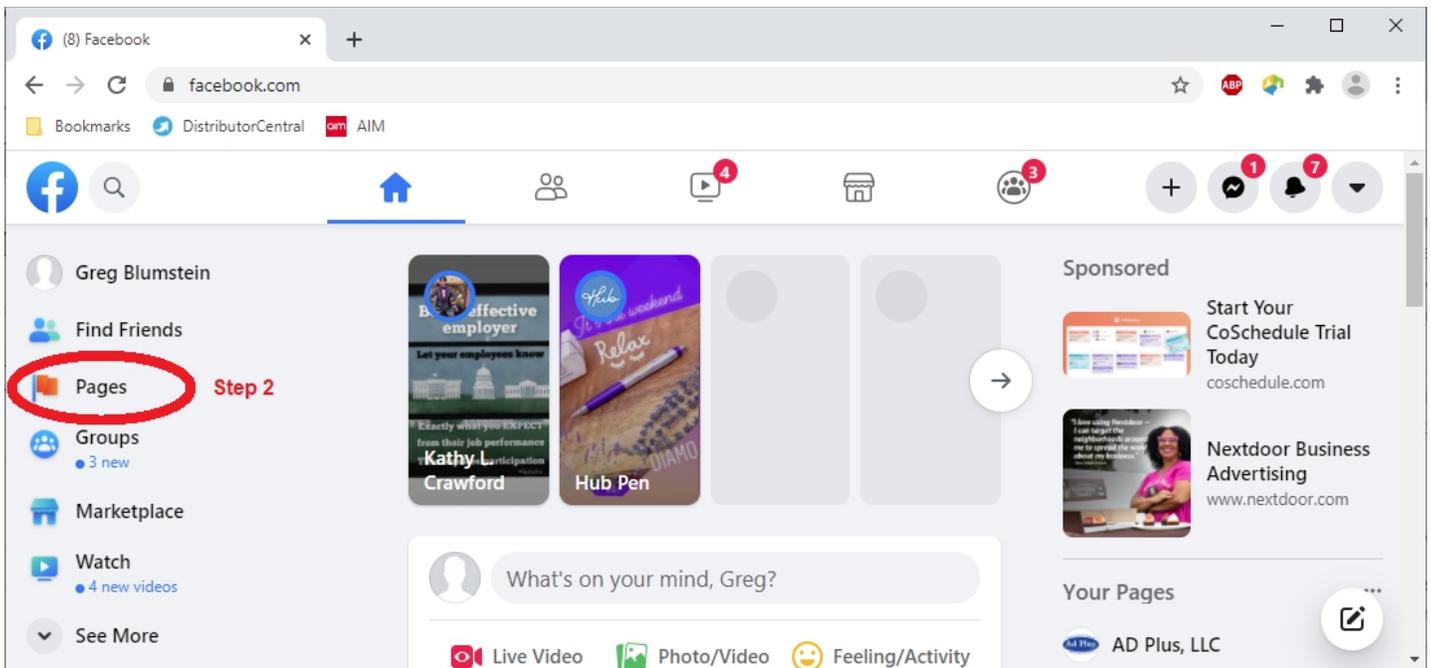
4. In the window that pops up click the light gray circle/person button on the right with a plus sign to add a friend. MAKE SURE YOU SELECTED GREG BLUMSTEIN, PROMO SOCIAL POST.



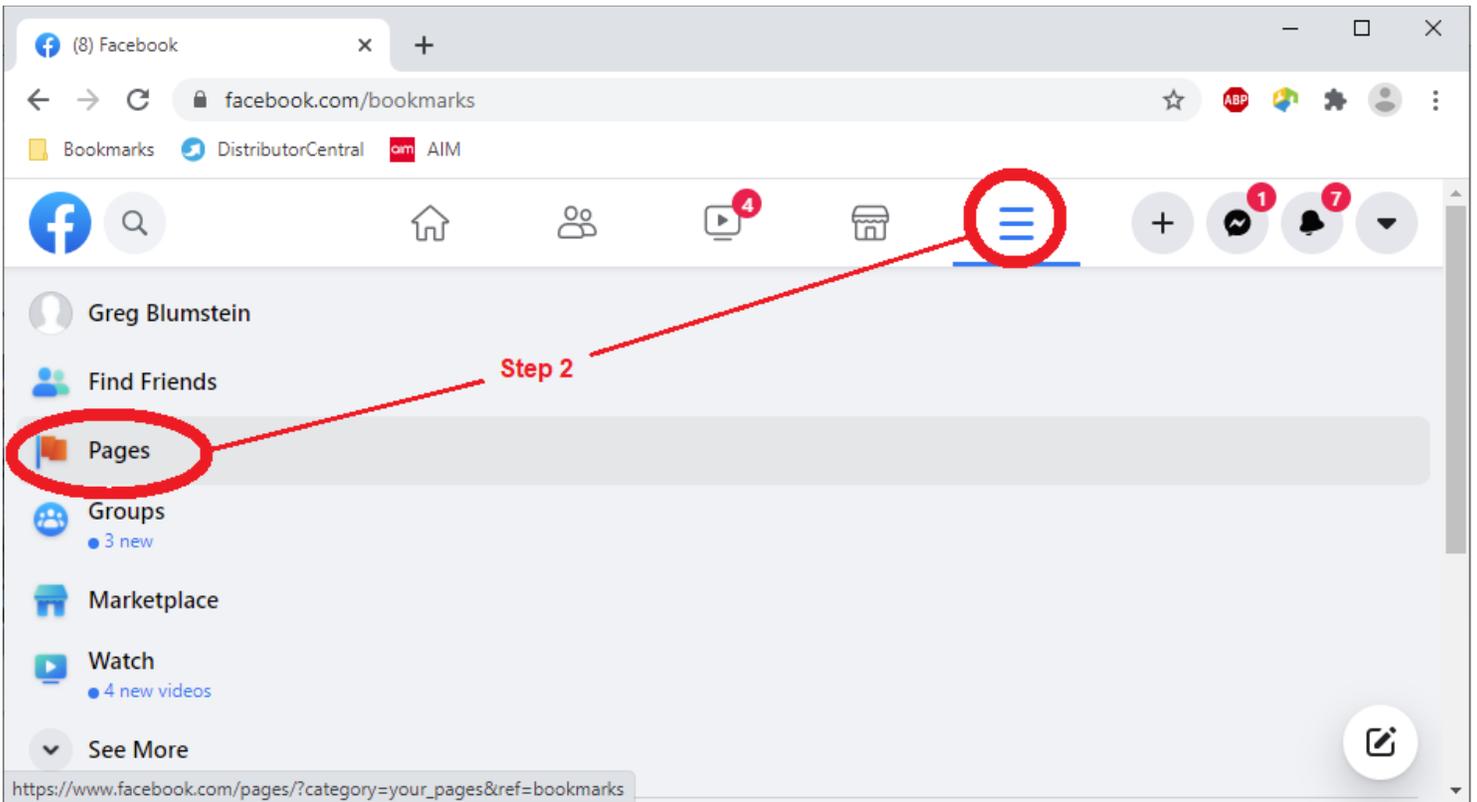
5. You now need to wait for Greg Blumstein to accept your friend request. To expedite this process you may email him at greg@promosocialpost.com or call (650) 815-1599
6. Once Greg has accepted your friend request you may proceed to the next section

Grant Admin Privileges to Promo Social Post

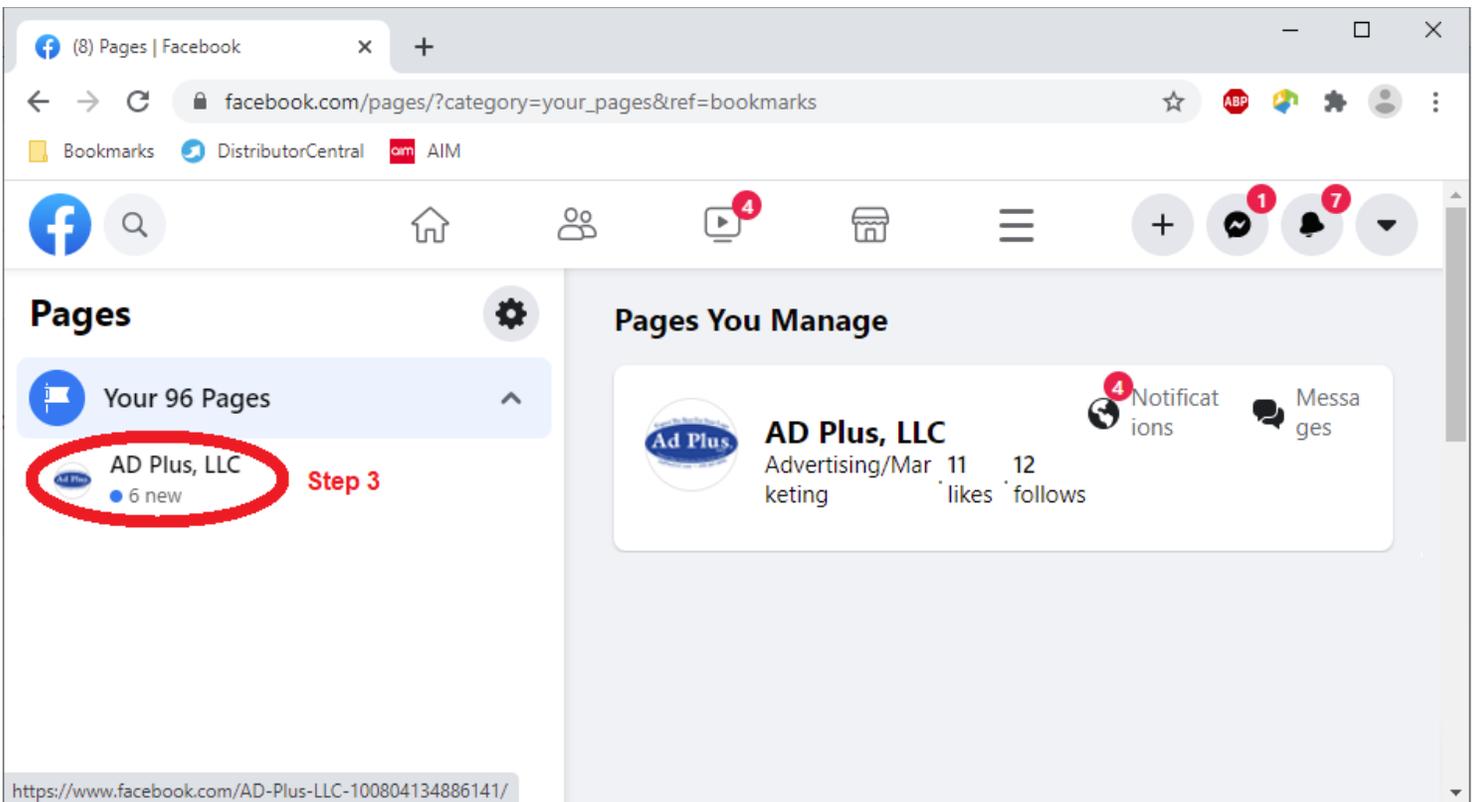
1. In order for Promo Social Post (PSP) to have the ability of publishing posts to your account we must have “Admin role” to your Facebook Company page. To be clear, by giving us the Admin role on your Facebook page we would have the ability to make changes in your account just like you can. We will 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. Click “Pages” on the left side. If your browser is not wide enough then you will not see Pages on the left until you press the button with “3 lines stacked” on the menu bar at the top to the right of the “Home” button.



OR



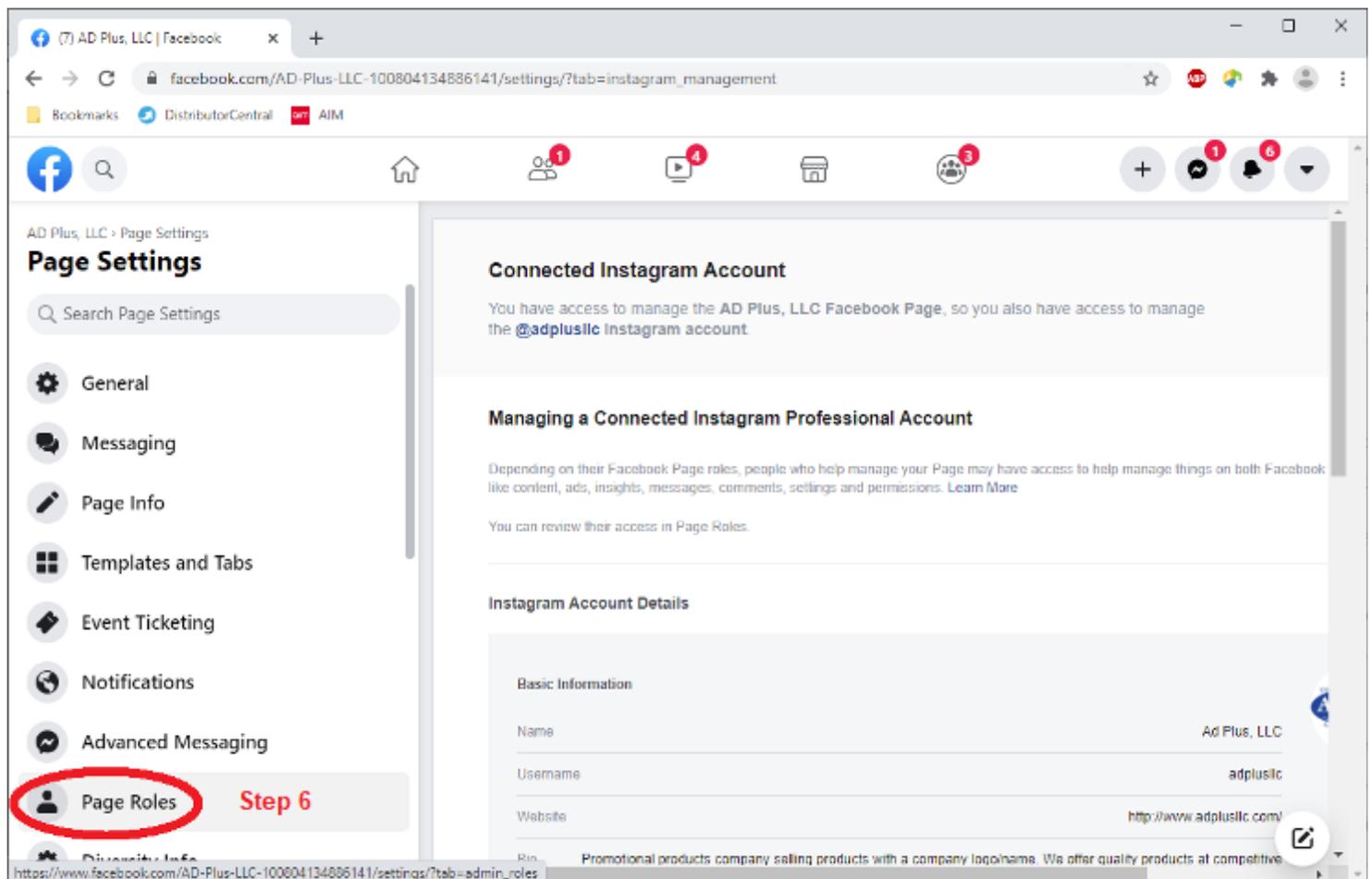
3. Next select the Facebook Company Page that Promo Social Post will be publishing to.



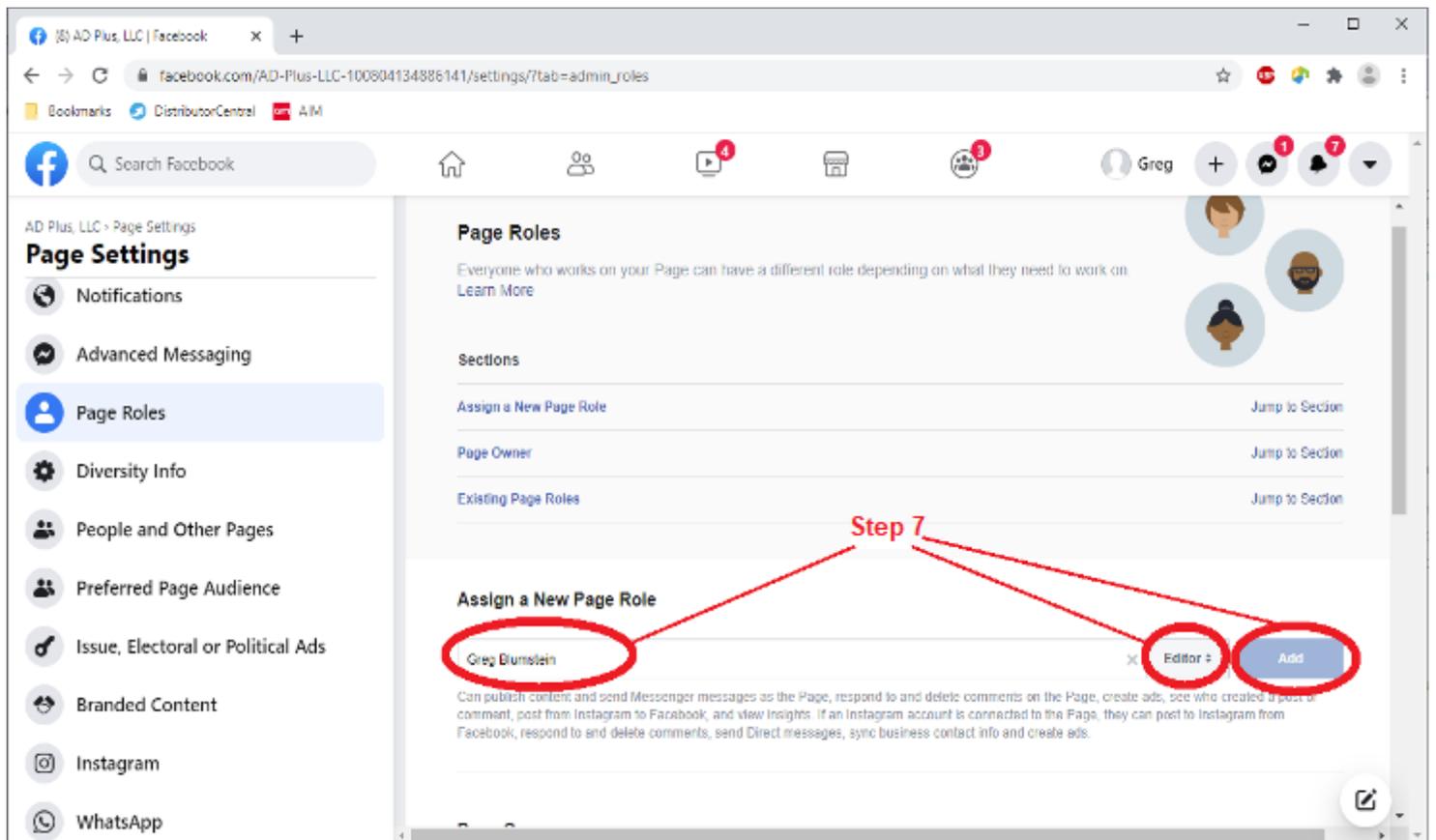
4. The "Manage Page" opens up. On the left hand side scroll to the bottom of the menu and click "Settings"

The screenshot shows the Facebook 'Manage Page' interface for 'AD Plus, LLC'. On the left-hand side, there is a 'Manage Page' menu with several options: Publishing Tools, Ad Center, Page Quality, Edit Page Info, and Settings. The 'Settings' option is circled in red and has a red 'Step 4' label next to it. Below the menu is a blue 'Promote' button. The main content area features a promotional banner for 'Ad Plus, LLC offers PPE & customized promotional products with your unique branding. Choose from over 300,000 different items discounted everyday!'. Below the banner is the company logo, which includes the text 'Expect The Best For Your Logo' and 'Ad Plus, LLC'. To the right of the logo is the company name 'AD Plus, LLC' and the text 'Create @Username · Advertising/Marketing'. At the bottom of the main content area is a blue '+ Add a Button' button.

5. 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.
6. On the left hand side click on “Page Roles” which is about half way down the menu.



7. In the Page Roles window enter “Greg Blumstein” in the “Assign a New Role” section in the middle and select “Greg Blumstein” in the popup menu (note there is no picture in Greg's profile – there is another Greg Blumstein from New York and that is not the right one). Next change the role type to from “Editor” to “Admin” and finally press the “Add” button. It will say “Pending” until Greg has accepted the role.



Once all of these steps are done a sample post will be published to your account. When this happens you will be notified to verify that everything looks correct. Once we have received confirmation from you that the post is good you will be added to the weekly publishing schedule.