

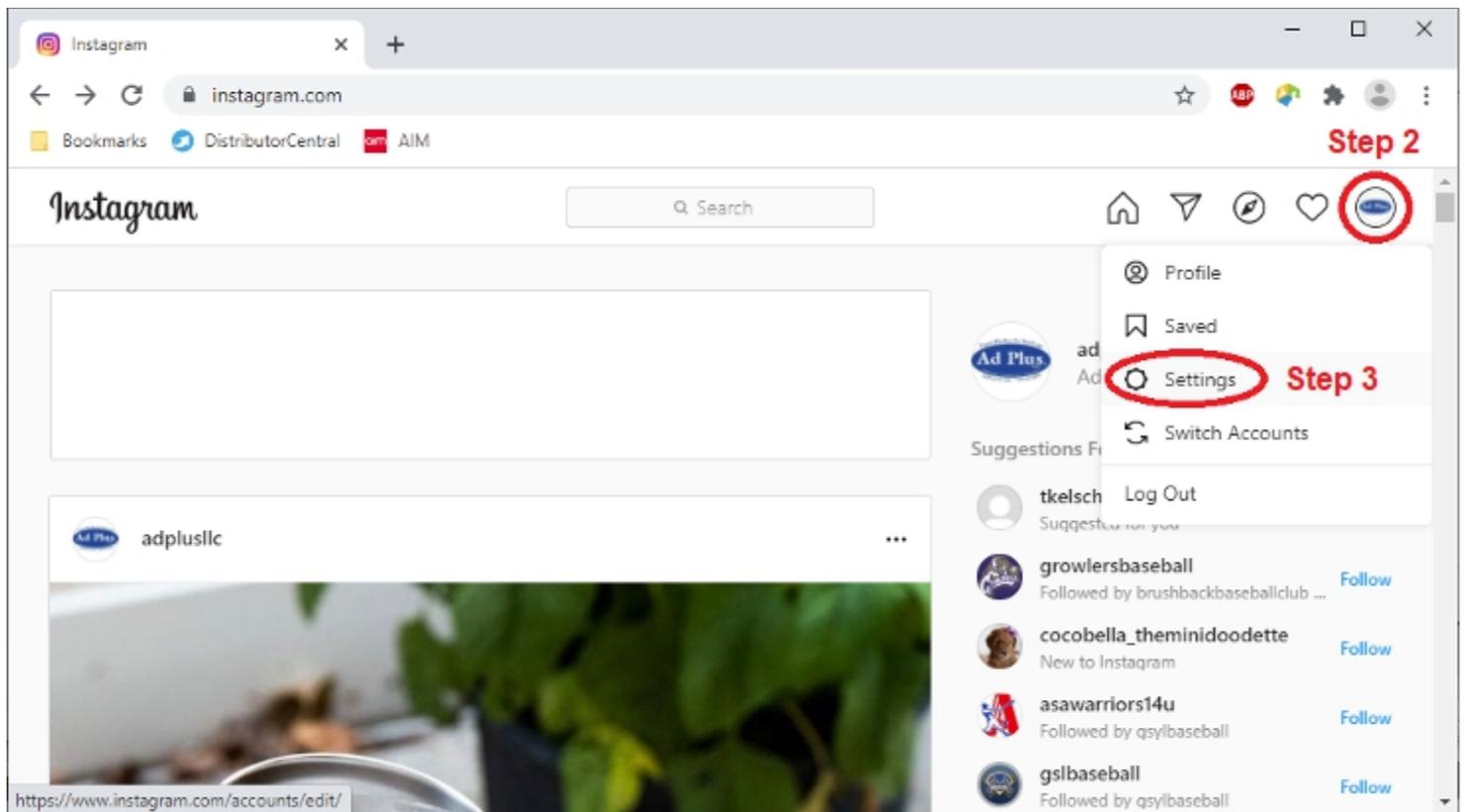


Instagram Guide – Give Permission To Publish

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 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. A pop up menu appears and choose “Settings”



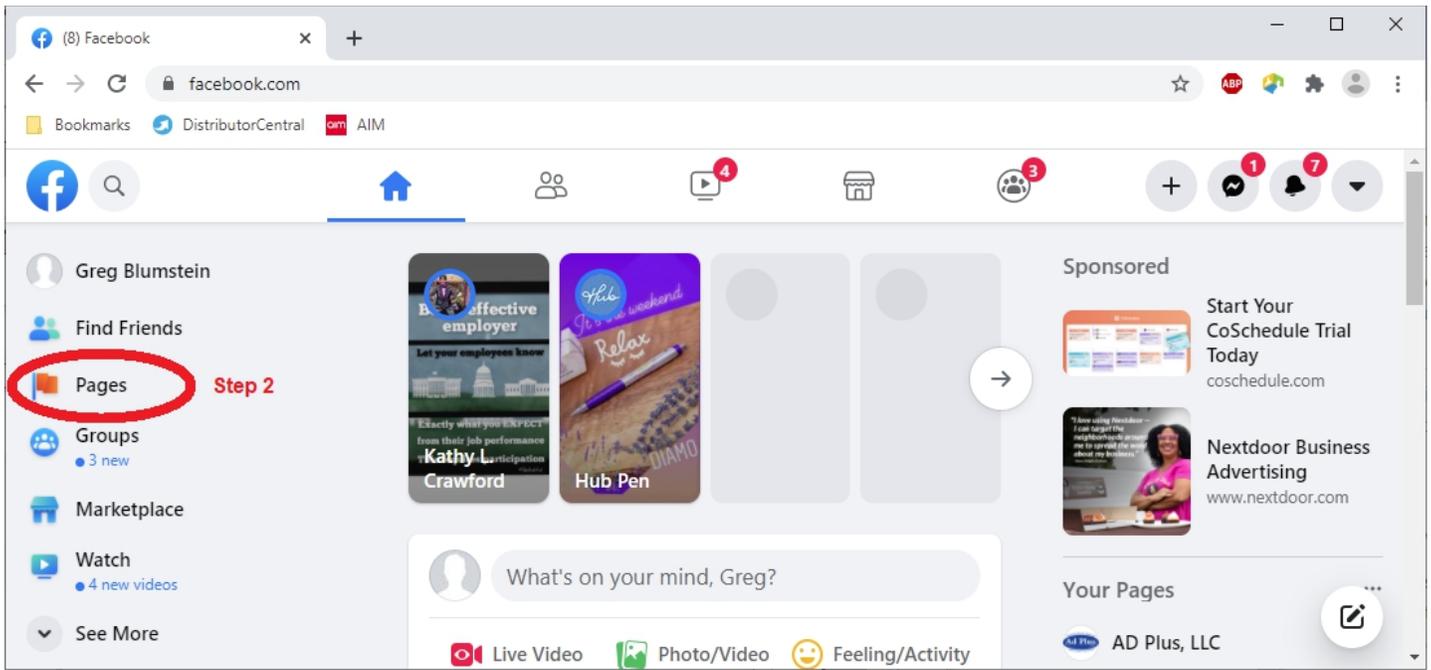
4. The “Edit Profile” page is displayed. Toward the bottom if it says “Switch to to Personal Account” then you have a Professional Account and you can go to the next section below. If it says “Switch to Professional Account” then you have a personal account and need to click “Switch to Professional Account” and follow the instructions to complete the switch.

The screenshot shows the Instagram 'Edit Profile' interface for a business account. The browser address bar indicates the URL is [instagram.com/accounts/edit/](https://www.instagram.com/accounts/edit/). The account name is 'adplusllc' and the profile photo is a blue circle with 'Ad Plus' text. The left-hand navigation menu includes options like 'Edit Profile', 'Professional Account', 'Change Password', 'Apps and Websites', 'Email and SMS', 'Push Notifications', 'Manage Contacts', 'Privacy and Security', 'Login Activity', and 'Emails from Instagram'. The 'Switch to Personal Account' link is circled in red and labeled 'Step 4'. The main content area shows the following fields:

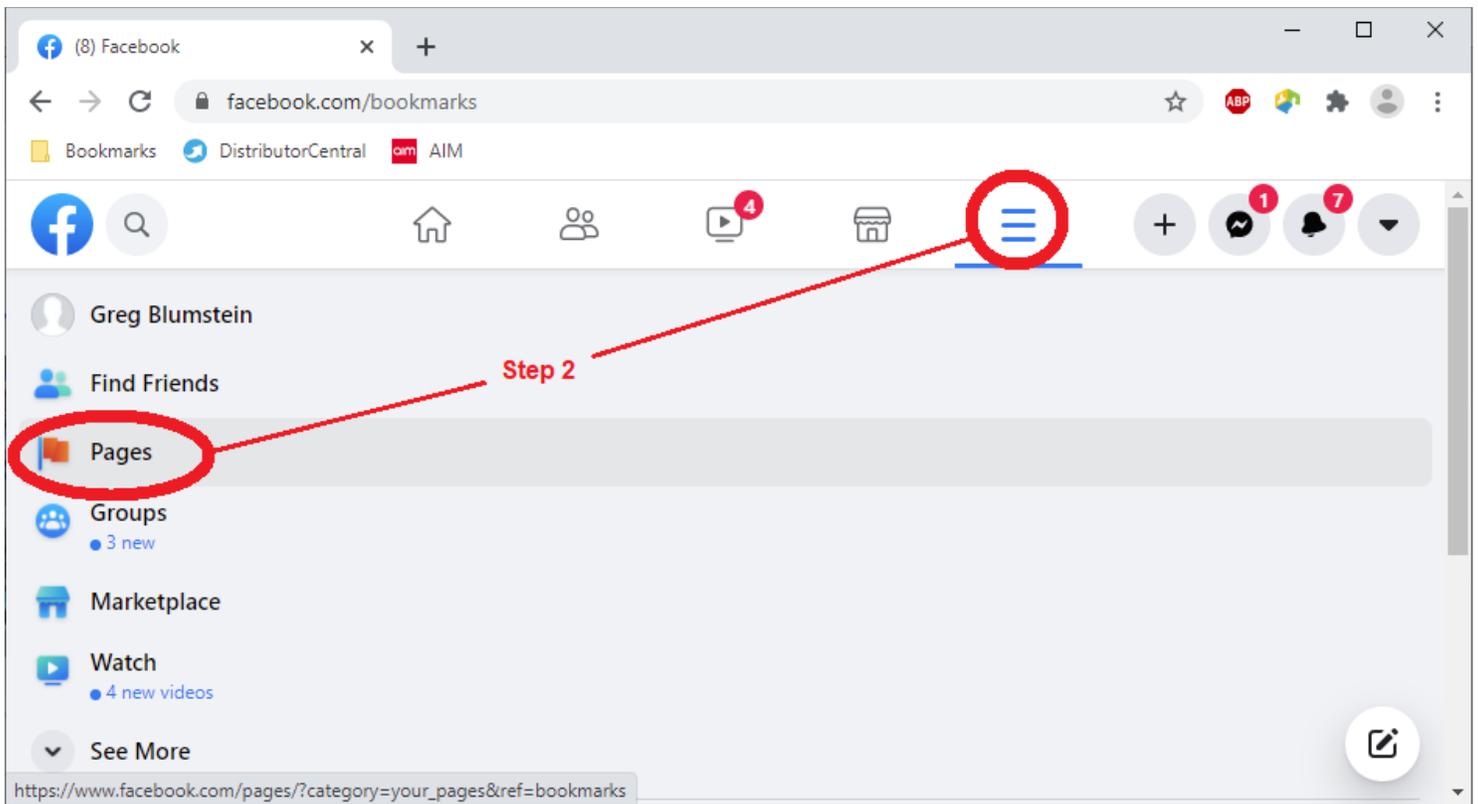
- Name:** Ad Plus, LLC
- Username:** adplusllc
- Website:** <http://www.adplusllc.com/>
- Bio:** Promotional products company selling products with a company logo/name. We offer quality products at competitive prices
- Email:** greg@adplusllc.com

How to see if your Instagram Account is linked to your Facebook Company Page or link it

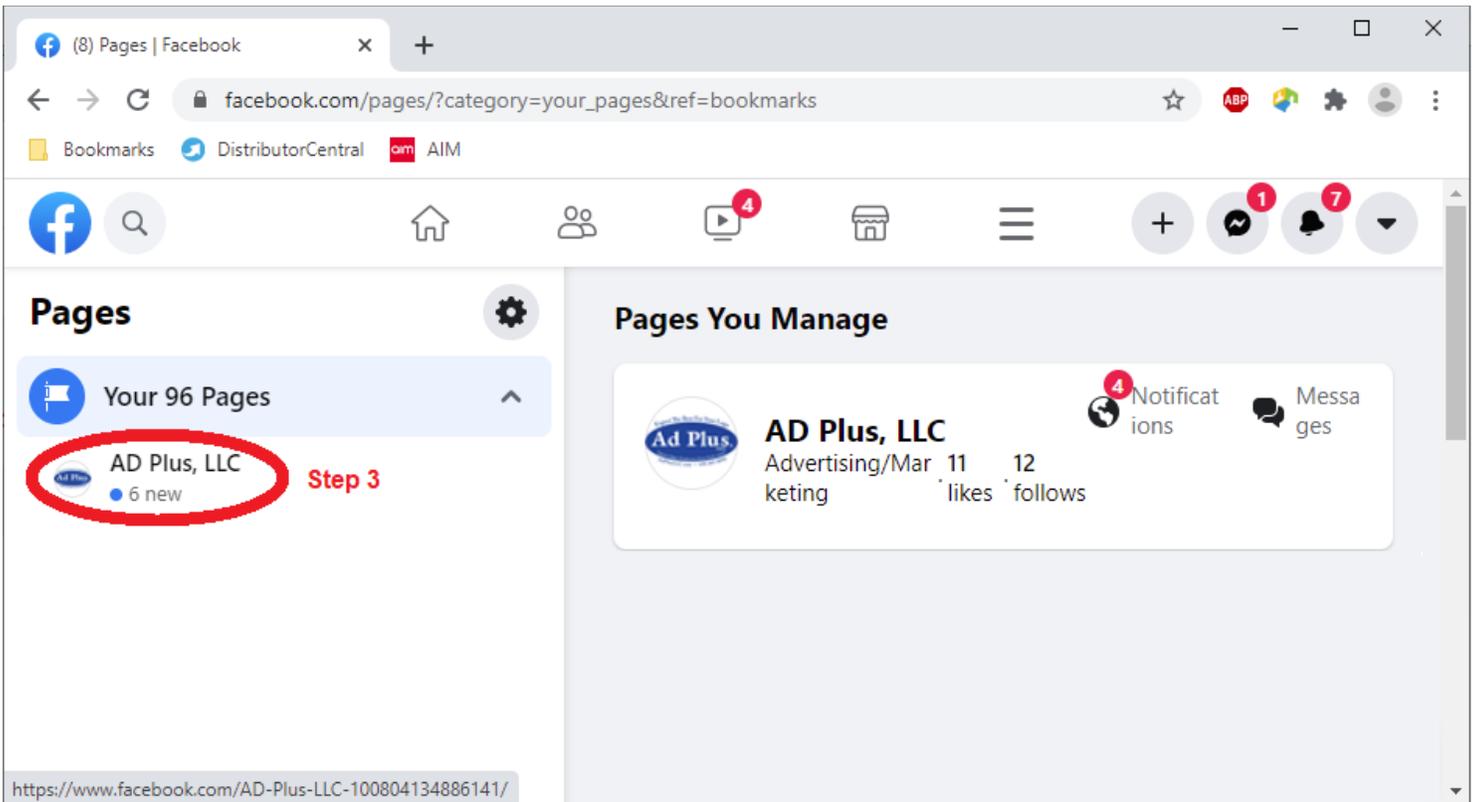
1. Log into Facebook
2. Click "Pages" on the left side. If your browser is not wide enough then you will not see Pages on the left until you press the button with "3 lines stacked" on the menu bar at the top to the right of the "Home" button.



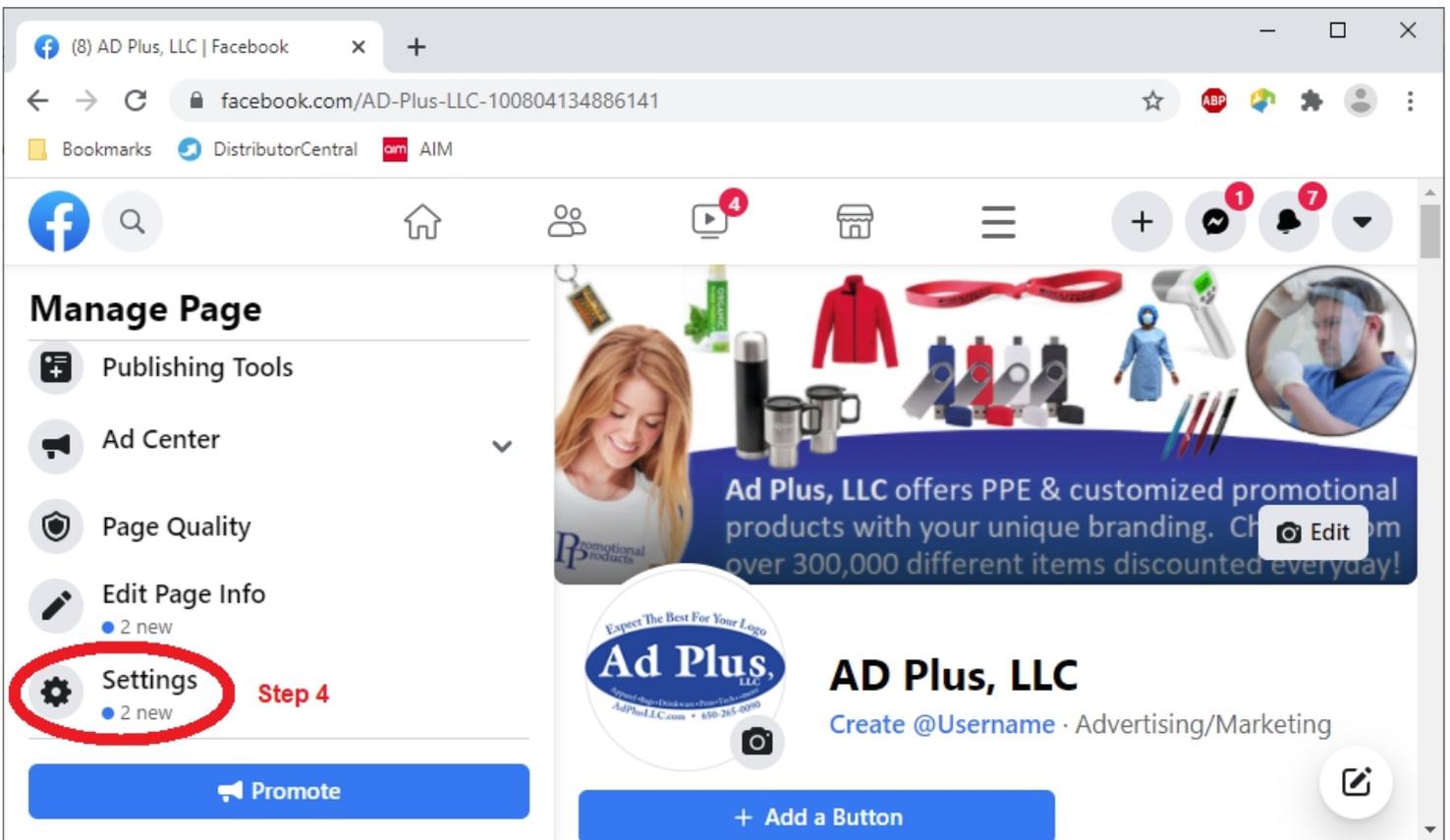
OR



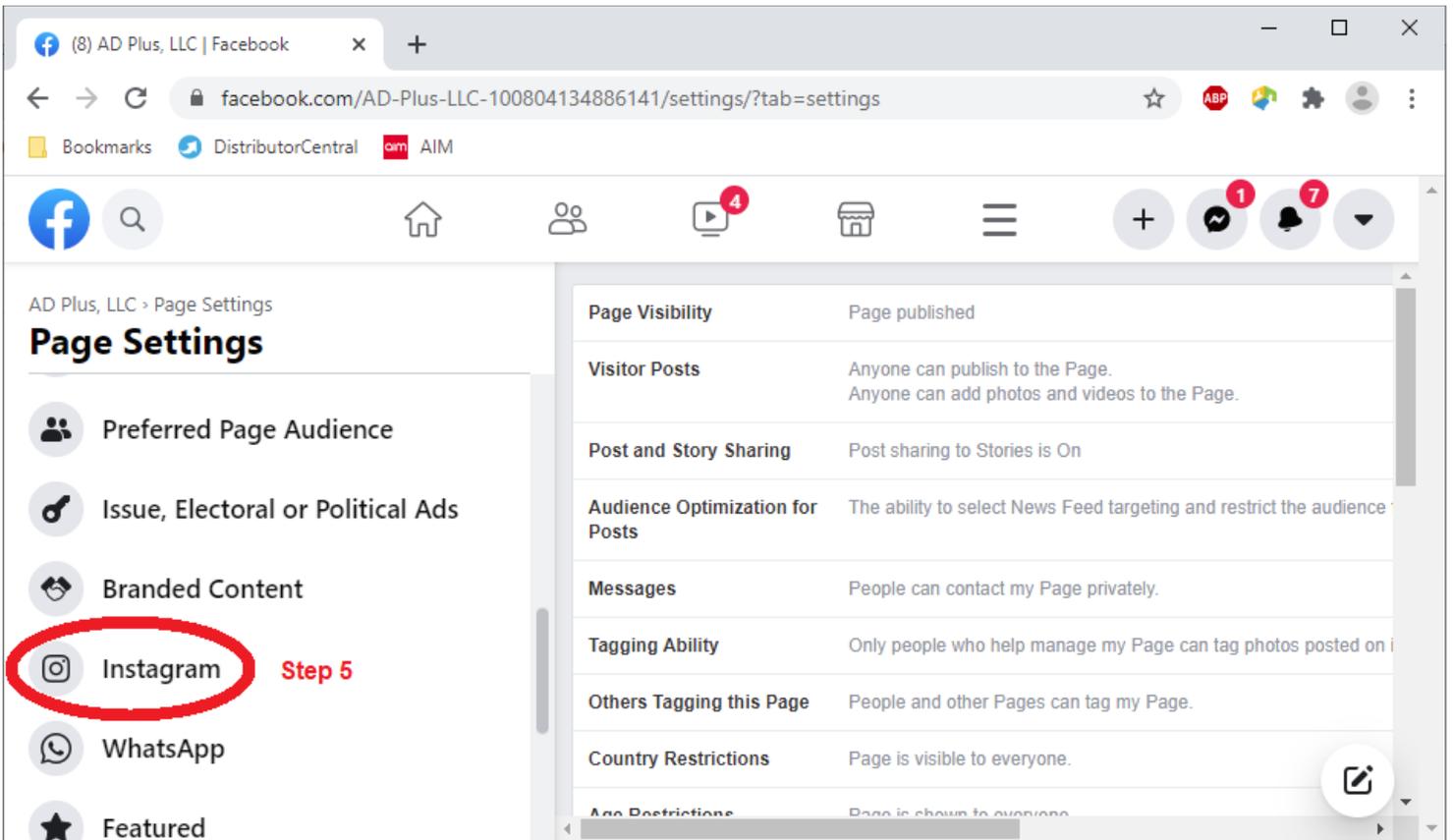
3. Next select the Facebook Company Page that the Instagram account will be linked to



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

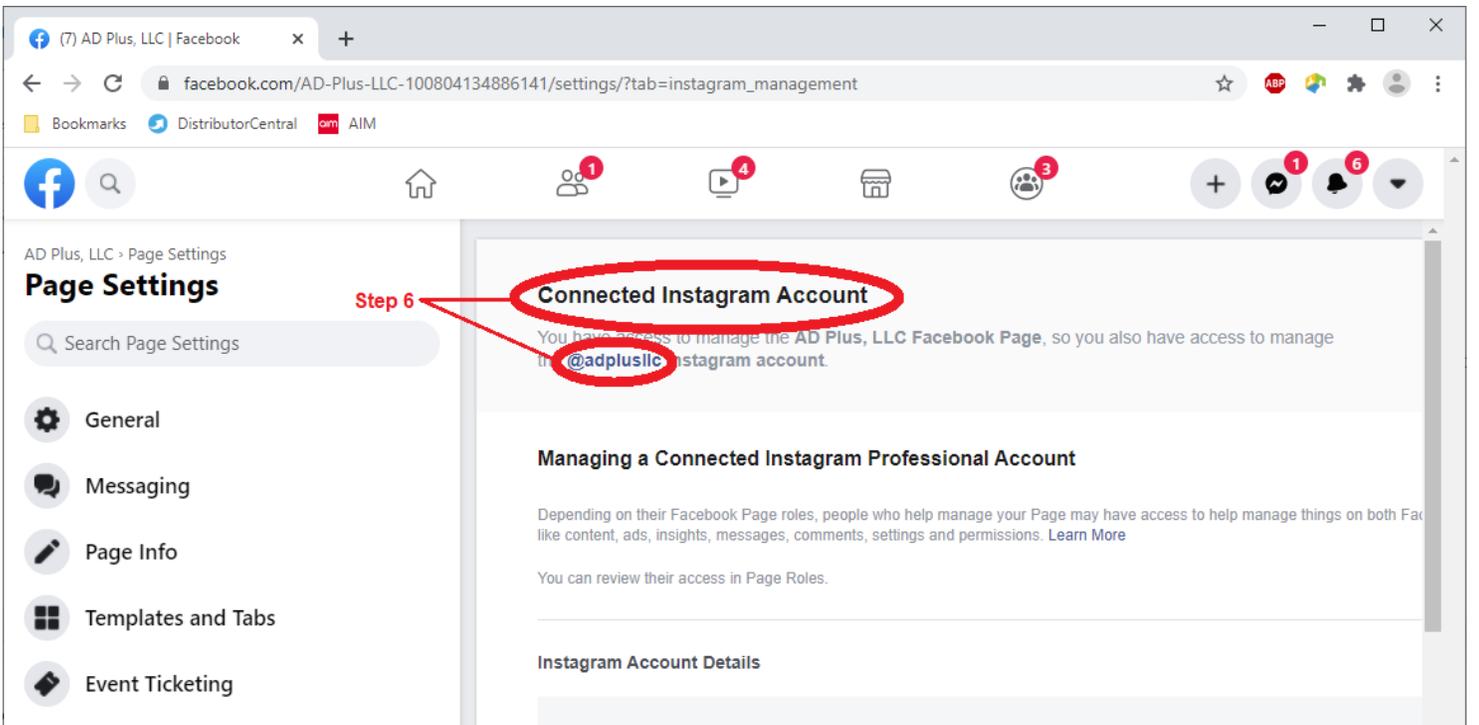


5. In the “Page Settings” screen towards the bottom click “Instagram”

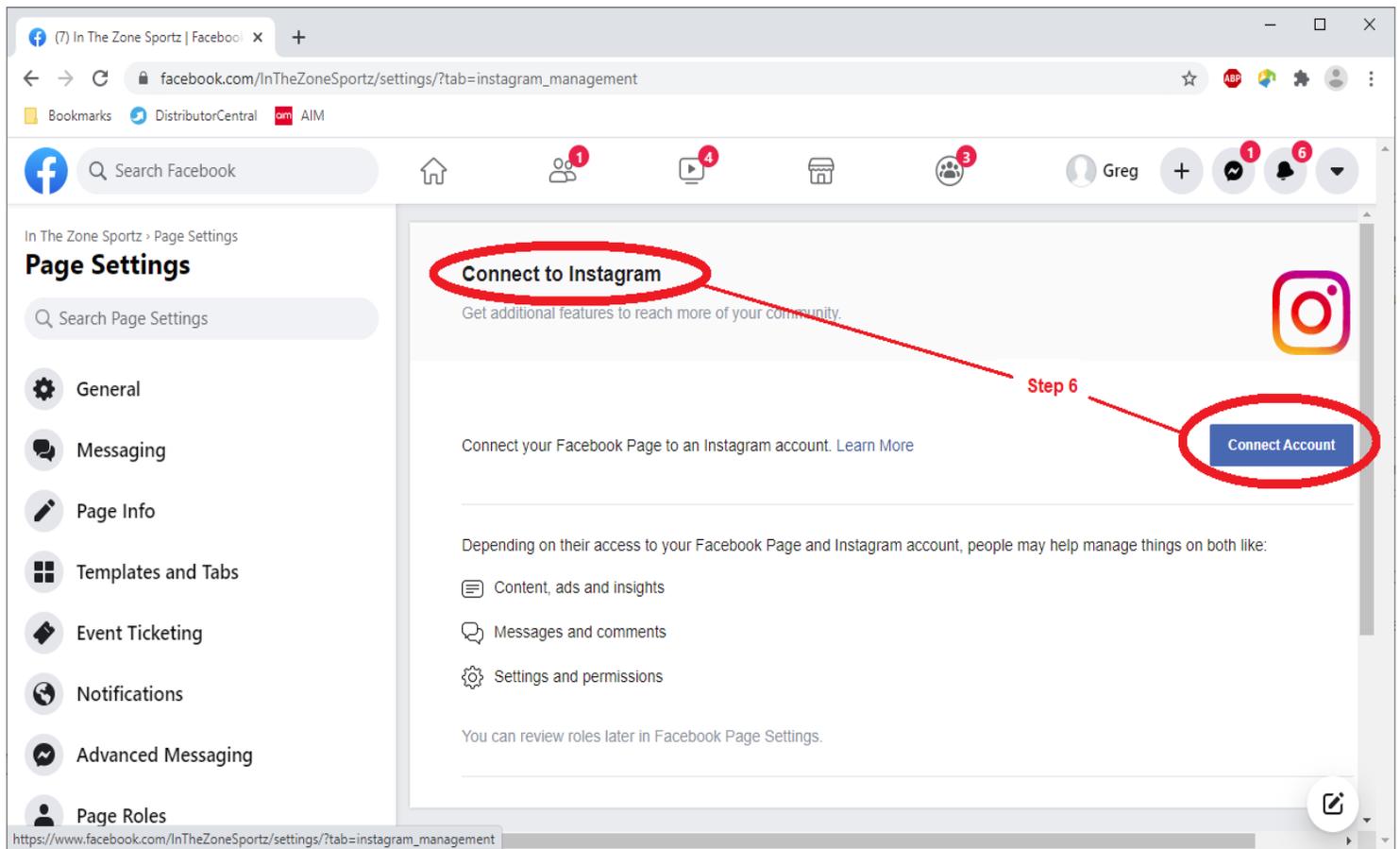


6. On this last page, if it says “Connected to Instagram Account” and the @instagram-account-name is correct then you know that the Facebook Company Page and Instagram Company Account are already linked. You can go to the last section below.

If it says at the top “Connect to Instagram” then press the “Connect Account” button, press the “Continue” button on the choose Instagram Message Settings pop up window and log into Instagram on the next window that opens up.



OR



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 privileges 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 other pages under your 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. Assuming you have followed the instructions in the section above and have not closed the window, on the left hand side click on "Page Roles" which is about half way down the menu. If you closed Facebook from the section above then follow steps 1-4 in that section and then click on "Page Roles".

The screenshot shows the Facebook Page Settings interface for AD Plus, LLC. The left sidebar contains a search bar and a list of settings categories: General, Messaging, Page Info, Templates and Tabs, Event Ticketing, Notifications, Advanced Messaging, and Page Roles. The 'Page Roles' category is highlighted with a red circle and labeled 'Step 2'. The main content area displays the 'Connected Instagram Account' section, which includes information about managing the account and a table of 'Instagram Account Details'.

Basic Information	
Name	Ad Plus, LLC
Username	adplusllc
Website	http://www.adplusllc.com/
Business Category	Promotional products company selling products with a company logo/name. We offer quality products at competitive

3. 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 my 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.

Facebook browser window showing Page Settings for AD Plus, LLC. The 'Page Roles' section is active, and the 'Assign a New Page Role' step is highlighted with red circles and a 'Step 3' label. The role 'Editor' is selected for Greg Blumstein, and the 'Add' button is highlighted.

AD Plus, LLC > Page Settings

Page Settings

- Notifications
- Advanced Messaging
- Page Roles**
- Diversity Info
- People and Other Pages
- Preferred Page Audience
- Issue, Electoral or Political Ads
- Branded Content
- Instagram
- WhatsApp

Page Roles

Everyone who works on your Page can have a different role depending on what they need to work on. [Learn More](#)

Sections

- [Assign a New Page Role](#) Jump to Section
- [Page Owner](#) Jump to Section
- [Existing Page Roles](#) Jump to Section

Assign a New Page Role

Step 3

Greg Blumstein ✕ **Editor** **Add**

Can publish content and send Messenger messages as the Page, respond to and delete comments on the Page, create ads, see who created a post or comment, post from Instagram to Facebook, and view insights. If an Instagram account is connected to the Page, they can post to Instagram from Facebook, respond to and delete comments, send Direct messages, sync business contact info and create ads.