PragmaKreative

A GUIDE FOR OUR CLIENTS

Connect us to your page: zero passwords.

You give us a role, not your house keys. Your Page and Instagram stay yours, and you can remove us anytime.

No password

You invite us with a role. We need no passwords and no codes.

Still yours

Page and Instagram stay yours. Remove our access in one click.

4 steps

Facebook, Instagram, optional partner access and a «done».

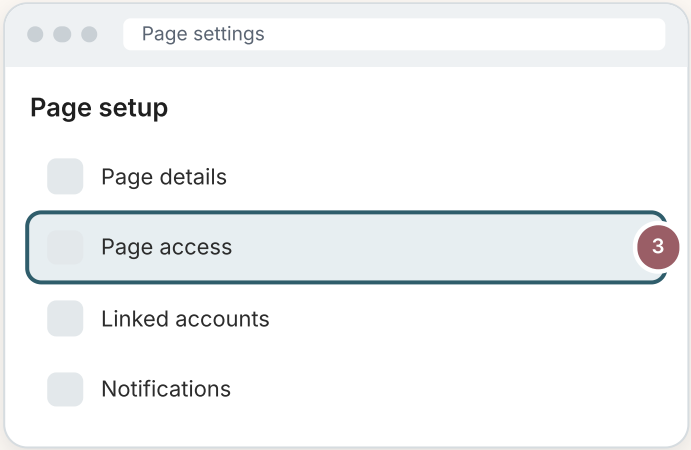
FACEBOOK

1 Invite us to your Page

Everything happens on your Facebook Page, in a few clicks. In the end we get an invite, and we accept it.

Before you start You only need two things: to be an **admin of the Page** and **a computer**. Nobody needs your password.

1. **Open Facebook** with your profile and go to your Page.
2. Open the Page **Settings**.
3. Choose **Page access**.
   In some versions it's called «Page roles».
4. Click **Add new** and search for **Eros De Grande**.
5. Pick **full control** (admin) with Meta Business Suite access.
   If Meta asks you to confirm it's you, you type your password, on your own screen. We never see it.
6. Send the invite: **we accept it**, nothing more for you to do.



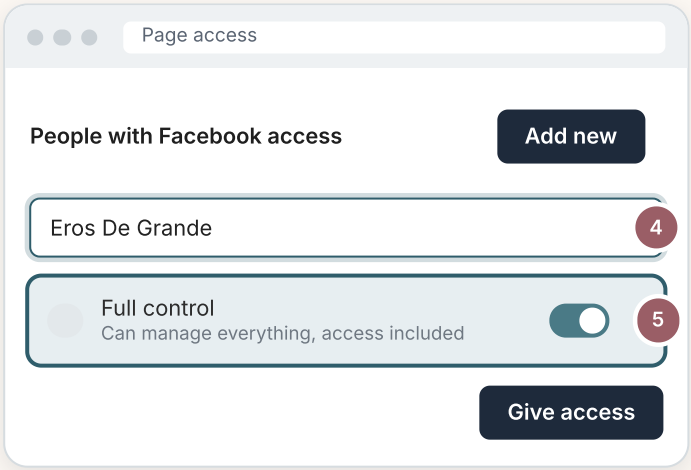


Illustration: Meta's screens may differ.

INSTAGRAM

2 Link Instagram to the Page

This way we can manage your Instagram too, still with no password. Your profile must be a professional account.

1. From your Page open **Settings** → **Linked accounts**.
2. Click **Connect** next to Instagram and log in with your profile.
   You type the password yourself, in the Instagram window.
3. Give us access there too, with **full control**.

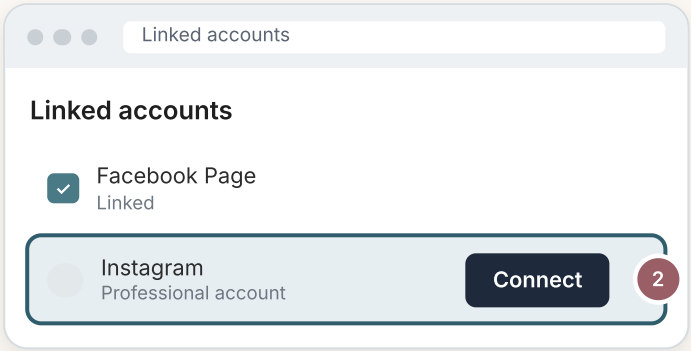


Illustration: Meta's screens may differ.

GOT A BUSINESS PORTFOLIO?

3 Or: give us partner access

If you use Meta Business Suite, you can give us access with our **partner ID**: no names to search for.

OUR PARTNER ID

972431732366962

Copy it exactly, 15 digits. Meta shows you our agency's name: check that the digits match.

Business settings
↓
Users
↓
Partners
↓
Add
↓
ID

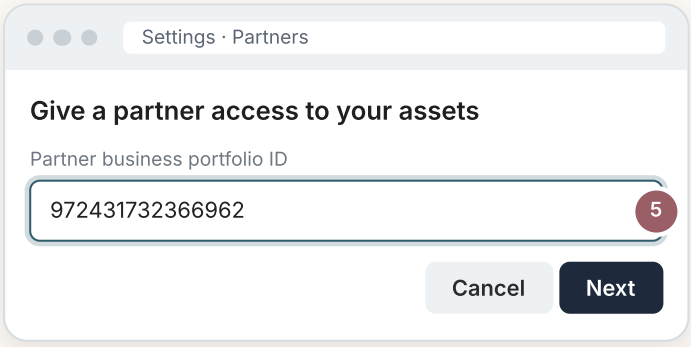


Illustration: Meta's screens may differ.

DONE

4 Message us «done»

As soon as you've finished, send us a message. We check the access arrived and confirm it to you.

1
Facebook
Settings → Page access → Add new

2
Role
Full control, then send the invite

3
Instagram
Link it to the Page and give us access

4
Done
Message us «done»: we check it

Remove us anytime

Settings → Page access → next to our name, «Remove». Instant.

We will never ask for

- your Facebook or Instagram password
- the verification codes you receive
- your card details

If anyone does so in our name, don't reply and tell us.

Stuck halfway?

Call or message us on WhatsApp.