GIVING MERCY ME ACCESS

Meta: Facebook and Instagram

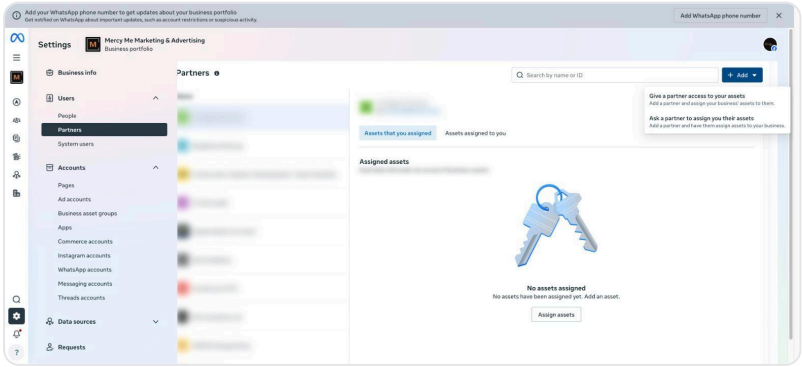
We manage your Facebook Page, Instagram account and ads through Meta Business Suite. The best way to give us access is to add Mercy Me as a **partner** in your business portfolio (what used to be called Business Manager).

OUR BUSINESS PORTFOLIO ID	**837954079705353**
WHAT TO SHARE	Your Facebook Page, Instagram account, ad account, and dataset (pixel) if you run ads
WHO CAN DO THIS	Someone with full control of your business portfolio, usually the owner

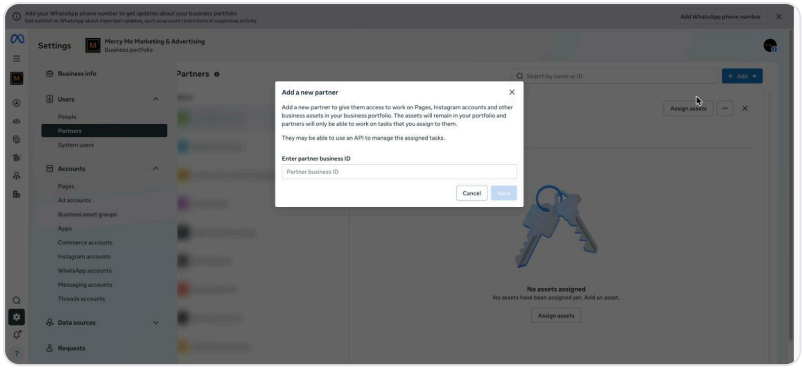
Add Mercy Me as a partner

1. Go to business.facebook.com and choose your business portfolio.
2. Select **Settings** (the cog at the bottom left).
3. Under **Users**, select **Partners**.
4. Select **Add**, then **Give a partner access to your assets**.
5. Enter our business portfolio ID: **837954079705353**.
6. Choose your Facebook Page, Instagram account, ad account and dataset, and turn on **Full control** for each.
7. Select **Assign assets**.

DONE
That's it: there's nothing for us to accept. Just let us know once it's done.



In Settings, then Partners, select Add and choose Give a partner access to your assets.



Enter Mercy Me's business portfolio ID, then select Next to choose what to share.

Don't have a business portfolio yet?

Create one first. It's free and keeps your Page, Instagram and ads in one place that you own.

1. Go to business.facebook.com and log in with your personal Facebook account.
2. Select **Create an account** and enter your business name, your name and your business email.
3. Add your Facebook Page and Instagram account when prompted, then follow the partner steps above.

Another option: invite us by email

If the partner steps don't work for you, you can invite us as a person instead:

1. In **Settings**, select **People**, then **Invite people**.
2. Enter **digital@mercyme.com.au**.
3. Choose the Page, Instagram account and ad account to share, give full control, and send the invitation.

MercyMe Marketing

Stuck at any step? Let your Mercy Me contact know and we'll happily jump on a quick call to walk through it with you.

More help from Meta: Meta Business Help Centre