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How to give MCM full access to social pages

LinkedIn
1. Open your LinkedIn page.
2. Click "Admin Tools" in the top right corner- "Manage Admins" and add your account manager as well as "Dot Click" (insert page link here) as "Super Admins".

Facebook
1. Open your Facebook page.
2. Open Settings and navigate to page roles, here you can add your account manager with Admin access.

Instagram
As long as the Instagram page is linked to Facebook this can be managed via the Facebook business manager.

Twitter
1. Log into your Twitter ad account- ads.twitter.com
2. In the top right corner, select the name of your ads account and select "Edit access to account" from the drop-down menu.
3. Once on the multi-user login screen of your ads account, choose "Add access".
4. **To add MCM:**
    ○ Click "Add access".
    ○ Enter "@mcm_click".
    ○ Choose "Account Admin" from the drop-down menu.
    ○ Turn on "Can compose promotable Tweets".
    ○ Click "Save changes".

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How to give MCM access to all ad accounts

LinkedIn
1. Open your LinkedIn homepage and click "Advertise" in the top right
2. Select your account name (the link above your account ID)
3. Select the drop down menu by clicking your ad account profile picture in the top right, then "Manage Access", "Edit" and add your account manager with "Admin" access.

Google Ads
1. Go to ad.google.com
2. Open Tools & Settings, go to "Access and Security" then hit the blue "+" button and invite "adwords@mcm.click" with "Admin" access.

Google Analytics
1. Go to analytics.google.com and sign in.
2. Click Admin, and navigate to the desired account
3. In the Account, Property, or View column, click Access Management.
4. In the Account permissions list, click +, then click and invite "adwords@mcm.click" with "Admin" access.

Facebook
1. Head to the "Ad Account" tab in your Business Manager (business.facebook.com) and go to "Business Settings" and then "Assign Partner".
2. To share access with MCM, enter this number: 10152644823439103

Instagram
If accounts are successfully liked this can be managed via Facebook Business Manager.

Twitter
1. Log into your Twitter ad account- ads.twitter.com.
2. In the top right corner, select the name of your ads account and select "Edit access to account" from the drop-down menu.
3. Once on the multi-user login screen of your ads account, choose "Add access", enter "@mcm_click" and choose "Account Admin" from the drop-down menu.
4. Turn on "Can compose promotable Tweets".
5. Click "Save changes".

Google Tag Manager Access
1. Go to "tagmanager.google.com" and then select "Admin"
2. In the *Account* column, select User Management and hit the blue "+" button.
3. Select Add new users and enter "adwords@mcm.click".
4. Set "Administrator" within "Account Permissions" & click invite.