



Granting Access to Your Social Media Profiles

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Purpose

As part of our services, MyDigiBrand may require access to your existing social media profiles for branding and posting purposes. This document will provide step by step instructions on how to grant access to your existing social media profiles to the MyDigiBrand team.

Social Media Accounts

Listed below are instructions on how to grant access to your individual social media profiles.

Facebook Page

Facebook Pages are a page on Facebook that is designed solely for a business to communicate with Facebook users. Every Facebook Page is assigned one or more administrators who are registered Facebook users. In order for MyDigiBrand to manage your Facebook Page, we must be granted administrator access to it. To grant MyDigiBrand administrator access to your Facebook Page, follow these steps:

1. Login to Facebook (www.facebook.com);
2. Go to your Facebook Page (i.e. www.facebook.com/mydigitalbrand);
3. At the top of your Facebook Page, click on the 'Settings'
4. On the left hand menu, click on 'Page Roles'
5. In the box that says 'Type a name or email...', enter this email address: jerryroxas@gmail.com
6. Click on the 'Editor' below the box where you typed in the email address. From the drop down menu, select 'Admin'
7. Click on the 'Save' button.

Jerry will be notified that you added him as an administrator to your Facebook Page.

Twitter

Twitter does not allow administrators on its accounts. To grant MyDigiBrand administrator access to your Twitter account, simply provide us with your Twitter username and password.

Instagram

Instagram does not allow administrators on its accounts. To grant MyDigiBrand administrator access to your Instagram account, simply provide us with your Instagram username and password.

Pinterest

Pinterest does not allow administrators on its accounts. To grant MyDigiBrand administrator access to your Pinterest account, simply provide us with your Pinterest username and password.

WordPress

WordPress is a leading blog site that allows you to post a multitude of content (i.e. articles, pictures, videos, etc.) for the world to see, follow and comment back. To grant MyDigiBrand administrator access to your WordPress account, please follow these steps:

1. Login to WordPress (www.wordpress.com);
2. Click on the Dashboard of the WordPress blog that you are granting MyDigiBrand access to;
3. On the left hand side menu, click on the 'Users' option;
4. At the top of the screen, click on the 'Invite New' button;
5. In the 'Usernames or Email Addresses' box, type in 'jerryroxas';
6. Under 'Role', select 'Administrator';
7. Click on the 'Send Invitation' button.

Tumblr

Tumblr does not allow administrators on its accounts. To grant MyDigiBrand administrator access to your Tumblr account, simply provide us with your Tumblr username and password.

Google+ Page

Google+ is Google's social media network. Google+ allows you to post a multitude of content (i.e. articles, pictures, videos, etc.) for the world to see, follow and comment back. To grant MyDigiBrand administrator access to your Google+, follow these steps:

1. Login to Gmail (www.gmail.com);
2. In the upper right hand corner, click on the nine (9) small squares icon;
3. From the dropdown menu, click on the Google+ icon;
4. On the left hand side, click on the 'Home' option. A dropdown menu will appear;
5. From the dropdown menu, select 'Pages';
6. Click on the 'Manage this page' button on the Google+ page that you would like to grant MyDigiBrand access to;
7. In the upper left hand corner, click on the 'My Business'. A dropdown menu will appear;
8. Click on the 'Settings' option from the dropdown menu;
9. On the top menu, click on the 'Managers' option;
10. Click on the 'Add managers' button, and add the email address: j.roxas.ms@gmail.com.
11. Click on the 'Invite' button.

Jerry will be notified that you added him as an administrator to your Facebook Page.

YouTube

YouTube is a part of Google, so by granting MyDigiBrand access to your Google+ page, you have also granted us access to your YouTube channel.

Yelp

Yelp does not allow administrators on its accounts. To grant MyDigiBrand administrator access to your Yelp account, simply provide us with your Yelp username and password.