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How to setup your Facebook Business Account

[www.peasy.ai](http://www.peasy.ai)

# Setting up a Facebook Business Account



1. To create a Facebook Business Account, first head on over to <https://business.facebook.com/>
2. Click on "Create Account"
3. Enter your business and account name, your name and email
4. Click next
5. Now head on over to business settings
6. In business info, click on edit and enter the necessary information
7. This is optional, but highly recommended to do so early on, in payments, click on "Add Payment Methods"
8. Key in your payment details and click continue
9. Your Facebook Business Account is now set up

# Creating a Facebook Page



1. In business settings, under accounts. Select "Pages"
2. Click on "Add" and select "Create a New Page"
3. Choose your category, be sure to select to correct category corresponding to your needs as guidelines exist and it differs depending on category
4. Name your page and choose a business category
5. Click on "Create Page"
6. Your Facebook Page is now set up

# Creating a Facebook Ad Account



1. In business settings, under accounts. Select "Ad Accounts"
2. Click on "Add" and select "Create a new ad account"
3. Set your ad account name, time zone and currency
4. Then select what the ad account will be used for. Select my business if this will be a personal ad account for you own business.
5. Now you can add people into the account, be sure to assign admin access for yourself first before adding people into the account
6. Your Facebook Ad Account is now set up

# Facebook Business Manager

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f Business

CREATE ACCOUNT

## Business Manager

Manage ad accounts, Pages and the people who work on them – all in one place. It's free.

Why choose Business Manager?



You need more than one ad account.

# Facebook Page

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FACEBOOK

## Business settings

Test Account

Users

Accounts

Pages

Ad accounts

Business asset groups

Apps

Instagram accounts

Line of business

WhatsApp accounts

Data sources

Brand safety

Registrations

Integrations

Payments

Security Centre

Requests

## Pages

Enter ID/asset name/bus...

Add

Sample Page  
Owned by: Test Account ID: [REDACTED]

Remove

View Page

Filter By...

Sort by...

Sample Page

Test Page

Add a Page

Your business already owns this Page or you need to own it. For example, another company created the Page for you. Claiming a Page moves it into Business Manager

Request Access to a Page

Your business needs to use this Page on behalf of another business. For example, you work for an agency and you want to run ads on a client's Page. The Page will still belong to its current owner.

Create a New Page

You need a new Page for your business.

Add People

People have access to Sample Page. You can view, edit or delete their permissions.

Search by ID or name

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# Facebook Ad Account



FACEBOOK

## Business settings

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WhatsApp accounts

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## Ad accounts

Enter ID/asset name/bus...

Add



Test ad account

Owned by: Test Account ID: [REDACTED]

Edit

Open in Ads

Filter By...

Sort by...

Hide closed ad accounts



Add an ad account

Your business will control campaigns and billing for this ad account. Claiming an ad account moves it into Business Manager.



Request access to an ad account

Your business needs to use this ad account on behalf of another business. For example, you work for an agency and the ad account belongs to a client. The ad account will still belong to its current owner.



Create a new ad account

You need a new ad account for your business.

First, we need to make sure that you don't have any outstanding balances. Cancel Deactivation

Add Assets

Add People

These people have access to Test ad account. You can view, edit or delete their permissions.

Search by ID or name



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# Payment Detail

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FACEBOOK



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## Payment methods



**Test Account doesn't have any payment methods yet.**

Add payment methods to Business Manager and associate them with different ad accounts. When you assign a payment method to an ad account, it will become the primary payment method for that account.

[Add Payment Method](#)

Questions? [Read more](#) about adding a payment method to your ad account.