

Manage people and partners

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Add people to a business portfolio and assign a business asset

Add people to a business portfolio and assign a business asset

This article covers how to add people to a business portfolio and assign business assets, as well as some troubleshooting advice.

You can add people to your organization's [business portfolio](#) and assign [business assets](#) – such as an ad account, Facebook Page or Instagram account – in Meta Business Suite.

This is different to [adding partners](#) to your business portfolio.

Note: When people join a business portfolio, their name, work email address and the business assets they're assigned will be visible to people with full control of the portfolio and to the people with full control of the assigned assets.

Before you begin

- You need to have [full control](#) of a business portfolio to add people to the business portfolio and assign business assets.
 - Learn how to [submit a request to get full control of a business portfolio](#) if no one in your organization currently has full control of the business portfolio.
- Assign only the level of access that people need to complete their work. By default, people are given [basic access](#) when they're added to a business portfolio.
 - Learn more [best practices for making a business portfolio more secure](#).
- If you want to assign someone an Instagram account, then make sure you're logged into the account. Go to Meta Business Suite [Settings](#), click **Instagram accounts** in the left

menu, then select the Instagram account and log in.

- Business portfolio [permissions](#) override all others.
- Consider [enabling two-factor authentication](#) to help protect your business portfolio and assets from unauthorized access.

Add people to your business portfolio and assign business assets

To add people to your business portfolio and assign business assets:

1. Go to [Settings](#) in Meta Business Suite for your business portfolio.
2. Click **People** in the left menu.
 - If you cannot see **People**, then you may not have full control of the business portfolio.
3. Click **Invite people** in the top right.
4. Then:
 - If you're inviting someone using their Facebook account, then enter their email address. This email address must match [the one used](#) for their Facebook account.
 - If you're adding someone who has a [managed Meta account](#) with your organization, then you can search for and select the account. Migration to managed Meta accounts is not currently available for all organizations.
5. Click **Next**.
6. Select business portfolio [permissions](#) for the person you're adding, then click **Next**.
7. Select business assets and [permissions](#) for the person you're adding, then click **Invite**.

The person you're adding will need to [accept your invitation](#). When people join a portfolio, it can take a few days before all features become available to them.

Note: If a partner (example: an agency you work with) [shares a business asset](#) with your organization, then you're limited to the specific permissions that your partner assigned. This may prevent you from giving someone full control of that particular business asset.

Change someone's access and permissions

Learn how to [change someone's access and permissions to a business portfolio or business asset](#).

Troubleshoot problems with adding someone to a business portfolio

If you're having problems adding someone to a business portfolio, then try the below troubleshooting tips.

- You may not have full control of the business portfolio. Only people with [full control](#) of a business portfolio can add people.
 - Learn how to [submit a request to get full control of a business portfolio](#) if no one in your organization currently has full control of the business portfolio.
- You may need to confirm your email address before you can add people. Go to [Business info](#) in Meta Business Suite's Settings, then scroll down to see if there's a request to confirm your email address. Follow on-screen instructions to confirm your email address.
- Neither you nor the person you're adding can have a disabled or restricted account. Learn how to [troubleshoot a disabled or restricted account](#).
- If someone else with full control of the business portfolio needs to approve your request to add someone, then they can do this in [Requests](#) in Meta Business Suite's Settings.
- If your organization has migrated to managed Meta accounts but you're having problems with adding someone with their Facebook account, then it may be because invitations to join a business portfolio can only be sent to managed Meta accounts. This setting can be changed in [Security](#) in Organization Manager.

Learn more

- [Troubleshoot Instagram and Meta Business Suite business portfolio connection errors](#)
- [Add partners to your business portfolio](#)
- [Best practices for keeping your business portfolio more secure](#)
- [Change someone's access and permissions to a business portfolio or business asset](#)

Assign business assets to people in your business portfolio in Meta Business Suite

Assign business assets to people in your business portfolio in Meta Business Suite

This article covers how to give people permissions to manage or complete specific tasks for business assets – such as Pages, Instagram accounts and ad accounts – that have been added to a [business portfolio](#).

You can assign assets when [adding someone to a business portfolio](#). The below instructions cover assigning business assets to people who are already [in the business portfolio](#).

Note: If a partner (example: an agency you work with) [shares a business asset](#) with your organization, then you're limited to the specific permissions that your partner assigned. This may prevent you from giving someone full control of that particular business asset.

Before you begin

- To assign most business assets you need to have [full control](#) of the business portfolio.
 - For Pages, Instagram accounts, WhatsApp accounts, Commerce accounts and catalogs, you can assign people already in the portfolio access if you have full control of the asset.
- You need to add the business assets to your business portfolio before you can assign access. Learn how to add a [Page](#), an [ad account](#), an [Instagram account](#) or an [app](#).
- Consider [enabling two-factor authentication](#) to help protect your business portfolio and assets from unauthorized access.

- **Note:** If your organization needs to regain full control of a business portfolio, you can [submit a request](#).

Assign business assets in Meta Business Suite

There are 2 ways to assign business assets in Meta Business Suite.

- **Assign assets:** First choose a person, then assign them one or more assets. (You might do this after a new person joins your portfolio.)
- **Assign people:** First choose an asset, then assign people access to it. (You might do this after you add a new asset to your portfolio.)

To assign business assets to people in your business portfolio:

1. Go to [Settings](#) in Meta Business Suite.
2. Click **People** in the left menu.
 - If you cannot see **People**, then you may not have full control of the business portfolio.
3. Click the name of the person you want to assign assets to.
4. Click **Assign assets** near the top right.
5. Select the asset you want to assign.
6. Assign the person's permissions.
 - Assign only the [level of access](#) that people need to complete their work.
7. Click **Assign assets** to grant access.

To assign people access to a business asset in your business portfolio:

1. Go to [Settings](#) in Meta Business Suite.
2. Select the type of business asset you want to assign from the left menu. Locate the specific asset you want to assign and select it.
3. Click **Assign people**.
4. Select the people you want to assign the asset to.
5. Assign the person's permissions.
 - Assign only the level of access that people need to complete their work.
6. Click **Assign**. Then click **Done**.

Change someone's access to a business asset

Learn how to [change or remove someone's access to a business asset](#).

Learn more

- [Create a business portfolio](#)
- [Add people to a business portfolio and assign a business asset](#)
- [About business asset groups](#)
- [Add people to business asset groups](#)

Basics

[About users in your business portfolio](#)[About partners in Meta Business Suite](#) [About system users in Meta Business Suite](#)

Set Up

[Add people to a business portfolio and assign a business asset](#)[Assign business assets to people in your business portfolio](#)[Give a partner access to business assets in your business portfolio](#)[Ask a partner to share assets with your business](#)[Add system users to your business portfolio](#)

Manage

[Best practices for giving people access to your Page in Meta Business Suite](#) [Remove people from your business portfolio](#)[Remove partners from your business portfolio](#)

Change a person's permissions for a business portfolio or business asset in Meta Business Suite

Change a person's permissions for a business portfolio or business asset in Meta Business Suite

You can edit the [permissions](#) that people have to a business portfolio or business asset (examples: Facebook Page, Instagram account, ad account), provided you have [full control](#) of the business portfolio.

You can't edit people's permissions in Meta Business Suite if you have full control of a business asset but not the business portfolio.

Note: People with [full control \(business tools and Facebook\) of a Facebook Page](#) can [switch into the Page on Facebook](#) to manage access - this is different from managing access in the business portfolio in Meta Business Suite.

Before you begin

- You have [full control](#) of the business portfolio.
 - Learn how to [submit a request to get full control of a business portfolio](#) if no one in your organization currently has full control of the business portfolio.
- The person whose permissions you want to change (for either the business portfolio or the business asset) must be [in the business portfolio](#).

Edit someone's permissions for a business portfolio or business asset

To change a person's permissions for a business portfolio in Meta Business Suite:

1. Go to [Settings](#) in Meta Business Suite for your business portfolio.
2. Click **People** in the left menu.
 - If you cannot see **People**, then you may not have full control of the business portfolio.
3. Click the name of the person whose permissions you want to change.
4. From here, you can:
 - Click **Manage** in the **Business portfolio access** section, make changes to the person's permissions, then click **Save**.
 - Click **Remove**, then confirm you want to remove the person from the business portfolio.
 - Click **Manage** to the right of the business asset you want to change the person's permissions for. Then, you can either make changes and click **Save**, or click **Remove access** and confirm you want to remove this person from the business asset.

You can also edit someone's permissions to a business asset in the **Accounts** section in the left menu of [Settings](#).

Note: If a partner (example: an agency you work with) [shares a business asset](#) with your organization, then you're limited to the specific permissions that your partner assigned. This may prevent you from giving someone full control of that particular business asset.

Learn more

- [About business portfolio and business asset permissions](#)
- [Add people to a business portfolio and assign business assets in Meta Business Suite](#)
- [Add partners to your business portfolio](#)



Remove people from your business portfolio in Meta Business Suite

Remove people from your business portfolio in Meta Business Suite

You can remove someone from a [business portfolio](#), provided you have [full control](#) of the business portfolio.

Removing a person revokes their access to the business portfolio and any [business assets](#) (examples: Facebook Page, Instagram account, ad account) they have access to.

Note: Removing people from a business portfolio is different to [removing partners](#).

Before you begin

- You have [full control](#) of the business portfolio.
 - Learn how to [submit a request to get full control of a business portfolio](#) if no one in your organization currently has full control of the business portfolio.
- The person you're removing is [in your organization's business portfolio](#). If you want to remove someone from a business asset that isn't part of your organization's business portfolio, learn how to:
 - [Remove someone from a Facebook Page](#)
 - [Manage shared access on Instagram](#)
 - [Remove someone from your ad account in Meta Ads Manager](#)
- Learn other [best practices](#) for keeping your business portfolio secure.

Remove someone from your business portfolio

To remove someone from your business portfolio in Meta Business Suite:

1. Go to [Settings](#) in Meta Business Suite for your business portfolio.
2. Click **People** in the left menu.
 - If you cannot see **People**, then you may not have full control of the business portfolio.
3. Click the name of the person you want to remove.
4. Click **Remove**, then confirm you want to remove the person from the business portfolio.

Note: If someone else with full control of the business portfolio needs to approve the removal of this person, then they can do this in [Requests](#) in Meta Business Suite's Settings.

Add partners to your business portfolio

Add partners to your business portfolio

You can add partners (example: an agency you work with) to your organization's business portfolio in Meta Business Suite by either:

- [Giving the partner access to your organization's business assets](#) (example: Facebook Page)
- [Asking a partner to share assets with your organization](#)

Basics

[About users in your business portfolio](#)[About partners in Meta Business Suite](#) [About system users in Meta Business Suite](#)

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