

Add people to a business portfolio and assign a business asset

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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](#)

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