

GUIDE

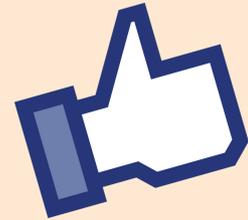
FACEBOOK PAGE REQUEST

FACEBOOK



WHAT IS FACEBOOK PAGE REQUEST?

A Facebook request makes it possible for Nexta to get access to our customer's Facebook page and thereby do advertisement on the customer's behalf.



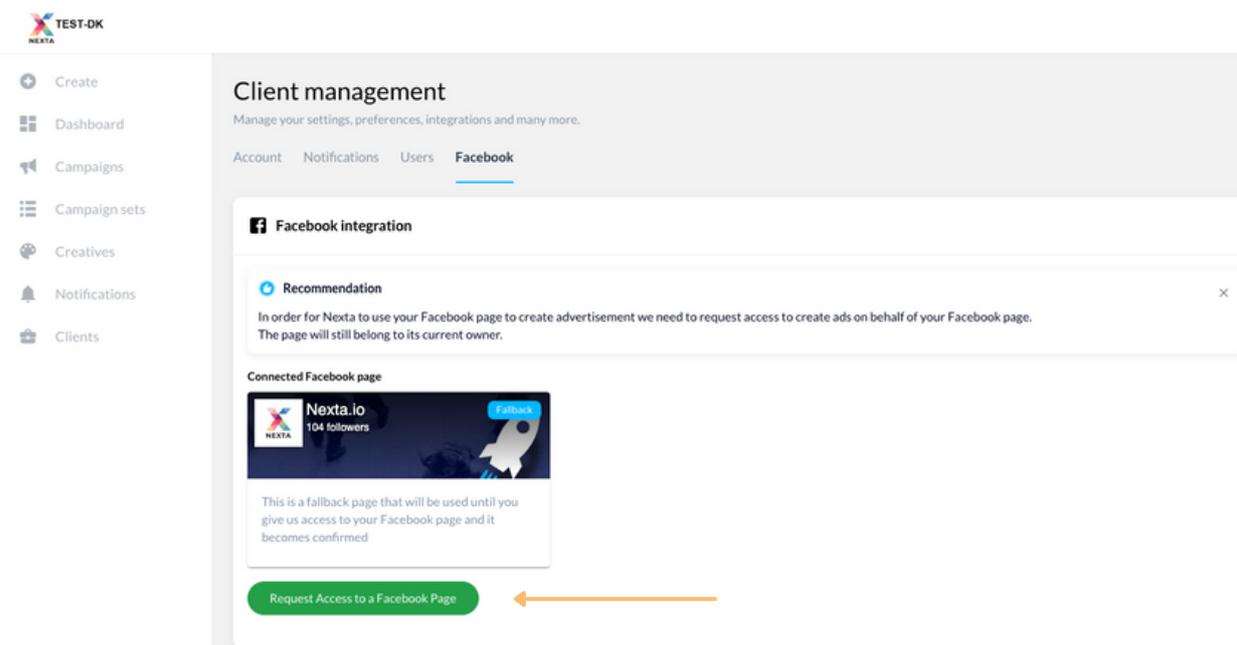
However, the Facebook page will still belong to the current owner.

HOW TO SEND A FACEBOOK PAGE REQUEST

1

Login to Nexta.io and click in the right corner on **Client Management**.

In Client Management go to **Facebook** and you will see the following:



Client management
Manage your settings, preferences, integrations and many more.

Account Notifications Users **Facebook**

Facebook integration

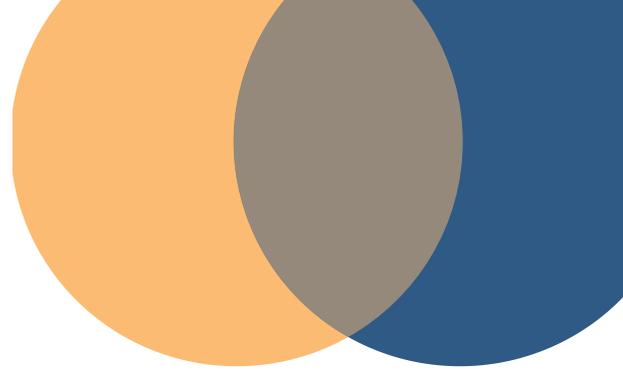
Recommendation
In order for Nexta to use your Facebook page to create advertisement we need to request access to create ads on behalf of your Facebook page. The page will still belong to its current owner.

Connected Facebook page

Nexta.io
104 followers

This is a fallback page that will be used until you give us access to your Facebook page and it becomes confirmed

Request Access to a Facebook Page



2

Press Request Access to a Facebook Page.

A pop up comes up looking like this:

Send Facebook invitation to client

Facebook Page URL

Your Facebook Page URL should look similar to:
facebook.com/[page-name / pageID] or facebook.com/profile.php?[pageID]

Include email below

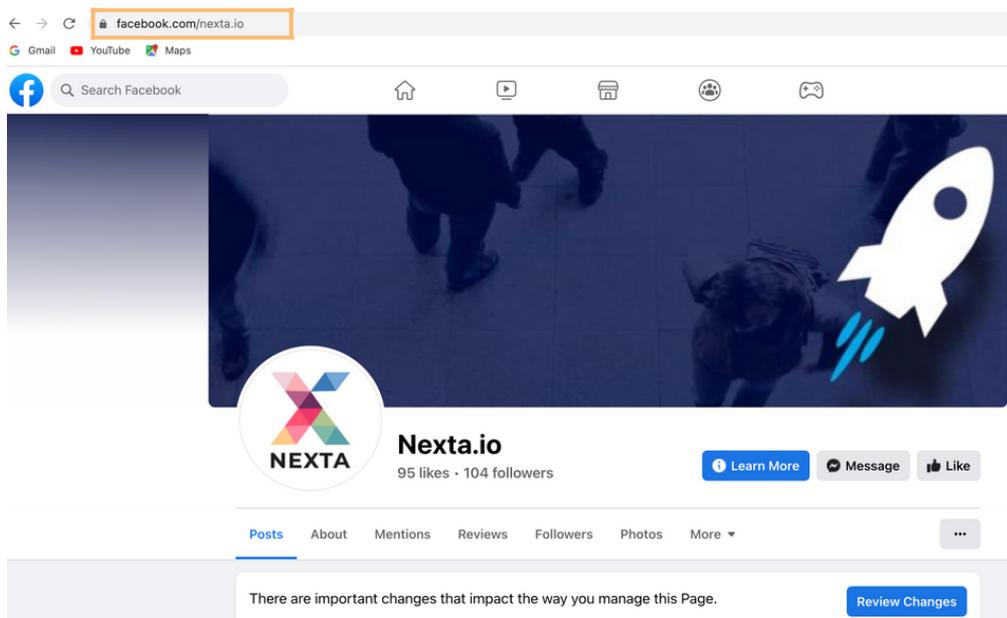
Send the invitation to the person who has access to the page admin/owner

Cancel

Save

3

Open the Facebook Page you want to request access for in a separate tab and **copy the URL** of the Facebook page.



4 Paste the copied Facebook Page URL in the field 'Facebook Page URL' and fill in the e-mail address of the *Facebook page owner*. When both is filled out **press save**.

Send Facebook invitation to client

Facebook Page URL

https://www.facebook.com/denrustikke

Your Facebook Page URL should look similar to:
facebook.com/[page-name / pageID] or facebook.com/profile.php?[pageID]

Include email below

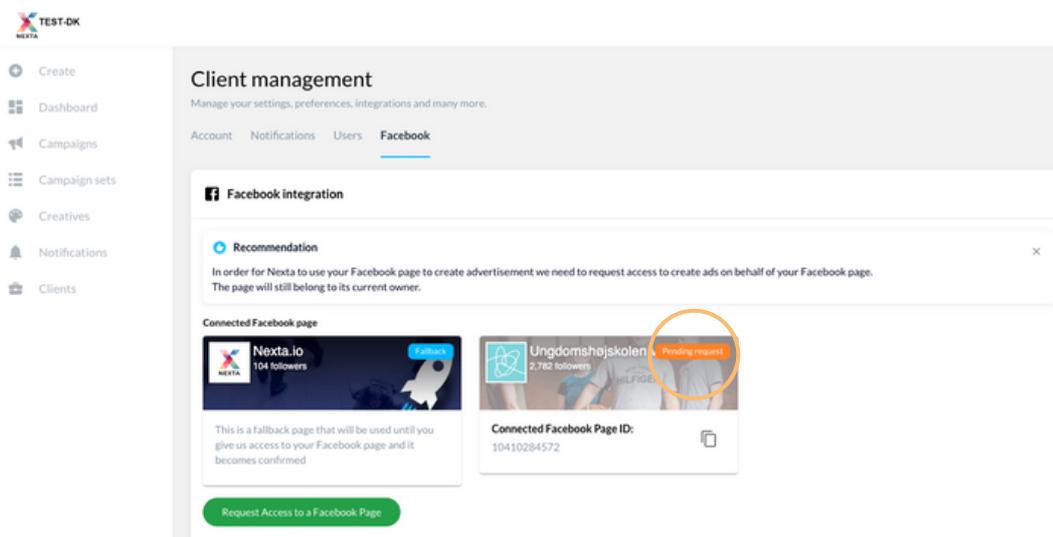
martin.hansen@nexta.io

Send the invitation the a person who has access to the page admin/owner

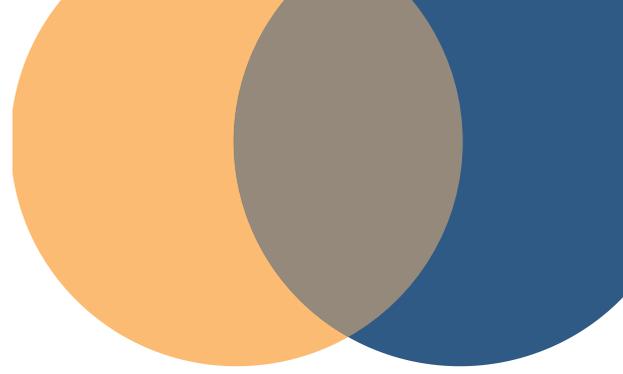
Cancel

Save

The pop-up window will close, and you receive the notification that the e-mail notification has been sent. You can also see that the Facebook Page request is **pending**.

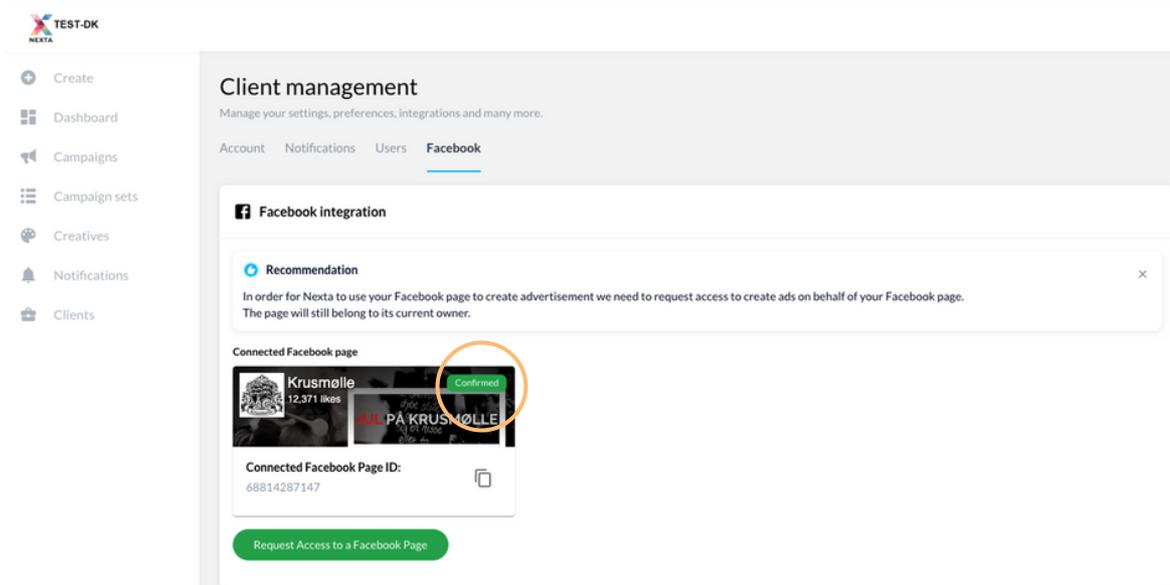


The screenshot shows the 'Client management' section of the Nexta dashboard. Under the 'Facebook integration' tab, there is a 'Recommendation' box stating: 'In order for Nexta to use your Facebook page to create advertisement we need to request access to create ads on behalf of your Facebook page. The page will still belong to its current owner.' Below this, two Facebook pages are listed under 'Connected Facebook page': 'Nexta.io' (104 followers) and 'Ungdomshøjskolen' (2,762 followers). The 'Ungdomshøjskolen' page has a 'Pending request' status, which is circled in orange. A green button at the bottom says 'Request Access to a Facebook Page'.



5

As soon as the page owner has accepted the request, the pending request will change to 'confirmed'.



When the status has changed to 'confirmed' you have successfully completed your Facebook request.