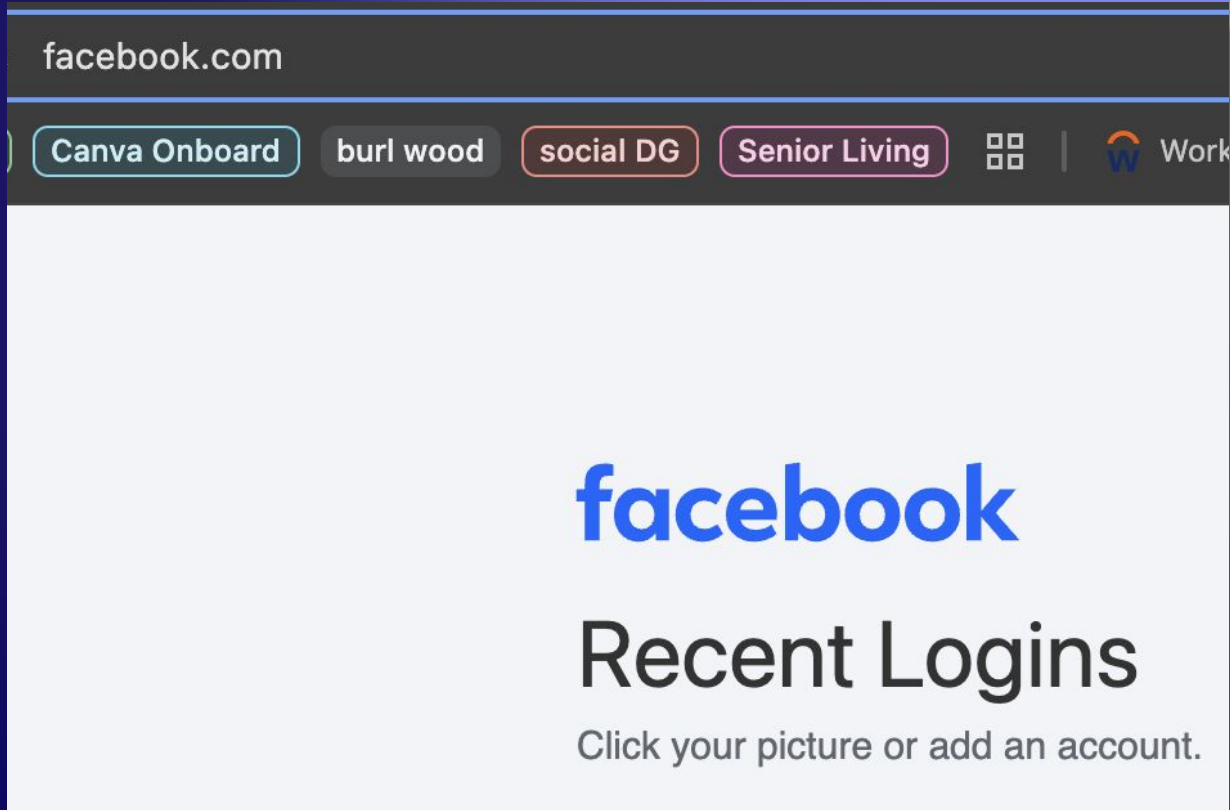
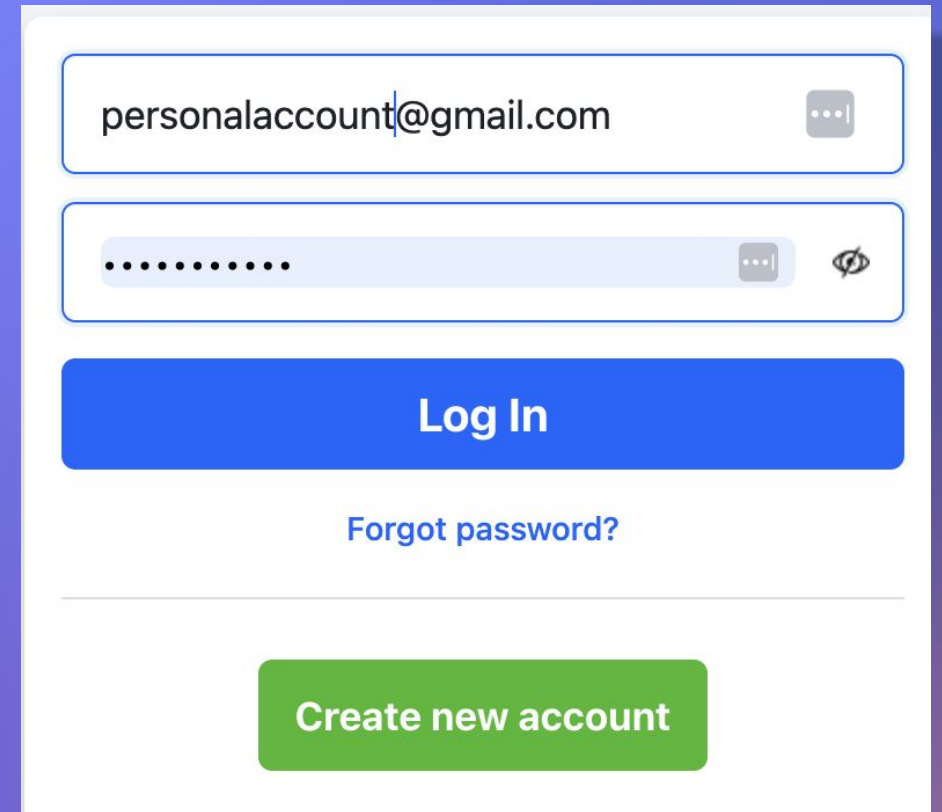




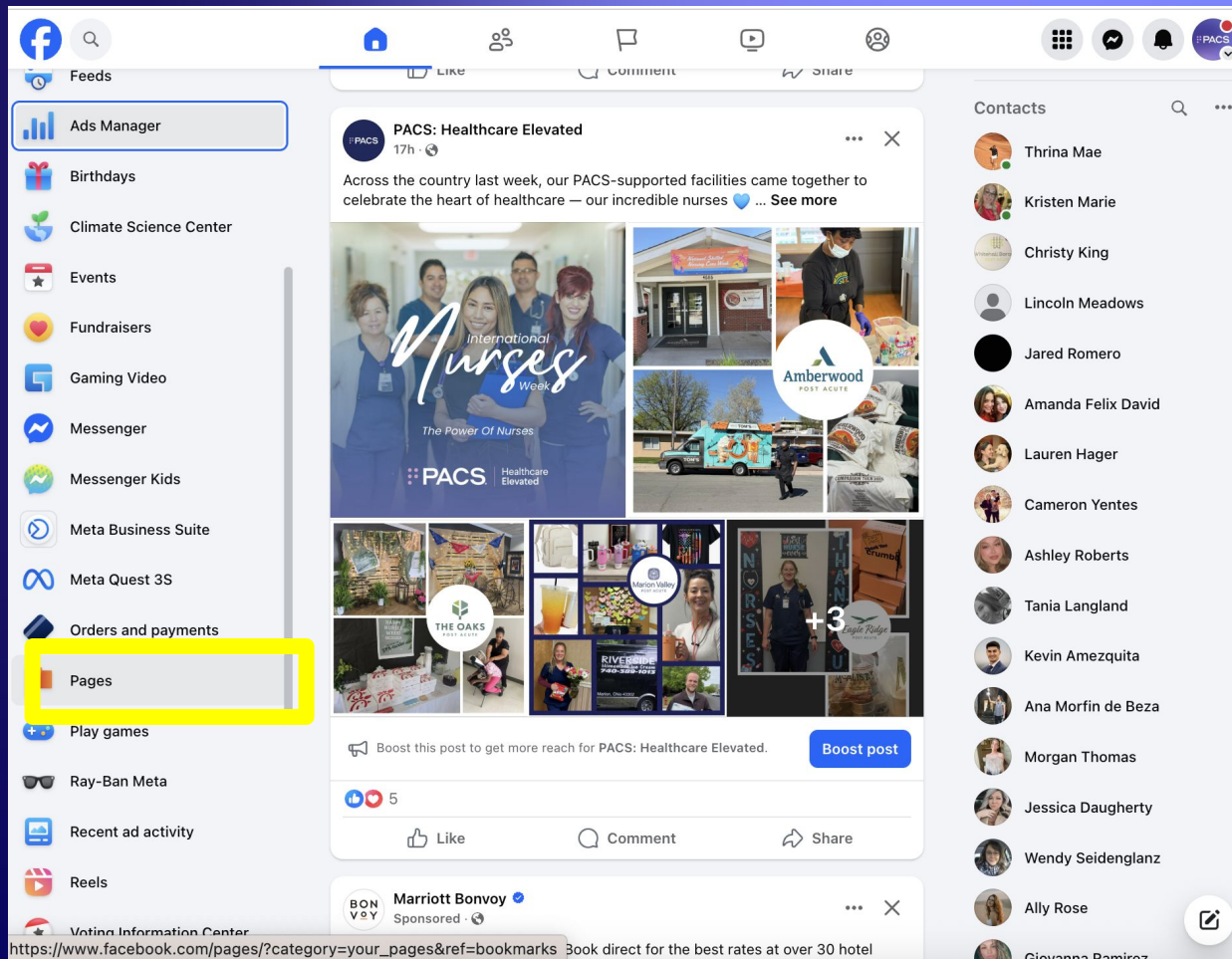
Facebook How To's: Granting Access



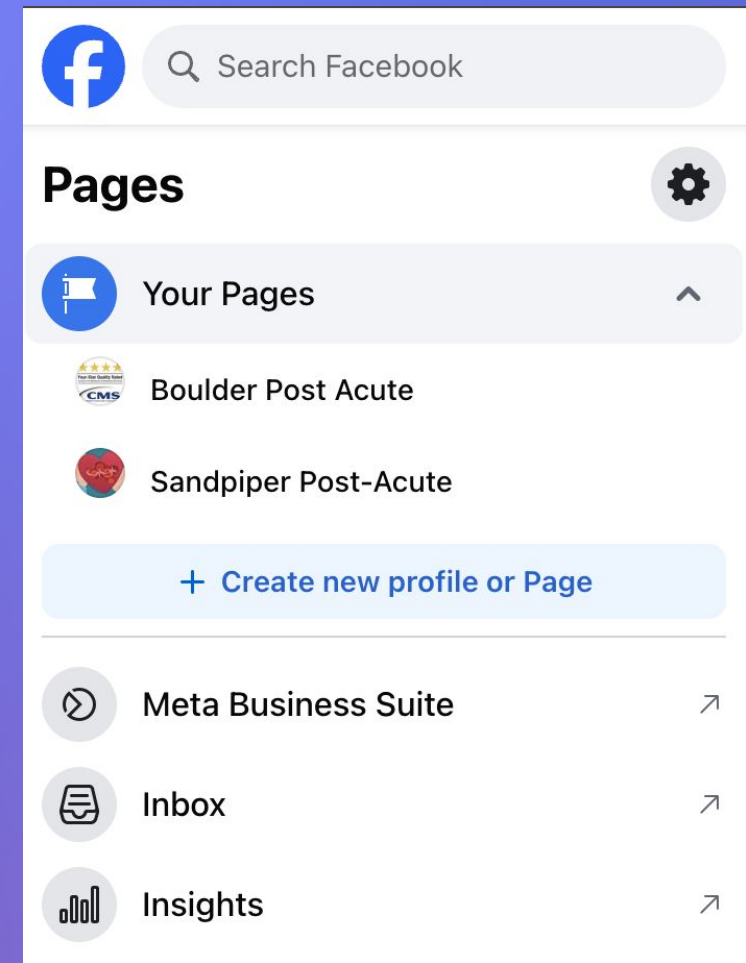
Step 1: Go to Facebook.com



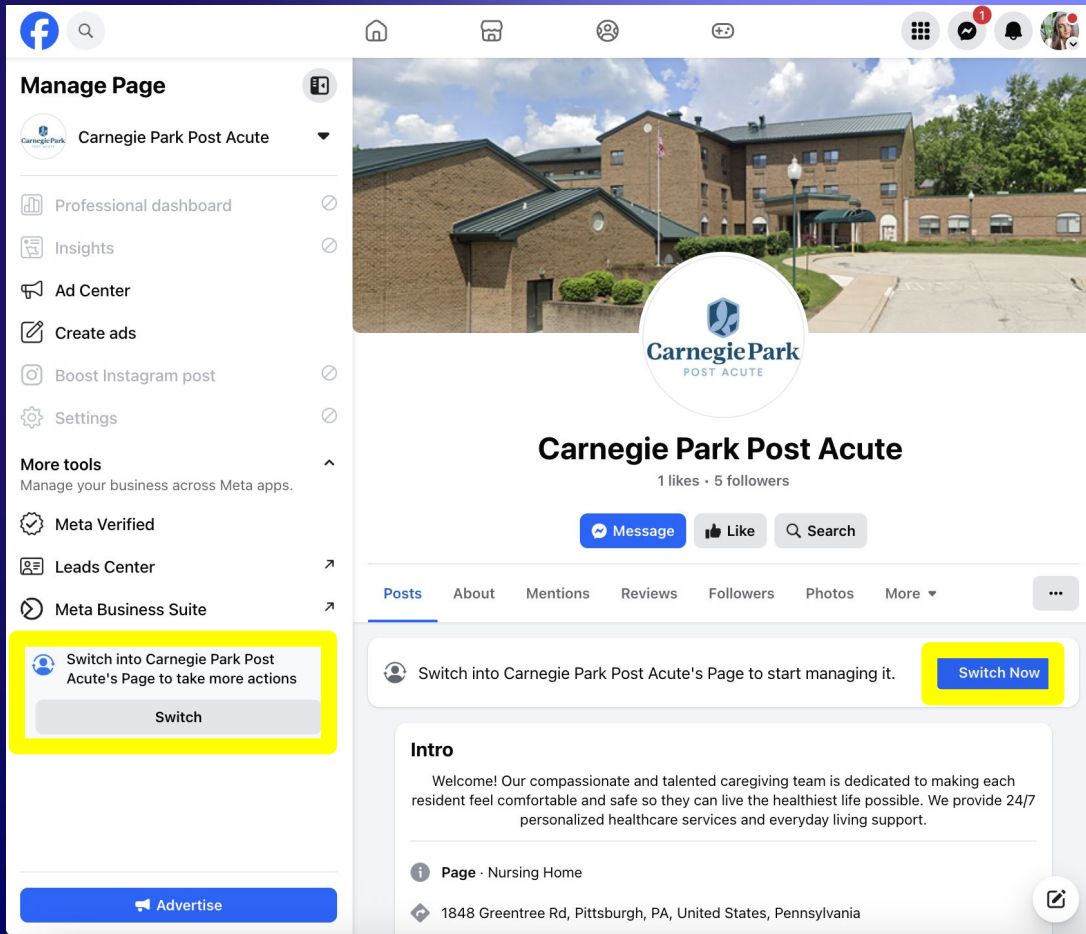
Step 2: Login to your personal account (not the facility)



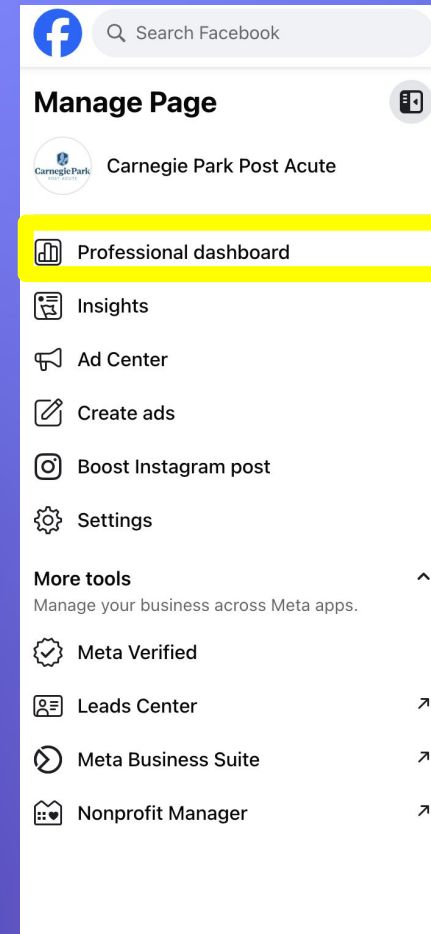
Step 3: Click "Pages" from the menu on the left-hand column (you may have to scroll down or click "see more") with an orange flag



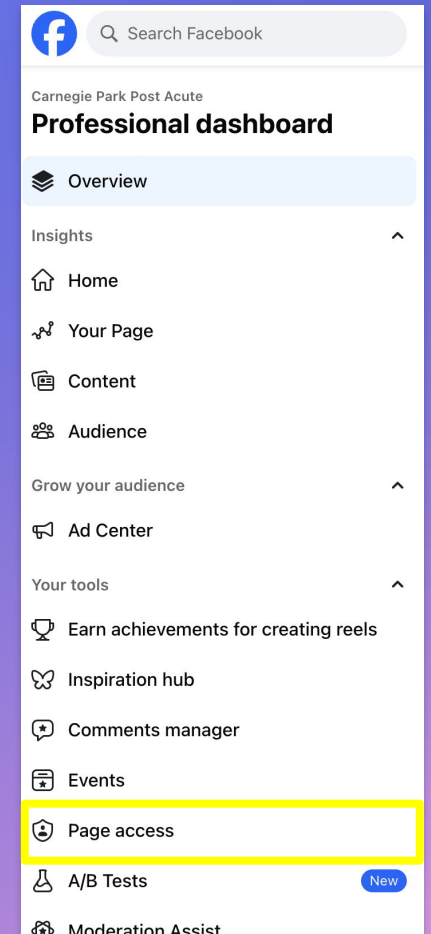
Step 4: Select your facility page



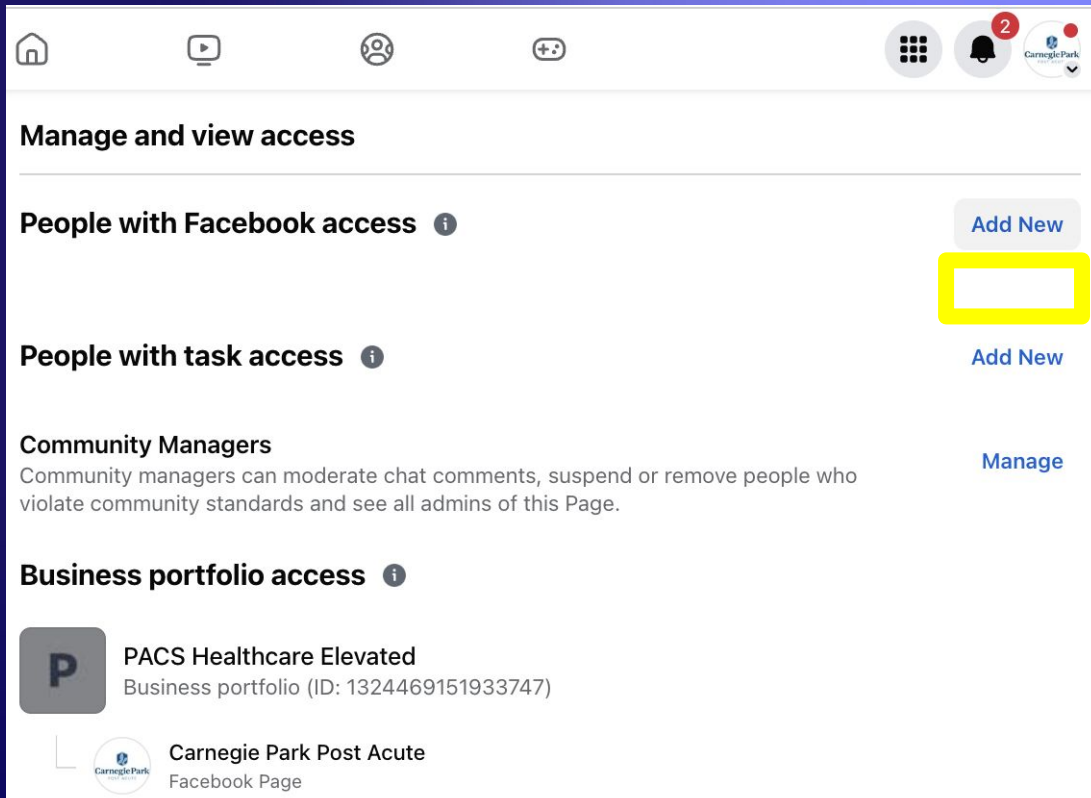
Step 5: Click "Switch into {facility name} Page"



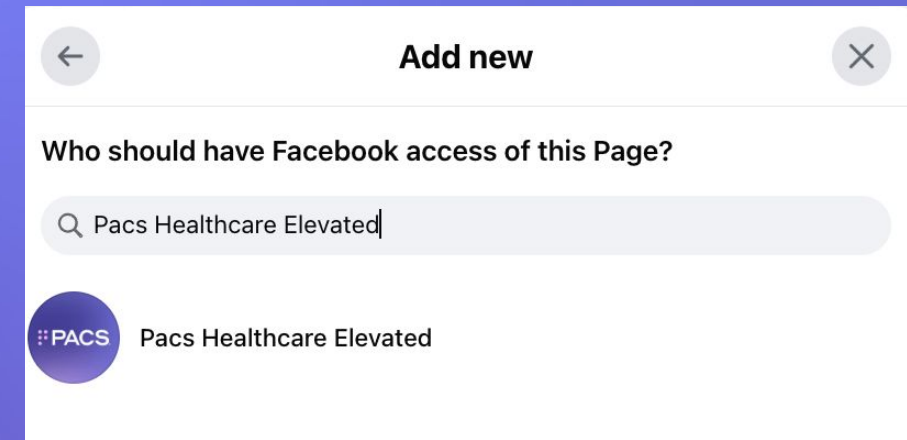
Step 6: Click "Professional dashboard" from the menu on the left side




Step 7: Click "Page access" on the left side





Step 8: Click "Add New" under Manage and View Access > People with Facebook Access



Step 9: Click "Next" and type in "Pacs Healthcare Elevated" or paste profile url: <https://www.facebook.com/pacssocialteam/> in the search bar



Add new



With Facebook access, Pacs Healthcare Elevated can manage the following:


Content
Create, manage or delete posts, stories and more as the Page.

Messages and calls
Send and respond to direct messages and make calls as the Page.


Community Activity
Review and respond to comments, remove unwanted comments and report activity.

Ads
Create, manage and delete ads for the Page.

Insights
See how the Page, content and ads perform.


**Allow this person to have full control**


Anyone with full control can give access to others, remove anyone from the Page (including you), or delete the Page



Give Access

Step 10: Toggle “Allow this person to have full control”for Pacs Healthcare Elevated ONLY (don't toggle it on for other employees)





Give Access

For your security, re-enter your Facebook profile password to confirm that this person should have full control and can access everything you can.

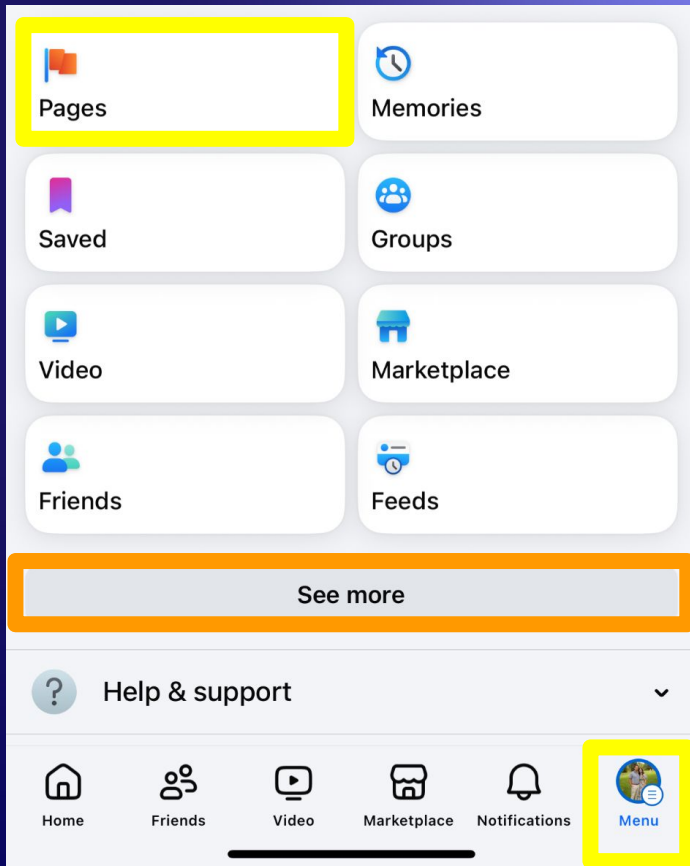
Password

.....|

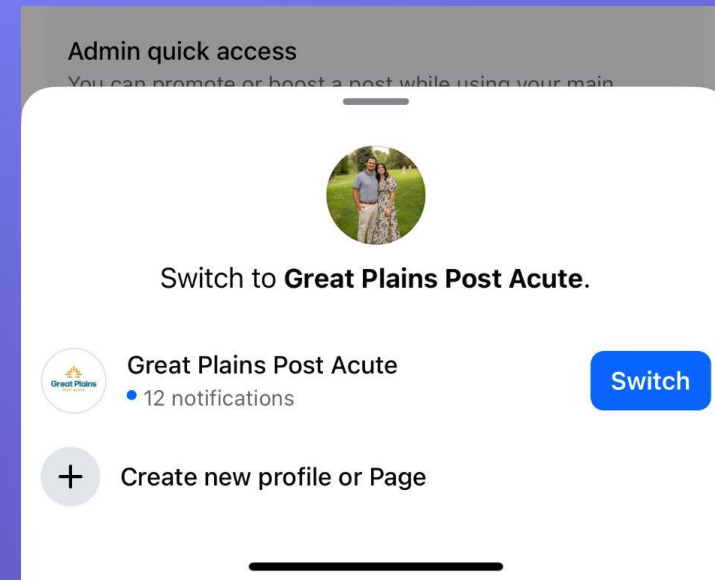


Confirm

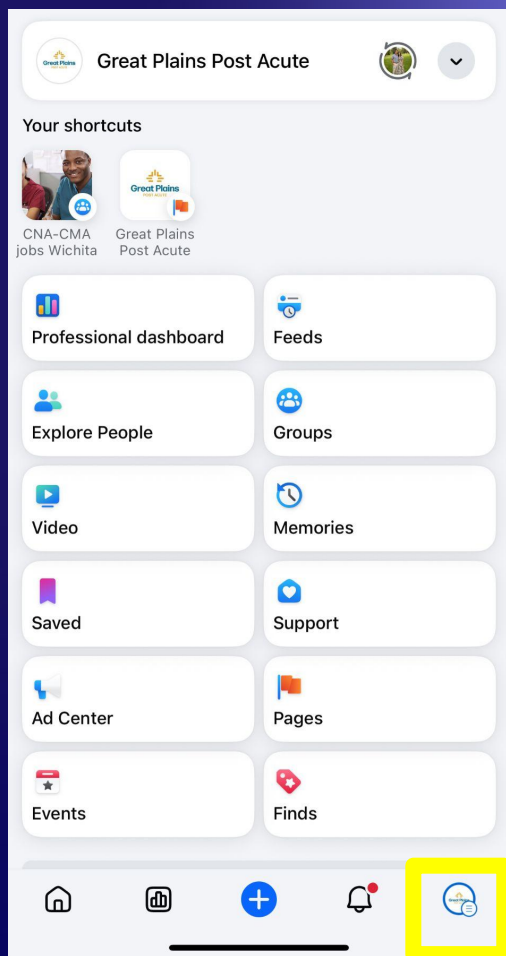
Step 11: Click "Give Access" and type in your personal Facebook password and click "confirm".



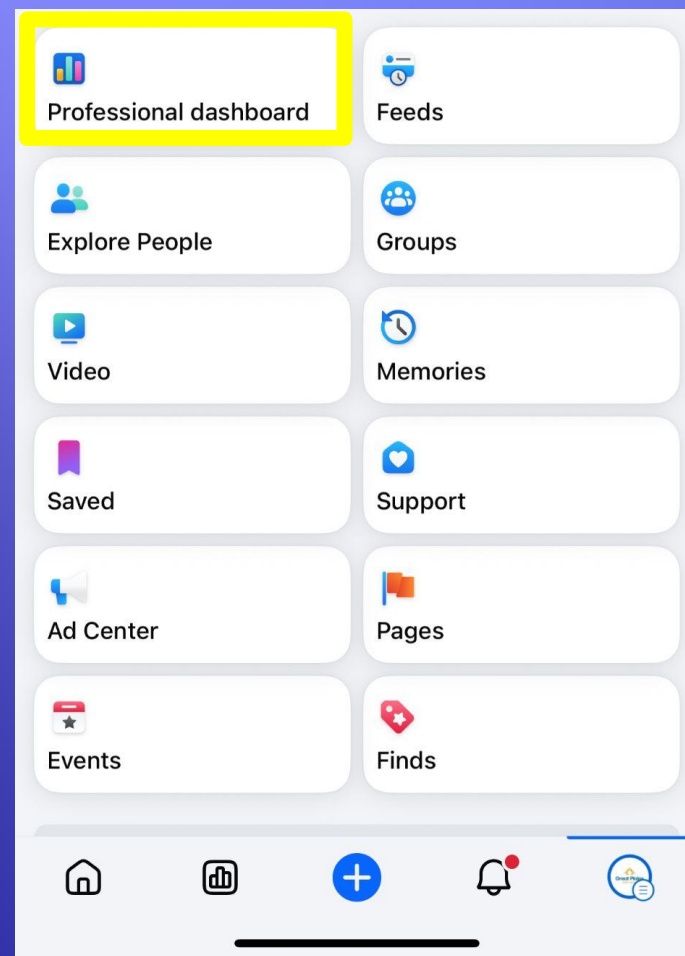
Step 1: Open your Facebook app and click on profile icon on the bottom right of the screen; Tap “Pages” (Click “See More” if you can’t see “Pages”)



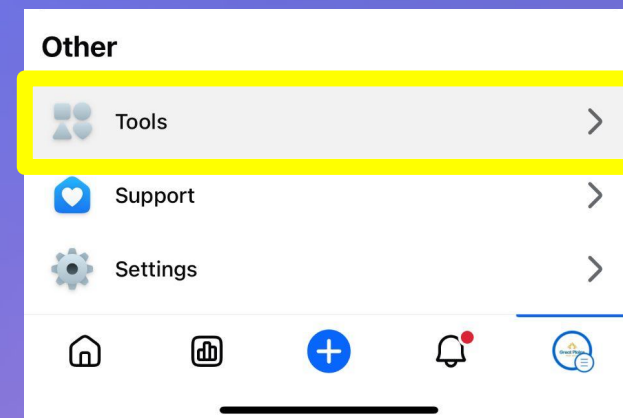
Step 2: Tap your facility page name >switch

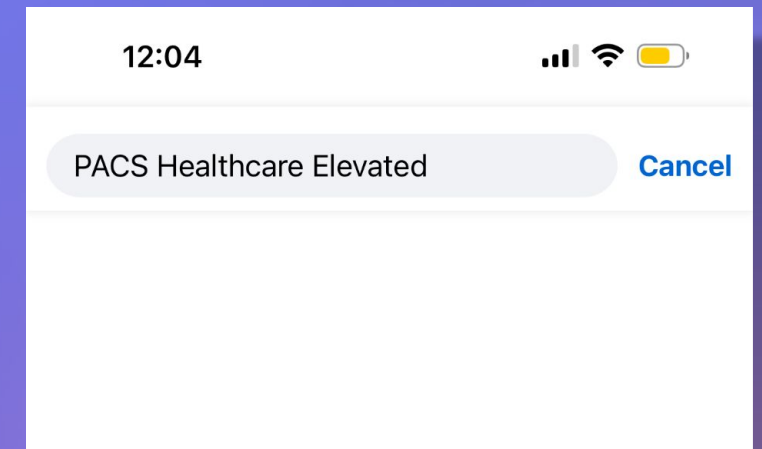
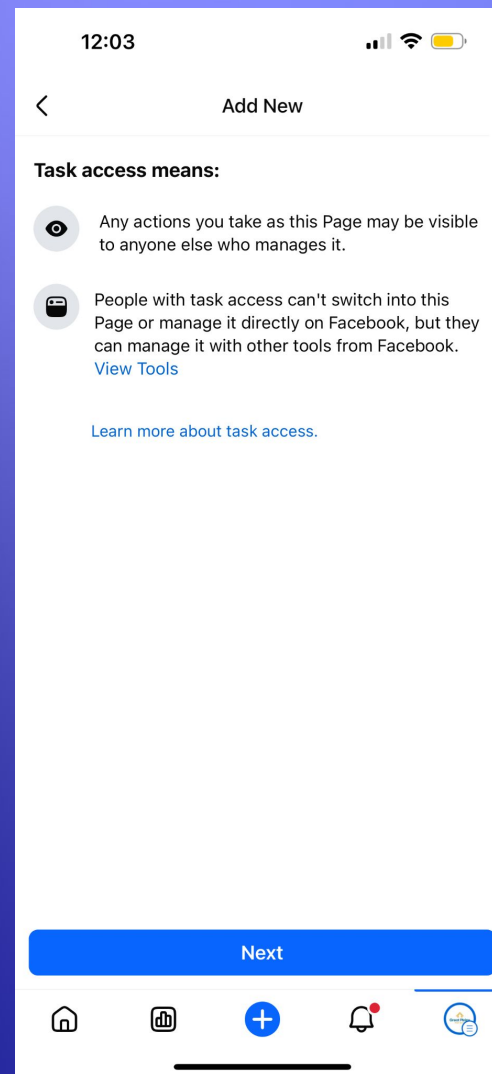
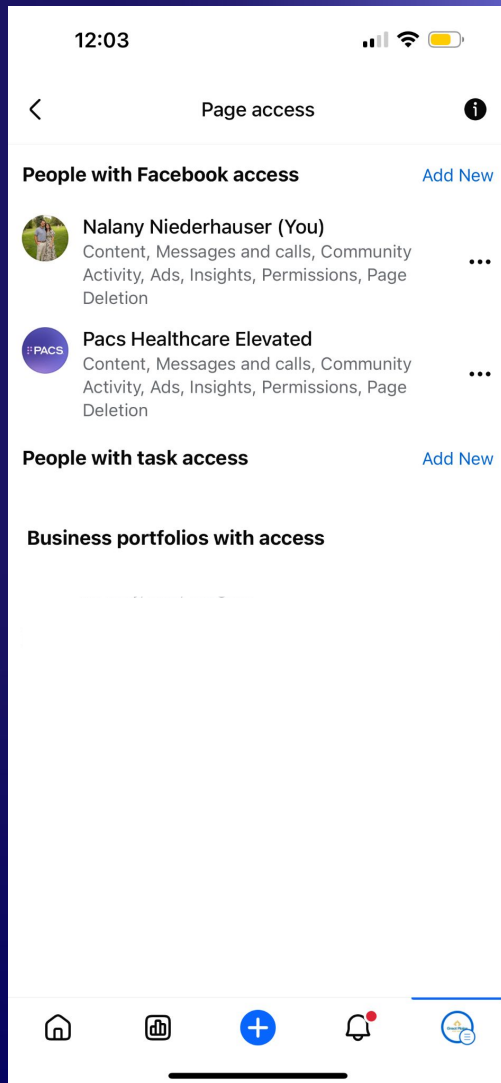


Step 3: Tap profile icon on bottom right of the screen



Step 4: Tap Professional dashboard > scroll down and tap page access under Tools > scroll down to Profile > Page Access





Step 5: Next to People with Facebook access tap "Add new" > Next and type "Pacs Healthcare Elevated" or paste profile URL: <https://www.facebook.com/pacssocialteam/> in the search bar

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Messages and calls

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Community Activity

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Give Access

For your security, re-enter your Facebook profile password to confirm that this person should have full control and can access everything you can.

Password
.....|



Confirm

Step 7: Click "Give Access", type in your personal Facebook password and click "confirm".