

Creating, Claiming, And Managing Your Facebook Business Page

1. Creating a Facebook Business Page

Before you can add or claim a business on Facebook, you need to create a Facebook personal account. Go to [facebook.com](https://www.facebook.com) > Click "Create New Account" > Fill out the required information. Once you've done this, you can create a Business Page. Follow the steps below to create a Business Page.

A. Once logged into Facebook, click on the "+" symbol in the top right-hand of the screen by your profile name and picture. Select "Page" from the list.

B. From here, you'll be able to enter basic "Page Information" like your name, category, and description. When finished, click on "Create Page" and you'll be prompted to add a "Profile Photo" and "Cover Photo." Click "Save."

2. Claiming an Unmanaged Facebook Page

Your business may have an "Unofficial Page" because customers have shown an interest in your business.

A. Go to [facebook.com](https://www.facebook.com) > Login > and search for your business. If nothing comes up, following the steps in Section 1 of this guide. If your business does come up, go to Step B below.

B. To claim an unmanaged Business Page, click "Is this your business?" below the Page's cover photo.

C. Follow the on-screen instructions for verifying you own the business.

i. You can merge this page with a Verified Page, receive a phone call at the number listed on Facebook, or submit documents proving ownership to Facebook.

3. Setting Up Facebook Business Suite (Formerly Facebook Business Page Manager)

Facebook Business Suite is the best way to manage your business page on a desktop computer while keeping your personal page information separate. Business Suite also allows you to manage and share content between multiple business page locations. You'll set this service up at business.facebook.com.

A. Click on "Create an Account" > Provide requested information > Hit "Submit."

4. Setting Up Facebook Business Suite App (Formerly Facebook Business Page Manager App)

The Facebook Business Suite app is specifically designed for managing Business Pages, keeping your business and personal content separate, and managing multiple business locations. The Business Suite app makes it easier to respond quickly to customers, create new posts and update business information while on the go.

Download Links for Android and Apple smartphones.

Google Play Store link - <http://itunes.apple.com/us/app/facebook-pages-manager/id514643583>

Apple App Store link - https://play.google.com/store/apps/details?id=com.yelp.android.biz&hl=en_US

Other Links

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