



## How to Switch Your Facebook Business Page Ownership from Your Personal Profile to Your Business Profile

1. **You must Like your Business Page from your business profile.**
2. **Give admin rights to your Business Page to your business profile account.**
  1. Login to your personal profile account (the account where your Business Page currently exists)
  2. Under Account, choose Use Facebook as Page and click Switch next to your Business Page
  3. Click Edit Page, then Manage Admins in the left menu
  4. In the Specify an email address, type in the email address registered with your business profile and click Save Changes.

A screenshot of a Facebook dialog box titled 'Specify an email address'. It contains a text input field, a 'Remove' link, an 'Add another admin' link, and 'Save Changes' and 'Cancel' buttons.

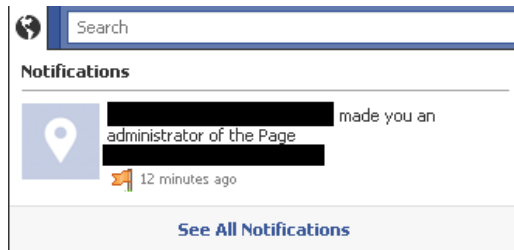
5. Facebook will ask for your Password to confirm the Add. Use the password associated with the personal profile account you are currently logged in as. Click Confirm. Once you confirm, you should see your business profile added to the list.

A screenshot of a Facebook dialog box titled 'Change page admins'. It contains the text 'To change page admins, please enter your Facebook password.', a 'Password:' label, a text input field, and 'Confirm' and 'Cancel' buttons.

3. **Sign out of the current personal profile and log in to your business profile.**



4. **To confirm that your business profile account is now an Admin for your Business Page, you can either:**
  - Look for the Notification that \_\_\_\_\_ made you an administrator of the Page \_\_\_\_\_



- Go to Account, then Use Facebook as Page. You should see the Business Page listed here
5. **Once you have checked and confirmed that the added admin is successful, log back into your personal profile account to remove association from this account from your Business Page**
    - Under Account, choose Use Facebook as Page and click Switch next to your Business Page
    - Click Edit Page, then Manage Admins in the left menu
    - Click Remove next to the Business Page