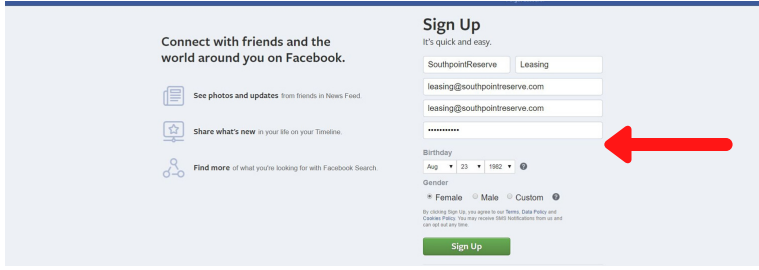# To Get Access To Existing Facebook Page

Step 1: Go to Facebook.com and log into your PERSONAL Facebook account. If you do not have one, you can create a new account using the leasing email credentials. Make your profile name your community name followed by "Leasing". Ex: SouthpointReserve Leasing". Be sure you're creating a **PROFILE** by completing the form below, NOT a **PAGE**.


Step 2: IF creating a new account, you will likely have to complete an email verification process. Once you're logged in, use the search bar to locate the existing property page. Once you have found the correct page (not profile) click the "Like" button.
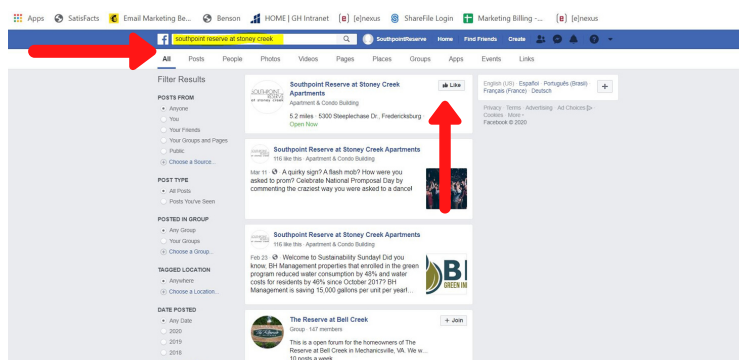

Step 3: Notice "Page" setup differs from the "Profile" Layout (below shows the "Page" layout). Once you've "Liked" the PAGE, reach out to Marketing and request Editor Access. We'll need the username and email address used to login into Facebook & like the page.
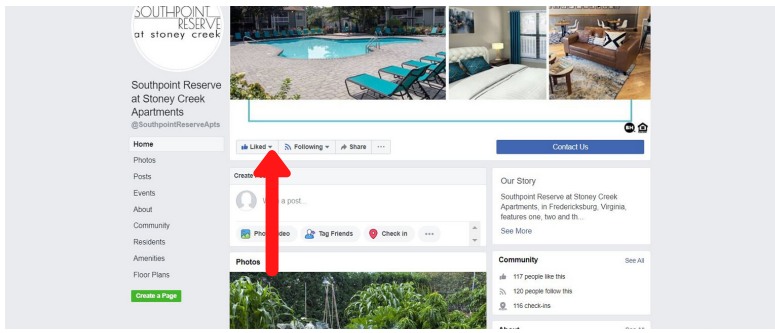
Step 4: Once Marketing responds to your request, you will receive notification of an invitation to become Admin/Editor of the page. Click the icon to find invitation and click "Accept":
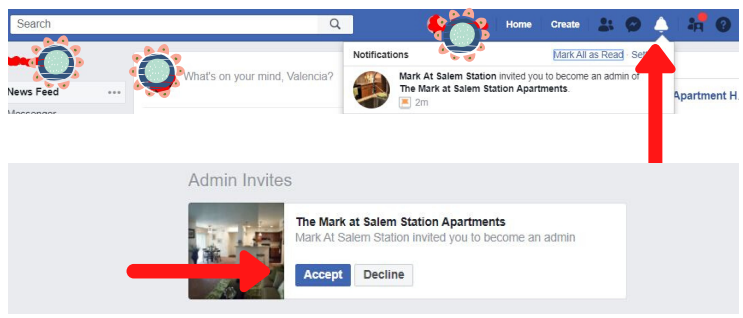
Step 5: Once your invitation is accepted, you should be taken to a screen to access your "Pages". Remember, no matter who you are logged in as, when you are on the page you will be posting "as the community" not as "Leasing" or your personal profile.
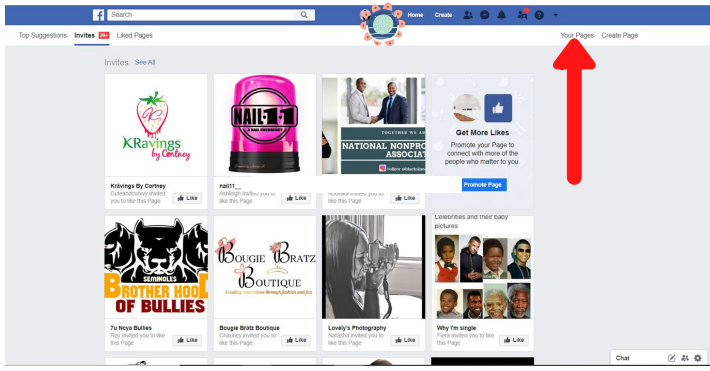
Step 6: You can also toggle back and forth between the "Profile" and the "Page" as shown in the top image below. Below that illustrates where you create posts/upload videos & images, etc. once you've selected the page and clicked on it.