
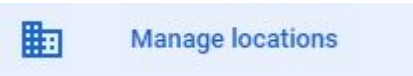


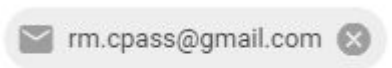



Reputation Monitoring Access Instructions

Facebook Business Page:

1. Send an email to Onboarding@CPASiteSolutions.com with the Link to your business facebook page
2. Our team will send a request via our Business Manager to gain access to the page - we will email you when this is sent with instructions on how to accept the invite.
3. Please accept the invitation and reply with confirmation that the request has been accepted.

Google My Business:

1. Log into business.google.com
2. Click on hamburger menu- top left 
3. Click into "Manage Locations" 
4. Click on location
5. Click on "Users" - left panel  Users
6. Click on "Add users" icon 
7. Enter email address of user you'd like to add:
rm.cpass@gmail.com 
8. Choose a role: "Manager" access 
9. Click on Invite **INVITE**
10. Send us an email to Onboarding@CPASiteSolutions.com to let us know the invitation has been sent