

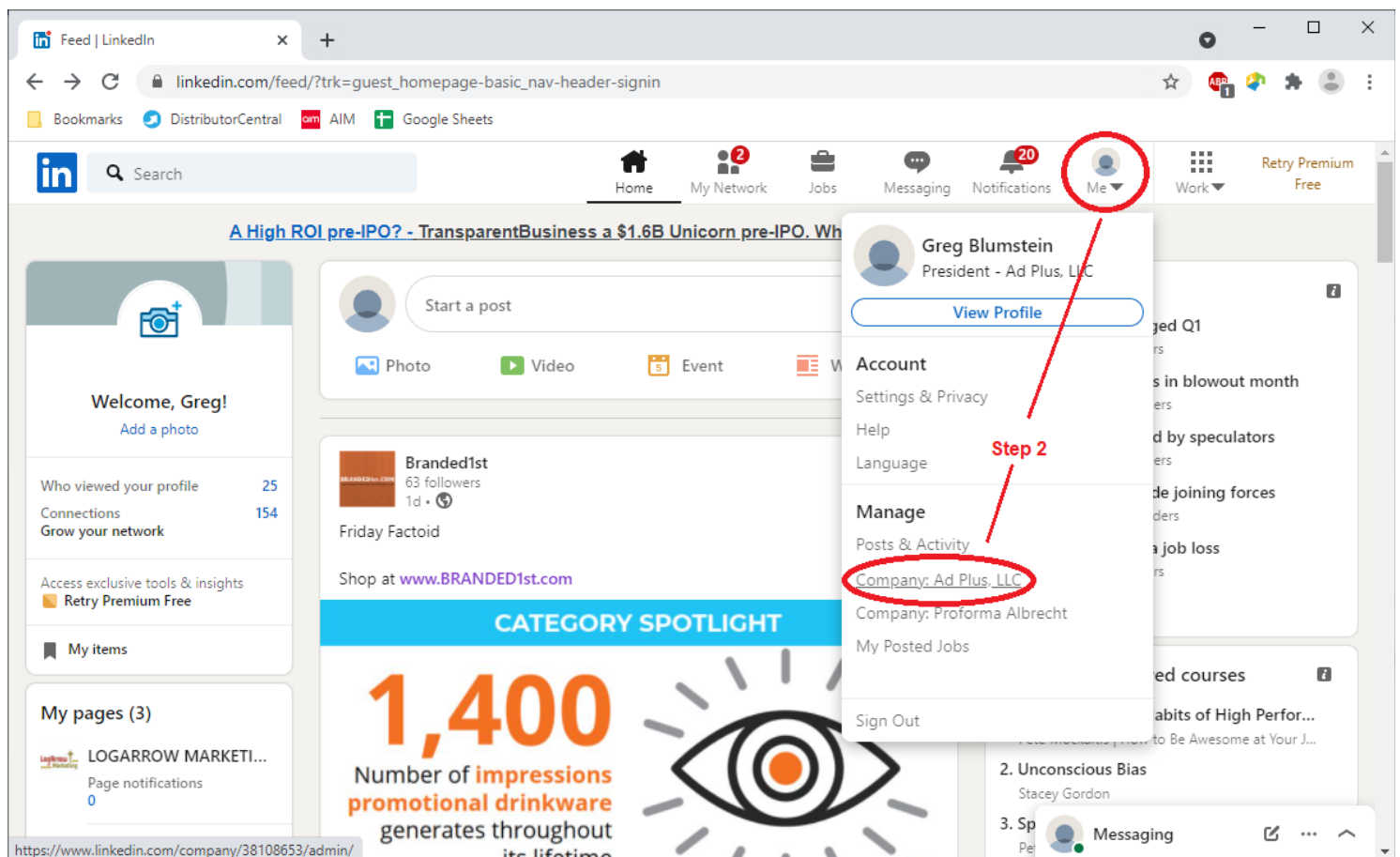


LinkedIn Guide – Give Permission To Publish

For Promo Social Post to be able to publish information to your LinkedIn account the account must be an grant Admin privileges to us for publish to your LinkedIn Company page. The instructions below detail how verify if this is already done or how to make it happen. If you have any questions or need assistance call us at 650-966-7810 Monday – Friday from 9:00 AM – 5:00 PM PST.

Log into LinkedIn

1. Log into your LinkedIn account
2. Switch from your personal LinkedIn account to your company page by selected the me drop down at the top right of the page and then select your company page underneath “Manage”






3. On the left hand side vertical menu bar option, click “Settings”. You may need to scroll down the page to see it. In the new page that opens, click “Manage Admins” which is the first option.

The screenshot shows the LinkedIn Admin Center for Ad Plus, LLC. The left-hand navigation menu is visible, with the 'Settings' option circled in red. The main content area includes a 'Start a post' section with options for Media, Poll, and Write article. Below that is a 'Post ideas' section with a post idea titled 'How to generate more leads through referral marketing?'. There is also a 'Page posts' section with filters for Page posts, Following, Employee posts, and Sponsored. A 'Boost' button is visible for a video post. On the right side, there are sections for 'Grow your followers' and 'Analytics'.

4. In the Manage Admins page click on the blue “+ Add Admin” button in the middle of the screen on the right

The screenshot shows the LinkedIn Admin Center 'Manage Admins' page for Ad Plus, LLC. The page title is 'Ad Plus, LLC Super admin view'. The navigation menu includes Home, Content, Analytics, and Activity. A banner at the top reads 'Managing admins just got better! You can now assign various roles, and add admins who aren't 1st degree connections. Learn more'. Below this is the 'Admin Roles' section, which is divided into 'Page admins (1)' and 'Paid media admins (0)'. The 'Page admins (1)' section contains a table with the following information:

Profile	Roles	Actions
 Greg Blumstein · You President - Ad Plus, LLC	Super admin	 

The '+ Add admin' button in the 'Page admins (1)' section is circled in red. The 'Actions' column for the current admin also contains an edit icon and a delete icon.

5. In the “Add Page admin” popup window enter “Greg Blumstein” and then make sure to select “Greg

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6. Lastly, assign the “Super Admin” role by selecting that option and press the “Save” button.

