# 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 <u>grant Admin privileges to us for publish to your LinkedIn Company</u> 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"
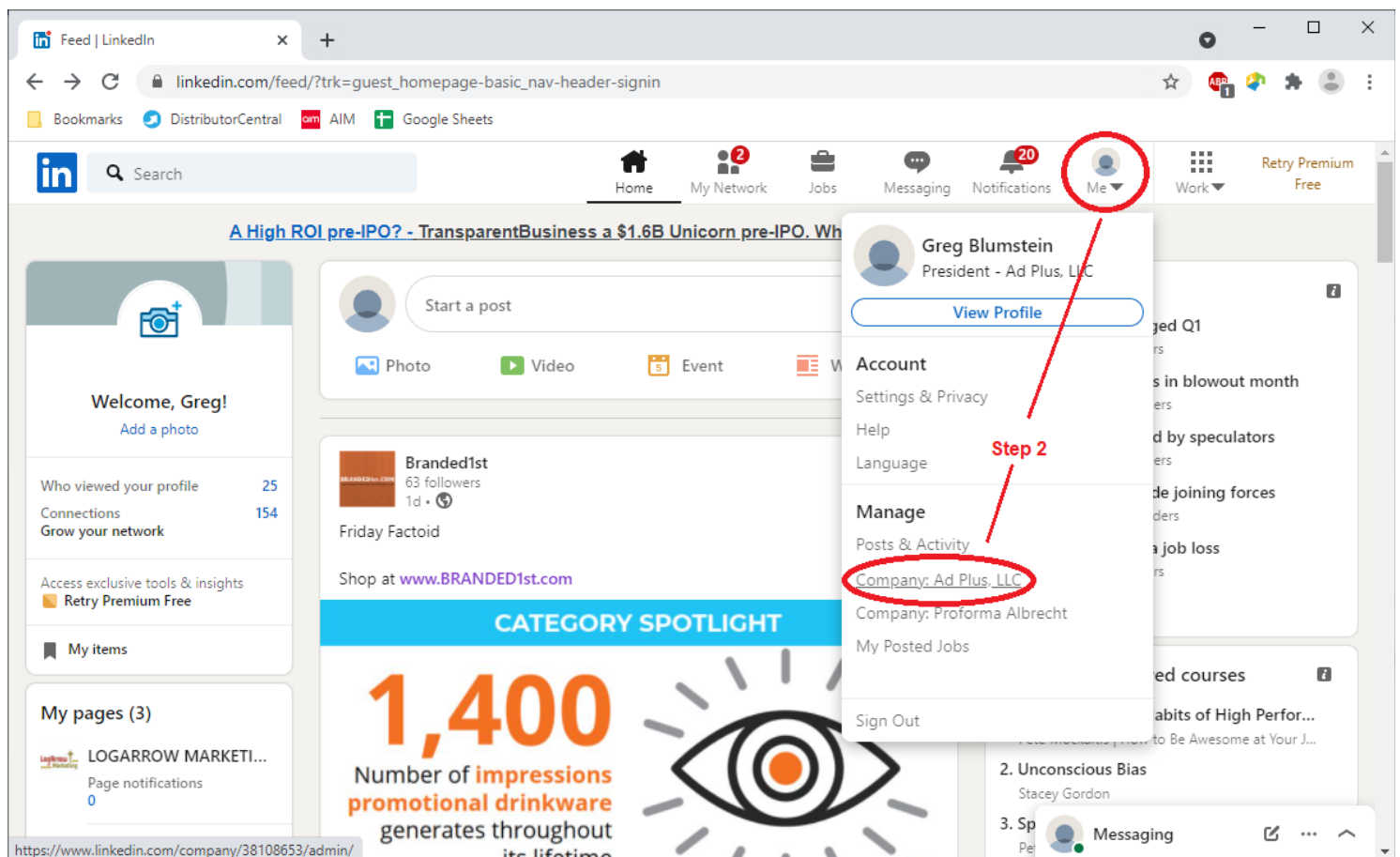
3. On the left hand side vertical menu bar option, click "Settings". You may need to scroll down the page to see it. In the new page that opens, click "Manage Admins" which is the first option.

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

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

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