



# Facebook Page Connection Onboarding

Client account setup checklist

Date: \_\_\_\_\_

## Overview

This onboarding guide explains what is required to connect a client Facebook Page to the Dott Media platform for publishing, analytics, and automated engagement.

Estimated time: 20-40 minutes

## Account prerequisites

- Facebook Page (not a personal profile).
- Admin or full control of the Page in Meta Business Manager.
- Page has no restrictions and is verified for publishing.
- Two-factor authentication enabled for Page admins.

## Technical prerequisites

- Meta Developer app with Graph API and Webhooks enabled.
- App status is Live.
- Advanced Access approved for required permissions.
- Webhook verify token configured.

## Required permissions

Permission	Why it is needed
pages_show_list	List Pages owned by the user.
pages_read_engagement	Read Page engagement and insights.
pages_manage_posts	Publish posts to the Page.
pages_manage_engagement	Reply to comments and manage engagement.

Permission	Why it is needed
pages_manage_metadata	Subscribe the Page to webhooks.
pages_messaging	Send and reply to Page messages.

## Connection steps

1. Confirm the Page is active and the client is an admin in Business Manager.
2. Enable Graph API + Webhooks in the Meta app.
3. Request Advanced Access for the permissions listed above.
4. Generate a user access token and exchange it for a long-lived token.
5. Fetch the Page access token and Page ID:

```
GET /me/accounts?fields=id,name,access_token
```

6. Save the Page access token and Page ID in Dott Media.

## Data we store per user

- Facebook Page access token.
- Facebook Page ID.
- Optional Page name for display.

## Verification checklist

- Facebook status shows Connected in the Integrations screen.
- Test post succeeds.
- Comment reply and Page DM reply work.
- Engagement metrics appear in analytics.