

# Instagram Connection Guide

## Pre-Requisites for Connecting Your Instagram Account to Promulgate

Please ensure the following pre-requisites are met:

### 1. Instagram Account

- You must have an active Instagram Business Profile or Creator Account.
- If you do not have a business profile on Instagram, follow these steps to switch your account to a Business Profile:
  1. Go to your Instagram Profile.
  2. Tap the menu (three horizontal lines) in the top-right corner.
  3. Tap Settings > Account > Switch to Professional Account.
  4. Choose Business or Creator and follow the prompts.

### 2. Facebook Account

- You must have a Facebook account. If you do not have one, please create a Facebook account.

### 3. Facebook Page

- You must have a Facebook Page (not just a personal Facebook account).
- If you do not have a Facebook Page, you can create one by following these steps:
  1. Go to Facebook Page creation(<https://www.facebook.com/pages/create>)
  2. Choose the type of page you want to create (e.g., Local Business, Brand, Community).
  3. Complete the required details and follow the prompts to finish setting up your page.

### 4. Admin Access to Facebook Page

- You must be an admin of the Facebook Page that you want to connect with your Instagram account.

## NOTE : Guide to Connect Facebook Page to Instagram

(Different from the Facebook connect page). Part of pre-requisite

### 1. Log into Instagram

- Open Instagram on a desktop browser or the mobile app

### 2. Log into Facebook

- Open Facebook on a desktop browser or the mobile app.

### 3. Go to Your Facebook Page

- Navigate to the Facebook page you wish to connect to Instagram.

### 4. Click on the Settings Option

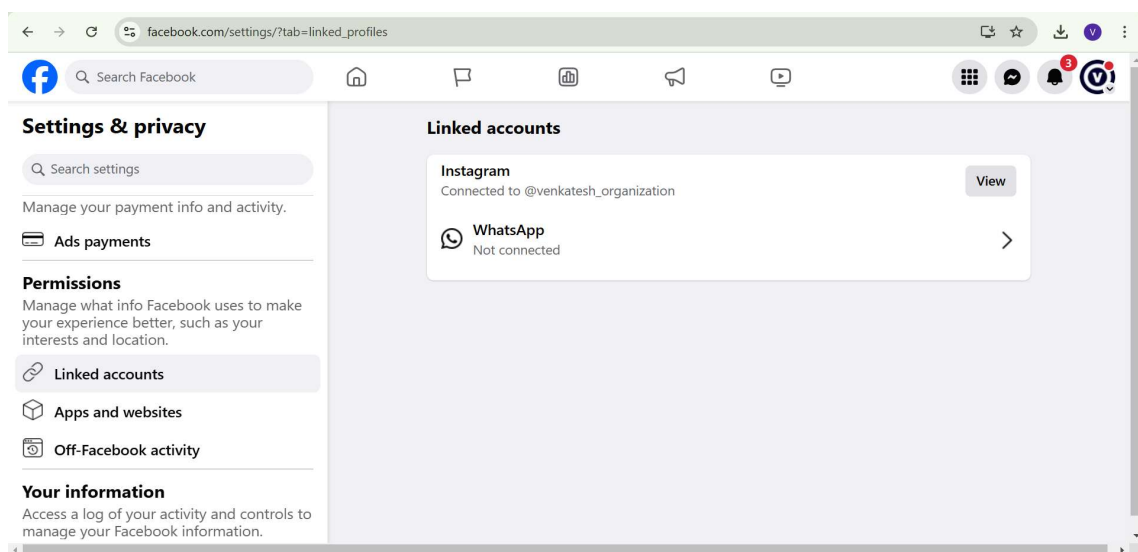
- On the left-hand menu of your Facebook Page, click on Settings.

### 5. Linked Accounts

- After accessing the settings, find and select Linked Accounts.

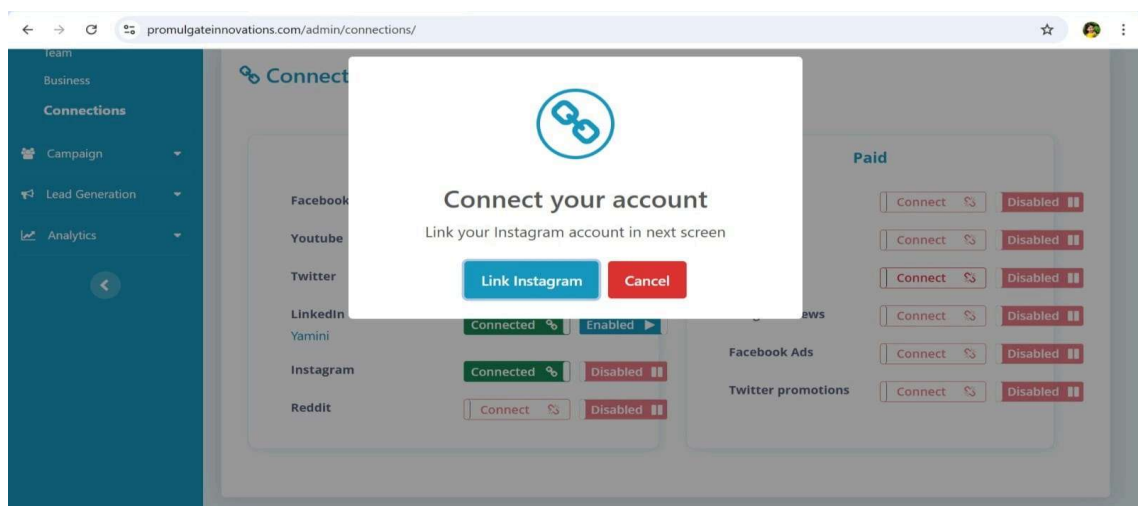
### 6. Connect to Instagram

- Follow the instructions to link your Instagram account to your Facebook Page.



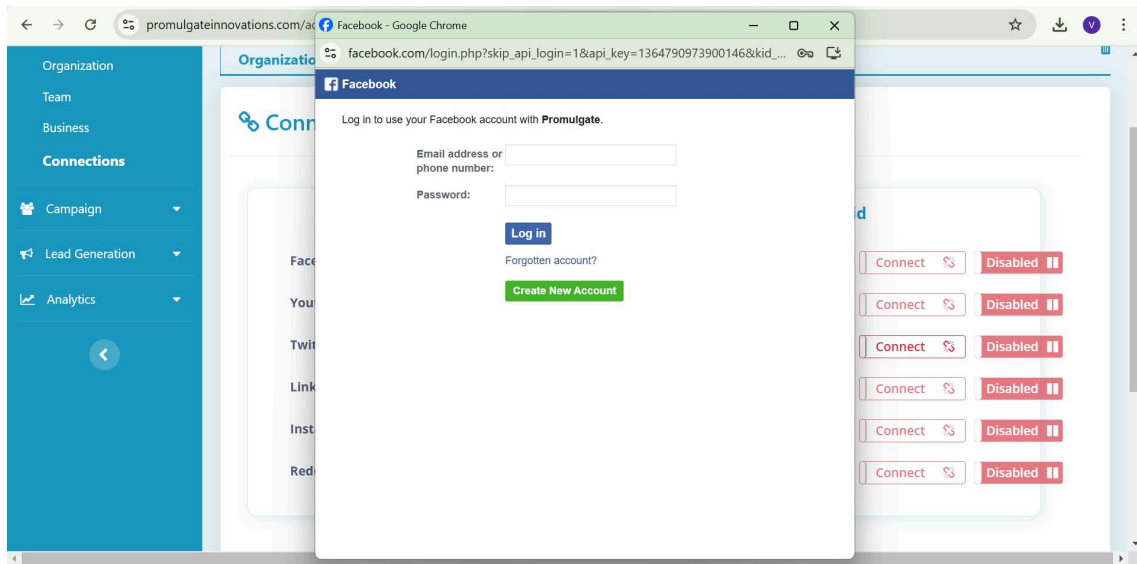
## Guide to Connecting Your Instagram Account to Promulgate

**Step 1:** Click the Instagram Connect toggle button to display the popup.



### Step 2:

Click the **Link Instagram** button to connect your Instagram account to this website. Once you click this button, you will be redirected to the Facebook login page.



### Step 3:

Enter your Facebook Username and Password to log into your Facebook account.

### Step 4:

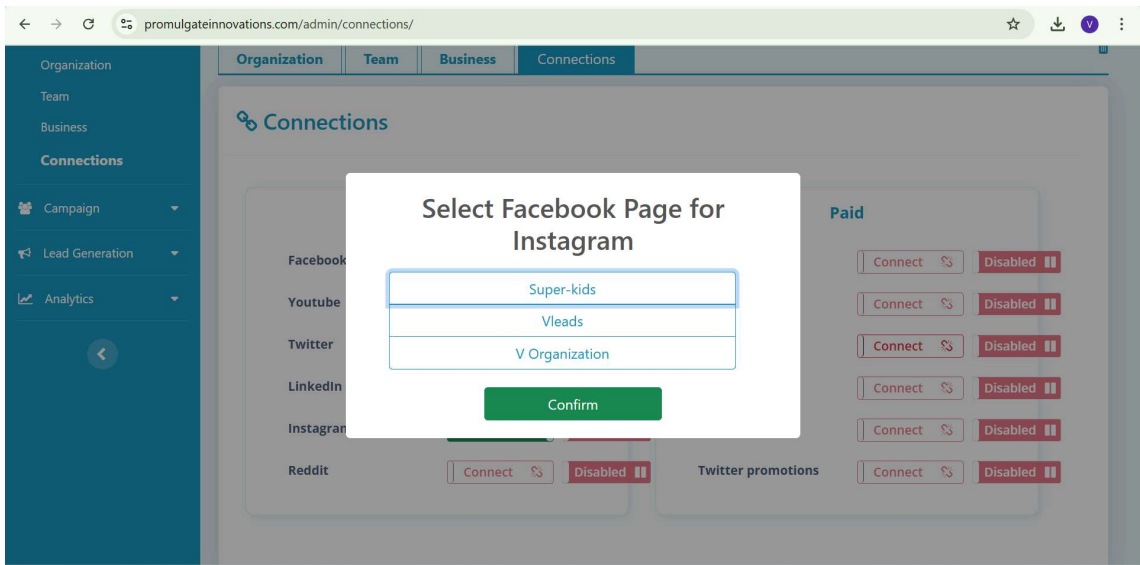
NOTE: After logging in, you will be prompted with the message:

*"You logged into Promulgate using Facebook. Would you like to continue?"*

- Click "Yes" to proceed with your Instagram account.
- Click "No" to log in with a different Instagram account.

**Step 5:**

Select the Facebook page you would like to connect and click the **Confirm** button for final confirmation.



**Step 6:**

After final confirmation, you will see your connected Instagram account under **Instagram**.

