1 Login to ads.twitter.com

2 If you have more than one ad account, please select the desired ad account. This ad account number should be given by your Twitter representative.

Ad account number should look like this 18ce54yu8fh

Select an account

Welcome, ▬▬▬▬

Please select which advertising account you want to work with.

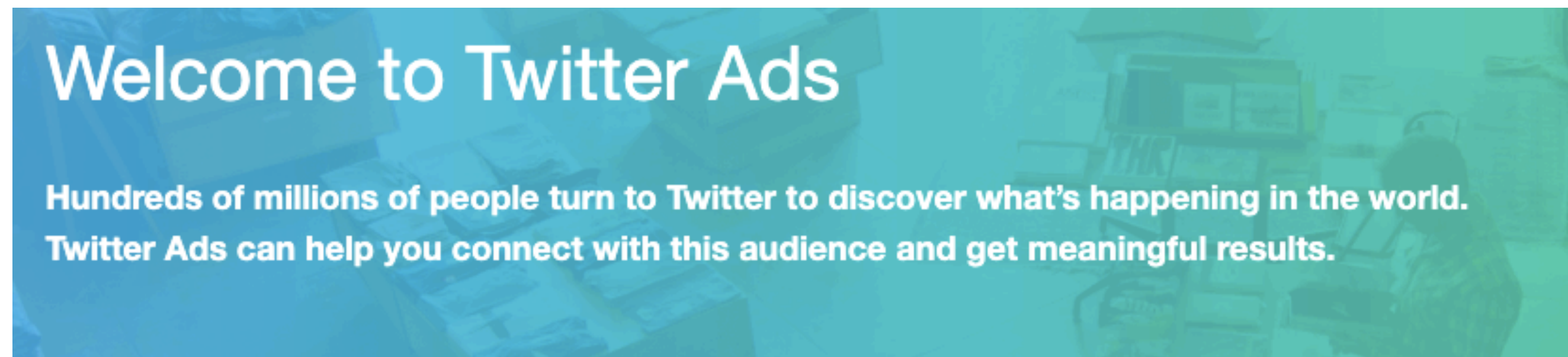☑ Remember my selection next time

ID: 18ce54yu8fh

ID: 18ce54yuuuq

ID: 18ce54p9tfu

3 Select your desired timezone

Reporting and campaign start / end date will be based on selected timezone

** Once timezone has been selected cannot be reversed**
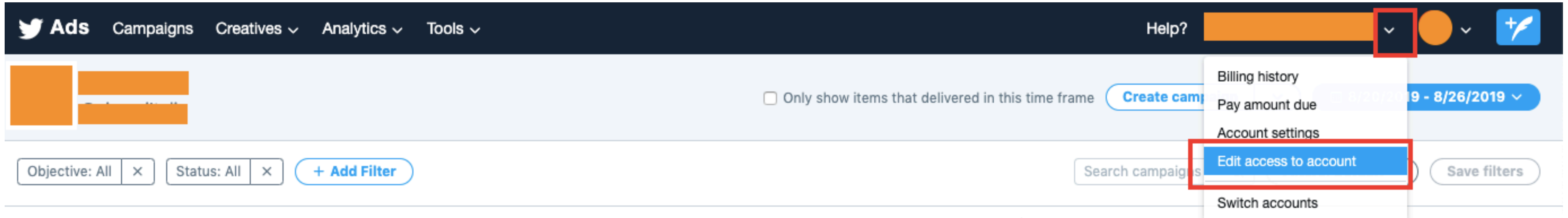

Note: If you require a different timezone account, please reach out to your Twitter sales representatives in advance as this would require a different set up

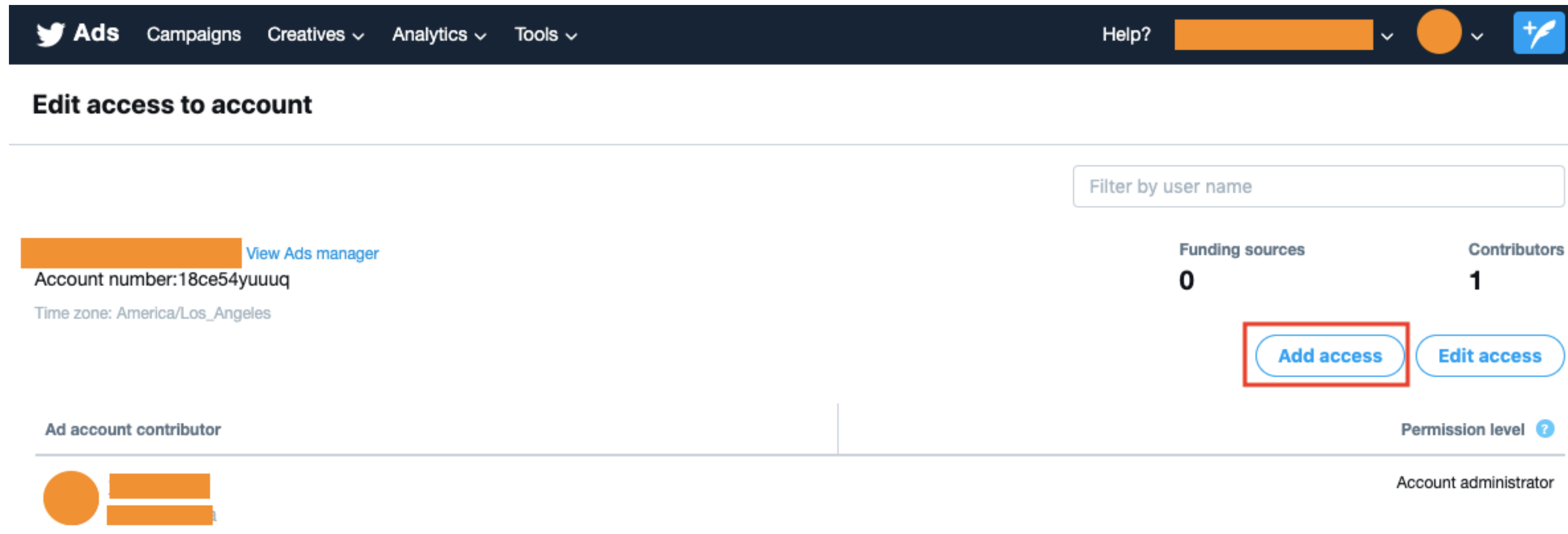**4** From the ad dashboard interface, click the drop down menu on top right

Select "Edit Access To Account"

5 Select "Add Access"

6

Input the @handle name that will require access to your ad account

Example: @victoriawongwj will be managing your account

There are different levels of access, and we would advise granting **'Ad Manager'** for agency access

Also, please ensure that the check box for **"Can Compose Promotable Tweets"** is enabled if the access require to build a dark post tweet. We recommend to have this checked.

7 There are 5 different levels of access, and each with a different set of permissions.

	Account Administrator	Ad Manager	Creative Manager	Campaign Analyst	Organic Analyst
View analytics.twitter.com	✓	✓		✓	✓
View campaign data and pull reports	✓	✓		✓	
Create and edit paid campaigns	✓	✓			
Add/remove users to an ad account	✓				
Modify payment method	✓				
Modify creatives	✓	✓	✓		
Create promoted-only Tweets*	✓	✓	✓		

*Account Admins, Ad Managers, and Creative Managers need a special permission that enables creating promoted-only tweets.