HOW TO CREATE A FACEBOOK PROFILE ACCOUNT

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DESKTOP

1. GO TO FACEBOOK

Visit **www.facebook.com**

2. CREATE A NEW ACCOUNT

Enter your First and Last Name, Mobile number or email, New Password, Birthday, and Gender.

You will be asked for a **Code to confirm your information**. The code will be sent to your Mobile or Email account.

Follow the steps to customize your account.

1. CREATE A BUSINESS PAGE

Click on CREATE from the top bar, and then click on **PAGE**.

Select **BUSINESS OR BRAND**. Input the requested information.

Follow the steps to customize your page.

2. BUSINESS PAGE INFORMATION

Once created, make sure to click on **Edit Page Info** to add:

- Description
- Contact Information
- Location
- Hours

MOBILE

1. DOWNLOAD THE APP

Facebook for iOS

Facebook for Android

2. JOIN FACEBOOK

Tap on **Sign Up or Facebook**

3. USER INFORMATION

Follow the on-screen instructions and enter your first and last name, date of birth and gender.

Enter your email or mobile phone number or, tap Use your email address.

Create a password you'll remember.

Click Sign Up

4. CONFIRM ACCOUNT

To finish creating your account, you need to **confirm your email or mobile phone number.**

facebook

HOW TO CREATE AN INSTAGRAM ACCOUNT

DESKTOP

MOBILE

1. GO TO INSTAGRAM

Visit **www.instagram.com**

2. SIGN UP

Click Sign up, enter your email address, **create a username and password** or click **Log in with Facebook** to sign up with your Facebook account.

If you register with an email, click Sign up. **If you register with Facebook**, you'll be prompted to log into your Facebook account if you're currently logged out.

If you sign up with email, **make sure you enter your email address correctly** and choose an email address that only you can access. If you log out and forget your password, you'll need to be able to access your email to get back into your Instagram account.

1. CHANGE FROM PERSONAL TO PROFESSIONAL ACOUNT

Once created, from your profile, click on **SWITCH TO PROFESSIONAL ACCOUNT.**

Click on **BUSINESS**, and follow the steps to customize your account.

1. DOWNLOAD THE APP

Instagram for iOS

Instagram for Android

2. SIGN UP

Create a **New Account** entering the requested information depending on the platform (iOS or Android). You will be required for a confirmation code.

You can also **Log In with Facebook** to sign up with your account.

3. USER INFORMATION

If you register with your email or phone number, **create a username and password**, fill out your profile info and then tap Next. If you register with Facebook, you'll be prompted to **log into your Facebook account** if you're currently logged out

Instagram