

ACCESS REQUEST

Bubblegum Marketing & Cam Roberts Consulting

Overview

Whether you are a Bubblegum Marketing Client, or a Fractional CMO / Consulting client, to kick off your campaigns and ensure Cameron and his leadership team have access to the various tech stacks and platforms - please review and follow this document.

If you have any troubles setting up any of the following tech access or software permissions, please book a tech stack onboarding call with Daniel - our agency manager, who will walk you through it via a live Zoom Call.

Email Daniel on daniel@bubblegummarketing.com

Please action all items at your earliest convenience so we can get started without delay.

Our Access Accounts

All access should be granted to the following email addresses:

Purpose	Email Address
Google Ads & Google Analytics & Google Tag & Good Search Console	bubblegumadwords@gmail.com + bubblegummarketingteam@gmail.com + leapingthroughlife@gmail.com (Cams)

Section 1 — Meta Business Portfolio

For your Meta Business Portfolio we need access at two levels: as a Partner agency, and as individual users within your portfolio.

Part A — Add Bubblegum Marketing as a Partner

Adding us as a Partner grants our agency access to manage your ad accounts and assets without requiring individual logins on your end.

You will need:

Our Partner Business ID: **403492316656860**

Where to do this: business.facebook.com > Settings > Partners

1	Go to business.facebook.com and log in.
2	Click the gear icon (Settings) in the top-left navigation.
3	In the left sidebar, click 'Partners'.
4	Click '+ Add' and select 'Give a partner access to your assets'.
5	Enter our Partner Business ID: 403492316656860 and click 'Next'.
6	Confirm the partner name shown is Bubblegum Marketing.
7	Select the assets to share (Ad Account, Pixel, Facebook Page, Instagram) and set each to 'Manage' level access.
8	Click 'Save Changes'. We will confirm once we can see your assets.

Part B — Add Individual Users

Please also add the following email addresses directly as users inside your Business Portfolio:

- bubblegummarketingteam@gmail.com — Role: Admin
- coachcameron@bigpond.com — Role: Employee

1	Go to business.facebook.com > Settings > People.
2	Click '+ Add' and enter: bubblegummarketingteam@gmail.com — Role: Admin.
3	Assign access to your Ad Account, Facebook Page, and Instagram. Set each to 'Manage'. Click 'Invite'.
4	Repeat steps 2–3 for: coachcameron@bigpond.com — Role: Employee.
5	Both users will receive an email invitation. Please let us know once sent so we can accept promptly.

Section 2 — TikTok Business Account

We need access to your TikTok Ads Manager to report on, run and/or manage TikTok campaigns. Please follow the steps relevant to your current account type.

Step A — Check Your Account Type

Open the TikTok app > Profile > Menu (top right) > Settings and Privacy > Account. If you see 'Switch to Business Account', follow Step B first. If you already have a Business Account, skip to Step C.

Step B — Convert to Business Account (if needed)

Free conversion - no content or followers are lost.

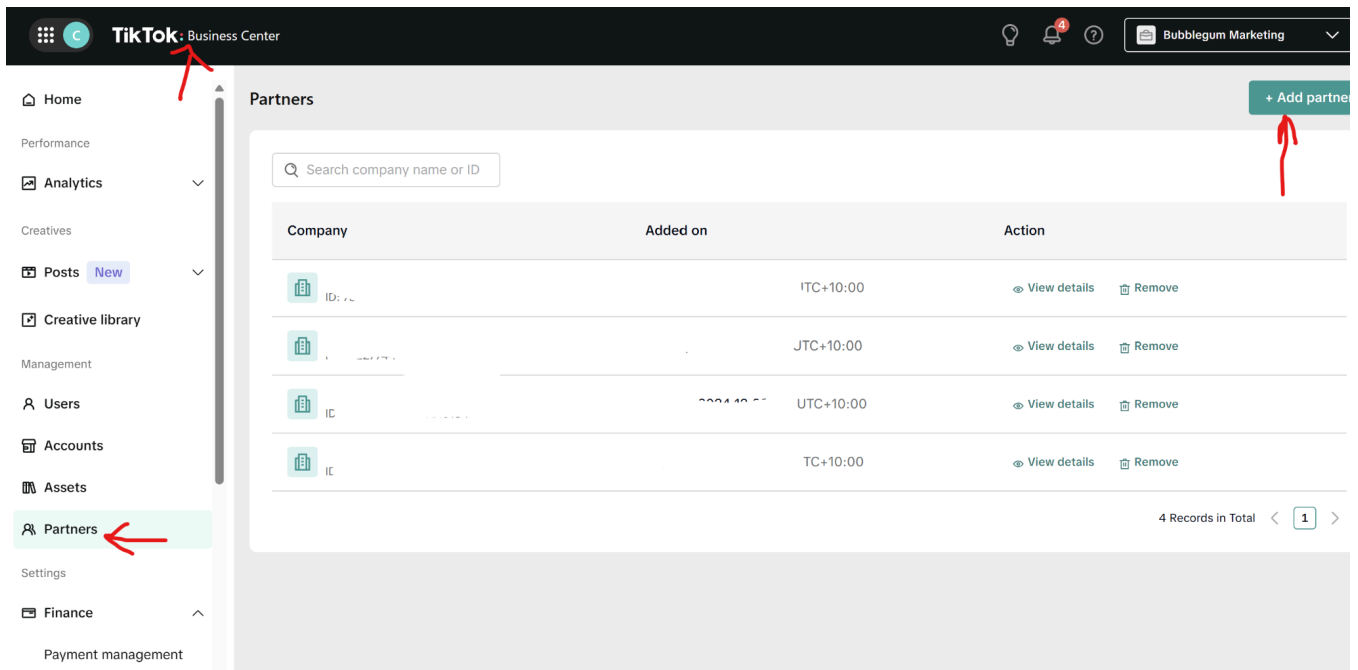
1	Open TikTok > Profile > Menu > Settings and Privacy.
2	Tap 'Account' then 'Switch to Business Account'.
3	Select your business category and tap 'Next' to confirm.

Step C — Add Our Team in TikTok Ads Manager

Add Bubbblegum Marketing to your TikTok Business centre here:

<https://business.tiktok.com/manage/accounts/>

1	Go to https://business.tiktok.com/manage/accounts/ click 'Create Now' and complete the setup.
2	Click Management on Left
3	Click Partners
4	Click "Add Partner"
5	Add Bubblegum Marketing TikTok Partner ID: 7178710384033955841
6	Please advise when steps above are done so we can check. See image below for reference



Add Bubblemum Mar

Section 3 — LinkedIn Page (optional)

If we discussed running LinkedIn Ads or b2b LinkedIn outreach - then we need Super Admin access to your LinkedIn Company Page to manage content, run ads, and view audience insights.

If this does not apply to you - please skip this section

- bubblemummarketingteam@gmail.com — Role: Super Admin
- bubblemumadwords@gmail.com — Role: Super Admin

Note:
 LinkedIn requires both email addresses to have an existing personal LinkedIn profile before they can be added as Page Admins. Our profiles are already set up. If LinkedIn cannot find a profile by email, let us know and we will share the direct profile URL.

- 1 Go to linkedin.com and log in with the account that manages your Company Page.
- 2 Navigate to your Company Page.
- 3 Click 'Admin tools' (top right of the page banner) > 'Manage admins'.
- 4 Click '+ Add admin'.

5	Search for <code>bubblegummarketingteam@gmail.com</code> , set role to Super Admin, click Save.
6	Repeat for: <code>bubblegumadwords@gmail.com</code> — Super Admin.
7	Both users will receive a LinkedIn notification. Please confirm once added.

Section 4 — Google Properties

Please grant access to all four Google tools below using both email addresses. Steps are provided for each.

4A — Google Ads

1	Sign in at <code>ads.google.com</code> > click the gear icon (left hand sidebar) > Access and security.
2	Click '+', enter <code>bubblegumadwords@gmail.com</code> , set role to Admin, click Send invitation.
3	Repeat for: <code>bubblegummarketingteam@gmail.com</code> — Admin.

4B — Google Tag Manager

1	Go to <code>tagmanager.google.com</code> > select your account > click the three-dot menu > User Management.
2	Click '+ Add' > Add users. Enter <code>bubblegumadwords@gmail.com</code> .
3	Set Account permission: Administrator. Set Container permission: Publish. Click Add.
4	Repeat for: <code>bubblegummarketingteam@gmail.com</code> with the same permissions.

4C — Google Analytics 4

1	Go to <code>analytics.google.com</code> > Admin (gear icon, bottom left).
2	Under the Account column, click 'Account Access Management' > '+' > Add users.
3	Enter <code>bubblegumadwords@gmail.com</code> — Role: Editor — click Add.
4	Repeat for: <code>bubblegummarketingteam@gmail.com</code> — Editor.

4D — Google My Business

1	Go to business.google.com > select your listing > Business Profile settings > Managers.
2	Click Add, enter bubblegumadwords@gmail.com , set role to Manager, click Invite.
3	Repeat for: bubblegummarketingteam@gmail.com — Manager.

Section 5 — Keap, HubSpot or other CRM and Marketing Automation Tools

You currently have a HubSpot Free account integrated with Impact.com. Please add our team as Super Admins so we can review the current setup.

1	Log in to your app look for > Settings (gear icon) > Users & Teams.
2	Click 'Create user', enter bubblegumadwords@gmail.com , set role to Super Admin, send invitation.
3	Repeat for: bubblegummarketingteam@gmail.com — Super Admin. Also add coachcameron@bigpond.com to any Keap Accounts, or cam@bubblegummarketing.com to any other marketing automation/CRM tool

Section 6 — Website, Creative Assets & Social Media

Website Backend

We need Admin access to the website backend to install tracking codes, set up conversion events, and make any technical changes required for Stage 1.

Please share Admin / Editor access with both emails:

- bubblegumadwords@gmail.com
- bubblegummarketingteam@gmail.com

Please confirm the platform your website is built on (e.g. WordPress, Webflow, Squarespace, shopify) and we will follow up with any specific instructions if needed.

Creative Assets

To build ad creatives efficiently, we need access to your existing brand assets — logos, images, brand guidelines, video content, and any previously used ad creatives.

Please share your brand assets folder (Google Drive or preferred storage) with both emails:

- bubblegumadwords@gmail.com
- bubblegummarketingteam@gmail.com

If you don't have a centralised folder, we can help you set one up once access is granted.

Stage 1 Access Checklist

Use this checklist to track completion. Once all critical items are done, please notify our team and we will begin Stage 1 within 24 hours.

#	Action Item	Priority
1	Meta — Partner ID 403492316656860 added	Critical
2	Meta — bubblegummarketingteam@gmail.com added as Admin	Critical
3	Meta — coachcameron@bigpond.com added as Employee	Critical
4	TikTok — Business Account confirmed / converted	Critical
5	TikTok Ads Manager — Partner ID: 7178710384033955841	Critical
6	LinkedIn — Both emails added as Super Admin	Critical
7	Google Ads — Both emails added as Admin	Critical
8	Google Tag Manager — Both emails granted Publish access	Critical
9	Google Analytics 4 — Both emails added as Editor	Critical
10	Google My Business — Both emails added as Manager	High
11	HubSpot — Both emails added as Super Admin	Critical
12	Impact.com — Both emails added as Administrator	High
13	Website backend access shared with both emails	Critical
14	Creative assets folder shared with both emails	High
15	David to confirm HubSpot pricing decision	Action Required

Once all critical items are complete, please reply to this document or email us directly:

bubblegummarketingteam@gmail.com

We will confirm receipt of all access and begin Stage 1 within 24 hours.