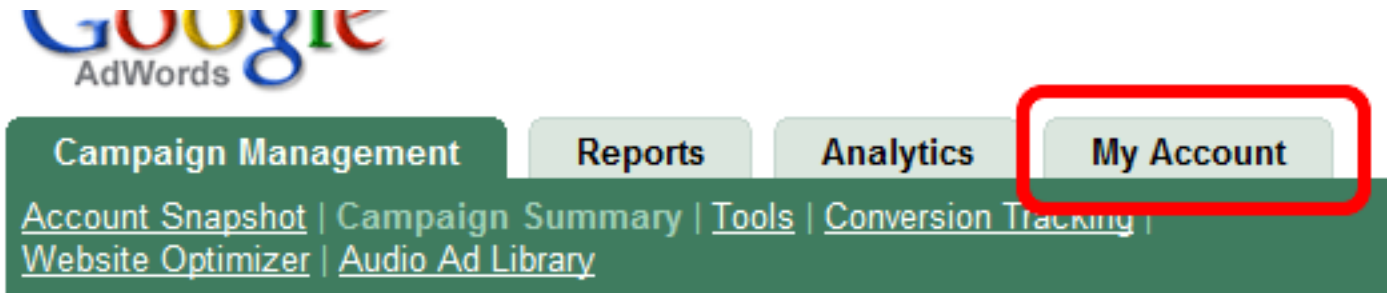# Granting Limited Access To Adwords
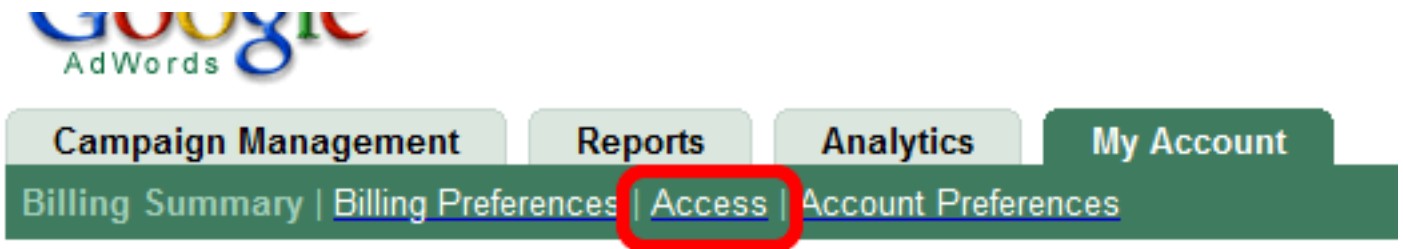
Granting Limited Access To Adwords

Go To My Account Tab In Adwords

Click on the "My Account" tab.

Go To Access Link

Click the "Access" link.

Click The "Invite other users" link.

Google
AdWords

| Campaign Management | Reports | Analytics | My Account |

Billing Summary | Billing Preferences | Access | Account Preferences

Access >Invite Others to Access this Account

Invite Others to Access this Account

Specify recipients > Personalize your invitation > Review and send > Await a response

First, send invitations to people to access this AdWords account.

Next, your invitee accepts your invitation and creates a personal login to AdWords. Finally, we'll notify you when your invitee responds. If they accept, you must confirm and grant the invitee access to your account through the Access page.

Who would you like to invite?

Email address:

Name (optional):

Choose the access level for your invited user:

○ **Administrative Access**
An administrative access user can invite or disable user access, and modify all aspects of an AdWords account including billing settings and keywords.

○ **Standard Access**
One access level below administrative, a standard access user can modify keywords, ad groups, campaigns, CPCs, and daily budget, but can't invite or disable a user's access to the account.

○ **Reports Access**
A reports access user only has the ability to create and run reports.

Invite the person you want to manage your account. Normally you will give "Standard Access" to someone so that they can modify campaigns, but can't modify your account information or preferences.

You don't need to do anything here, you can just click "Continue"

```
This invitation expires on Sep 9, 2008.

If clicking the link above does not work, co
new browser window instead.

If you have received this invitation in erro
If clicking the link above does not work, co
new browser window instead.
For more information, please visit our frequ

Please note: Even if you already have access
it's a good idea to create your own login er
This gives you more control over your person

Sincerely,

The Google AdWords Team
```

« Back   Send Invitations

Click "Send Invitations" and you're done. Now you just have to wait for them to accept and you have to approve them.