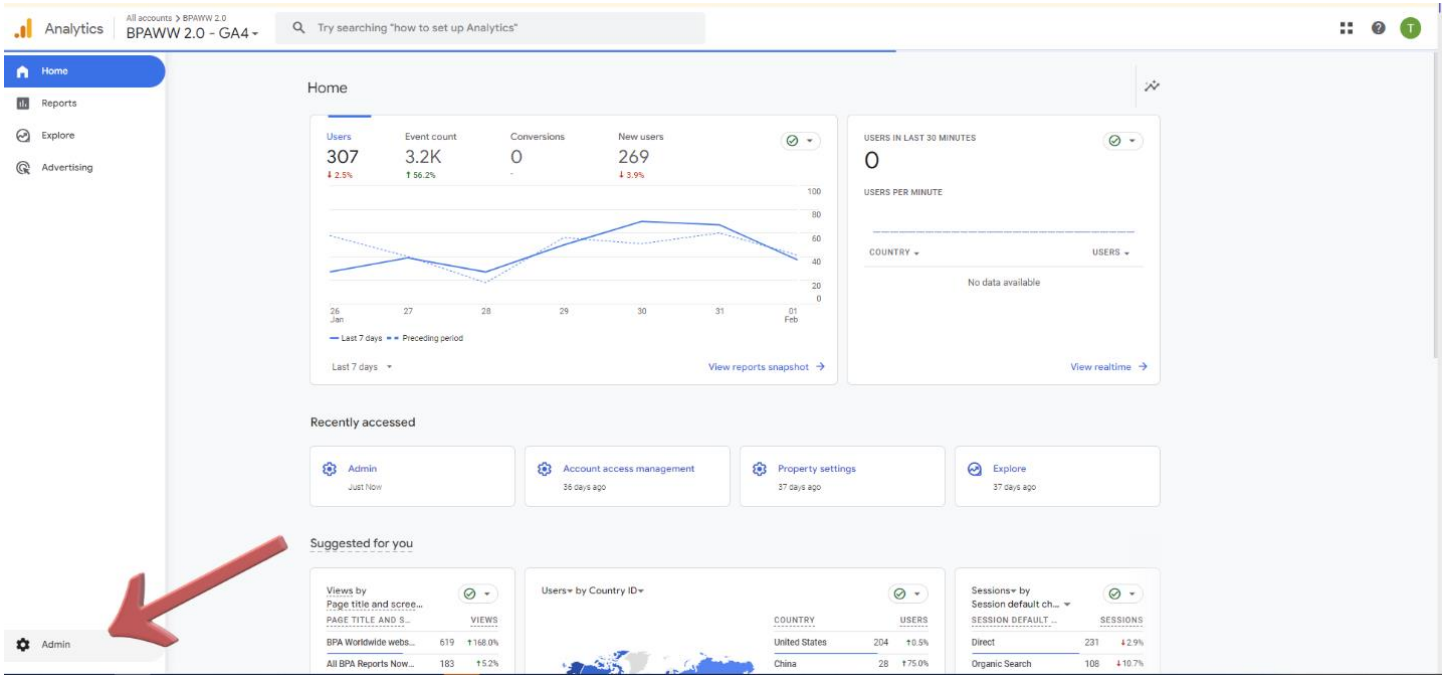
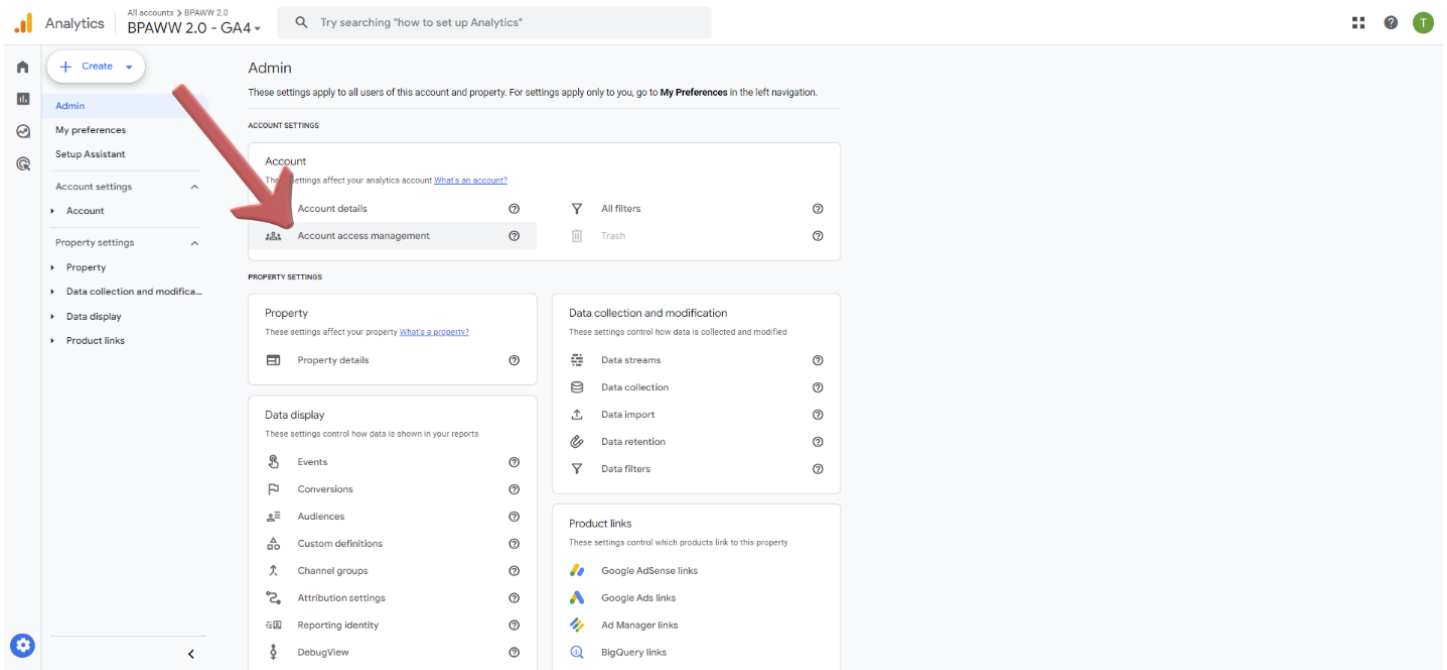


Granting Viewer Access

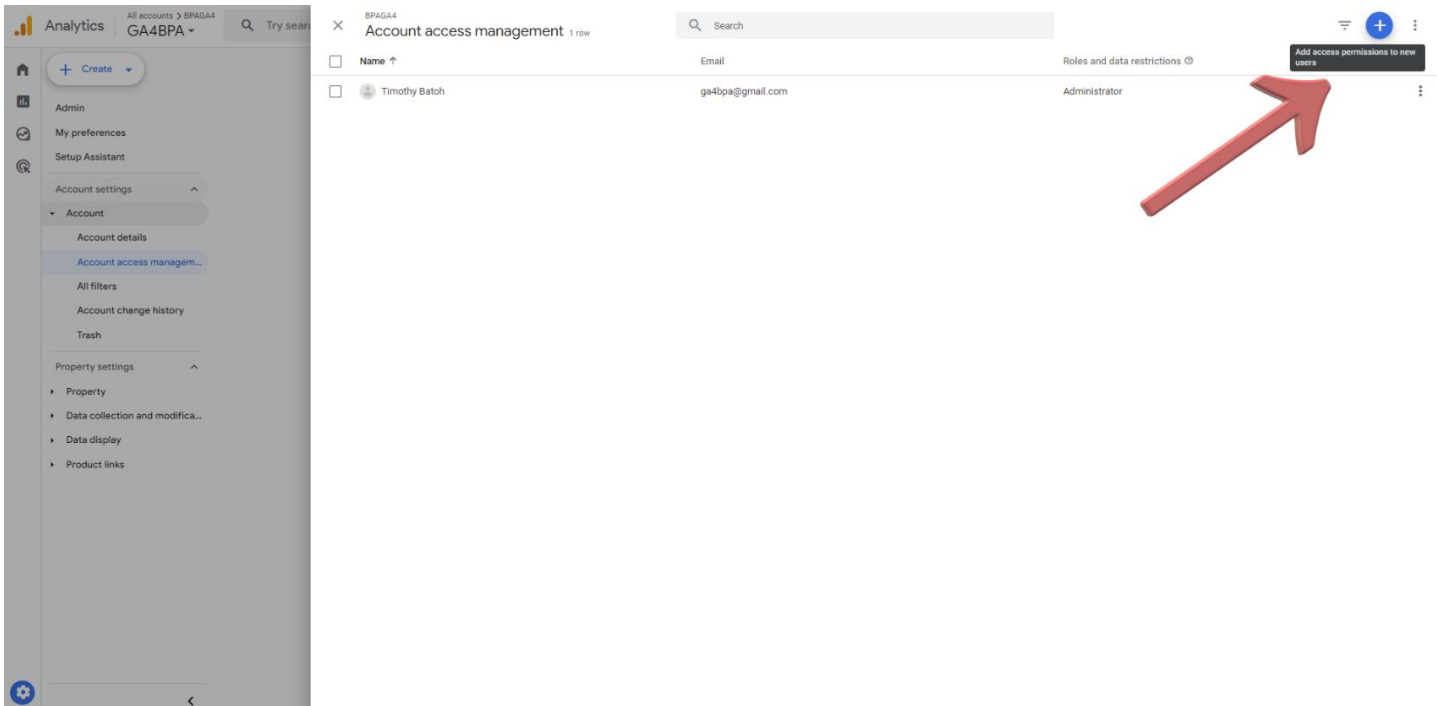
1) Access the **Admin** tab on the lower left-hand side of the report interface.



2) Click into **Account access management**.

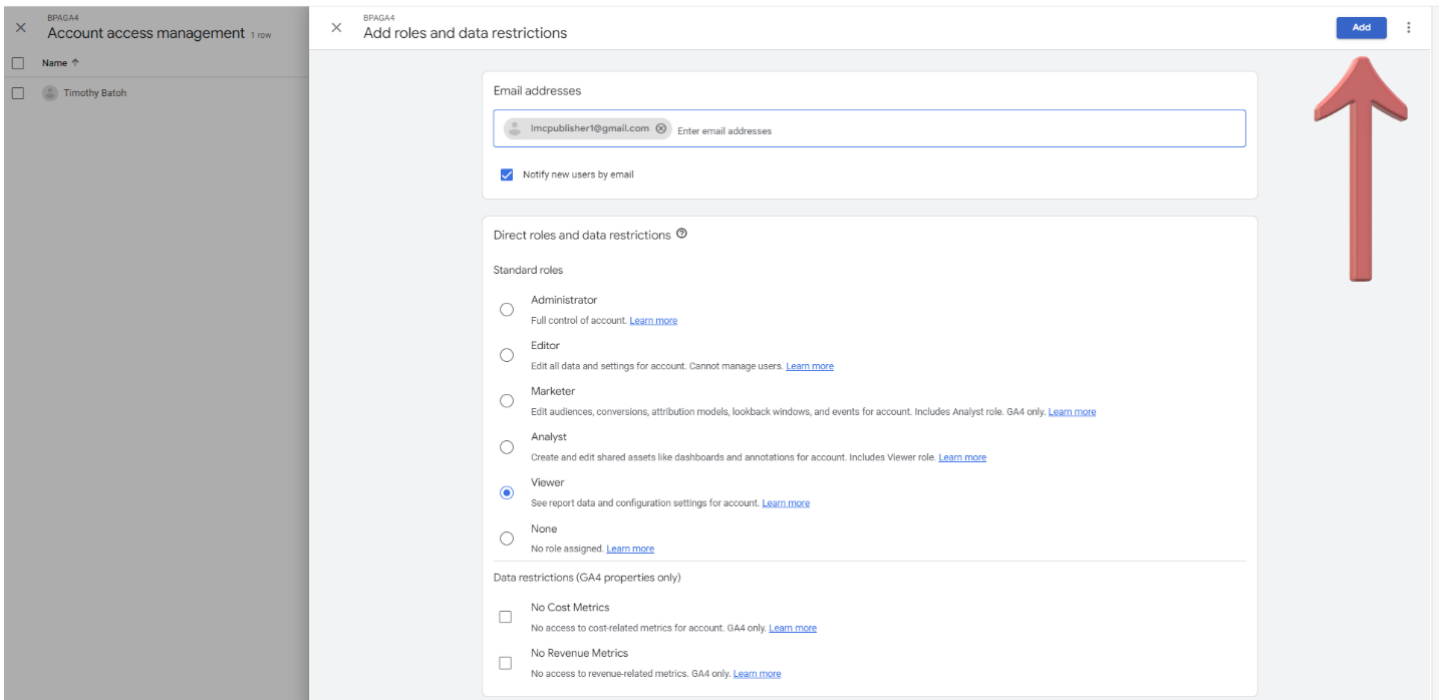


3) Add access permissions to new users by clicking the  .



The screenshot shows the Google Analytics 'Account access management' page. On the left is a navigation sidebar with options like 'Admin', 'My preferences', and 'Account settings'. The main area displays a table with columns for 'Name', 'Email', and 'Roles and data restrictions'. A single user, Timothy Batoh, is listed with the email 'ga4bpa@gmail.com' and the role 'Administrator'. In the top right corner, there is a blue plus icon and a button labeled 'Add access permissions to new users', which is highlighted by a red arrow.

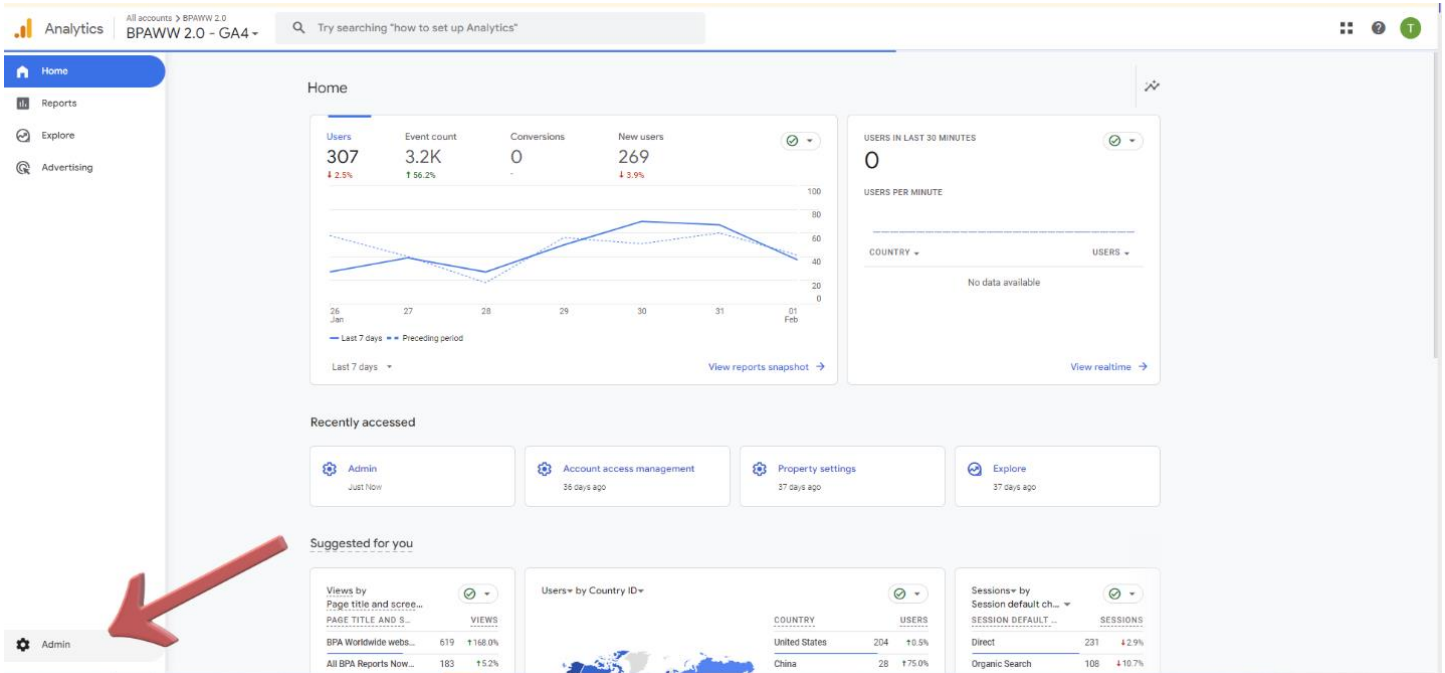
4) Enter the supplied Gmail address, check the **Viewer** role, and click **Add**.



The screenshot shows the 'Add roles and data restrictions' dialog box. It has a header with an 'Add' button and a close icon. The 'Email addresses' section contains a text input field with 'imcpublisher1@gmail.com' and a 'Notify new users by email' checkbox that is checked. The 'Direct roles and data restrictions' section has a 'Standard roles' list where 'Viewer' is selected. Below that, there are 'Data restrictions (GA4 properties only)' options, both of which are unchecked. A red arrow points to the 'Add' button in the top right corner.

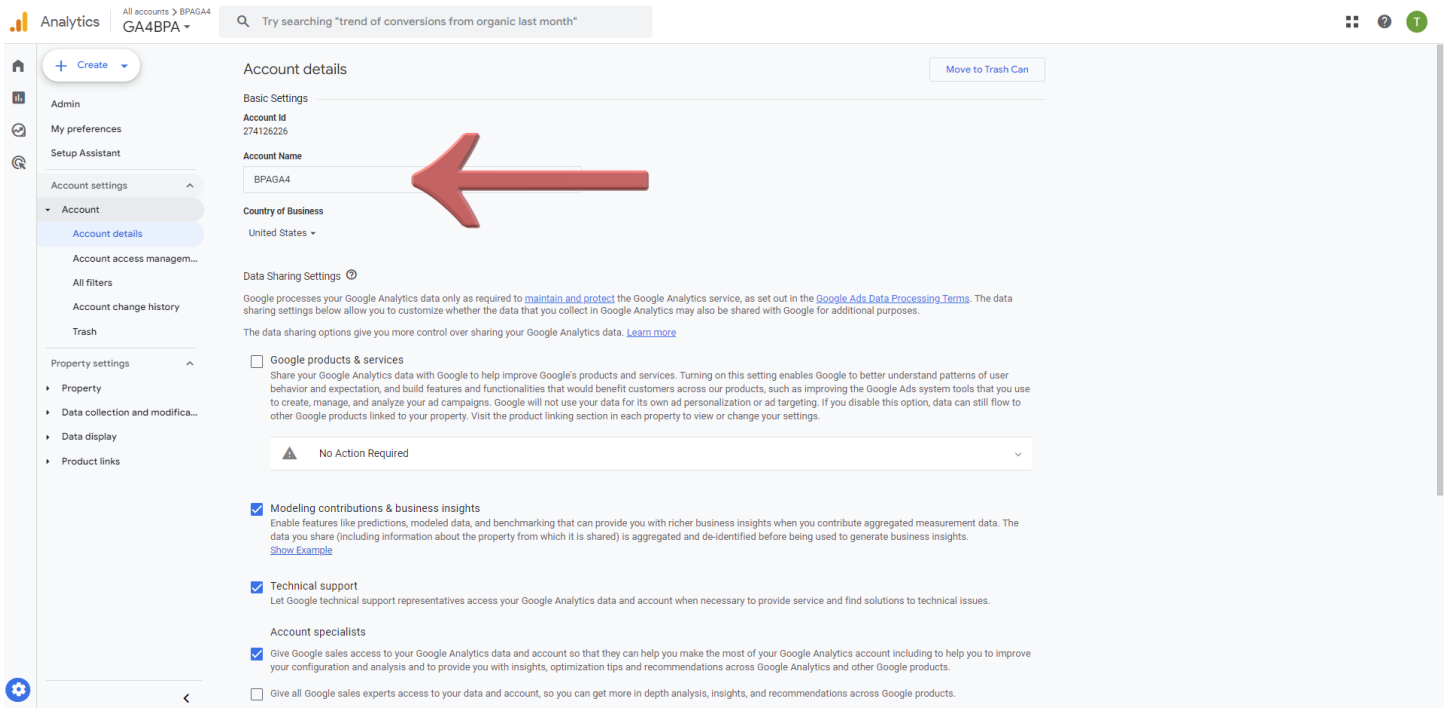
Locating GA4 Account Name

1) Access the **Admin** tab on the lower left-hand side of the report interface.



The screenshot shows the Google Analytics Home dashboard. The left sidebar contains navigation options: Home, Reports, Explore, Advertising, and Admin. A red arrow points to the Admin tab. The main content area displays a 'Home' overview with metrics for Users (307), Event count (3.2K), Conversions (0), and New users (269). Below this are sections for 'Recently accessed' (Admin, Account access management, Property settings, Explore) and 'Suggested for you' (Views by Page title and screen, Users by Country ID, Sessions by Session default channel).

2) Click into **Account details**. The GA4 Account Name is located in the text box at the top left of the screen.



The screenshot shows the 'Account details' page. The left sidebar lists navigation options: Admin, My preferences, Setup Assistant, Account settings, Account, Account details, Account access management, All filters, Account change history, Trash, Property settings, Property, Data collection and modification, Data display, and Product links. The main content area is titled 'Account details' and includes a 'Move to Trash Can' button. Under 'Basic Settings', the 'Account Name' field is highlighted with a red arrow and contains the text 'BPAGA4'. Other settings include 'Country of Business' (United States) and 'Data Sharing Settings'.

Locating GA4 Property ID

1) Access the **Admin** tab on the lower left-hand side of the report interface.

The screenshot shows the Google Analytics home dashboard. The left sidebar contains navigation options: Home, Reports, Explore, Advertising, and Admin. A red arrow points to the Admin tab. The main content area displays a 'Home' overview with metrics for Users (307), Event count (3.2K), Conversions (0), and New users (269). Below this are sections for 'Recently accessed' and 'Suggested for you' reports.

2) Click into **Property details**. The GA4 Property ID is located at the top right of the screen.

The screenshot shows the 'Property details' page in Google Analytics. The left sidebar is expanded to show 'Property settings' > 'Property' > 'Property details'. The main content area displays the property name 'GA4BPA' and the 'PROPERTY ID: 387452427'. A red arrow points to the Property ID. At the bottom of the page, there is a footer with copyright information: '© 2024 Google | Analytics home | Terms of Service | Privacy Policy | Send feedback'.