



Google Analytics Access Instructions

1. Go to analytics.google.com
2. Make sure it is your website title in the top left
3. Click “Admin” in the bottom left tab
 - It’s the one shaped like a gear wheel
4. Click “User Management” under Accounts
5. Add [accounts@ventamarketing.com] to the space that says “Add Permissions For:”
6. It is ideal to receive “manage users, edit, collaborate, and read & analyze”
7. Click “Add”
8. Let us know when you complete this part and we will confirm with you that it is working properly!