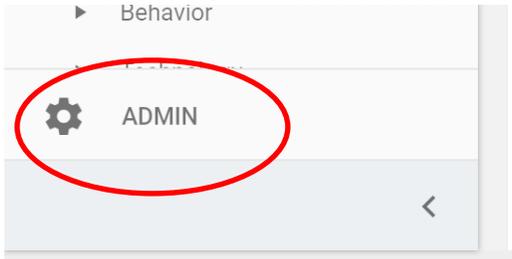
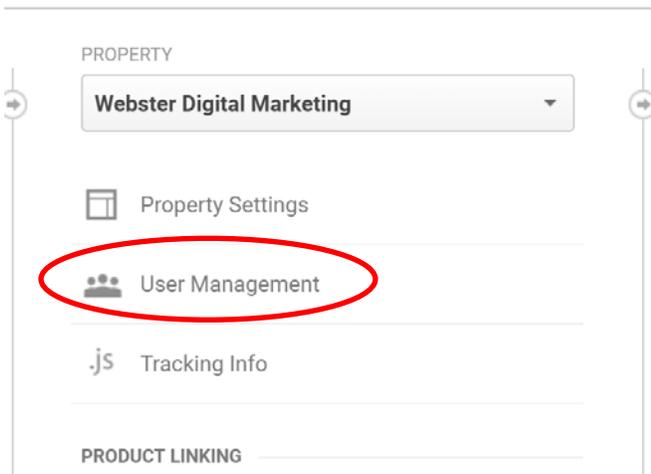


## How to Add a Google Analytics Admin

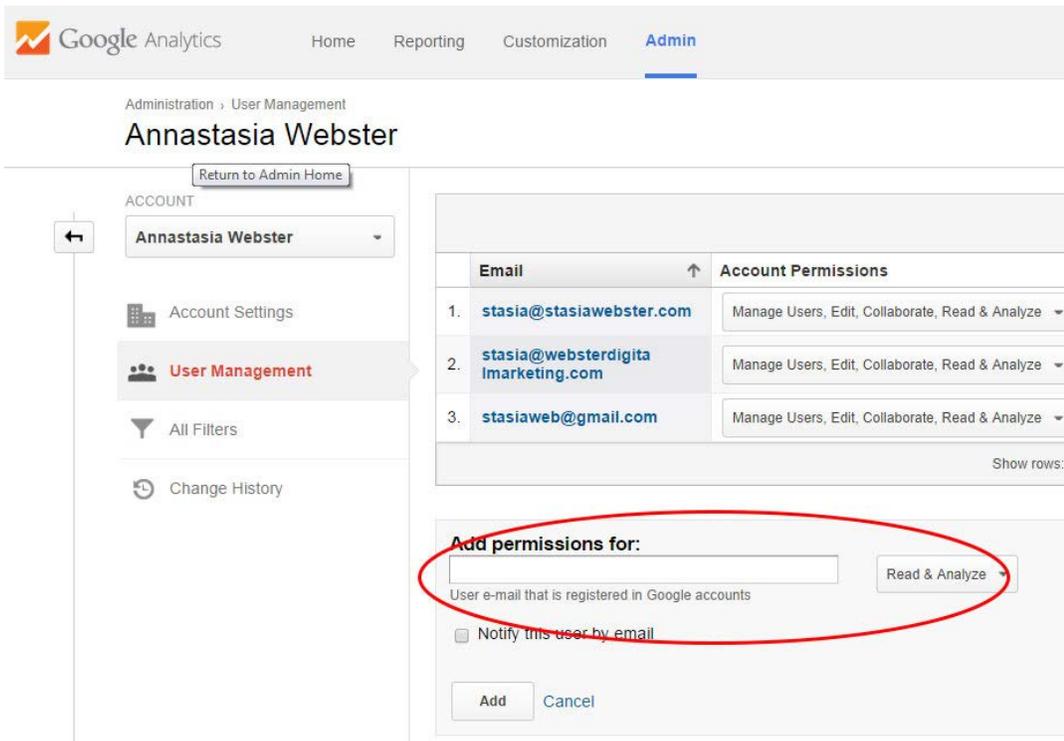
1. Go to <https://analytics.google.com>. Log in with your Google account if necessary.
2. Click “Admin” at the bottom left of the page.



3. Select the correct website (if you have more than one) and click on “User Management” in the middle of the page in the Property column.



4. Type my email address (stasia@websterdigitalmarketing.com) into the box under “Add permissions for” (see image below). Then click on the drop down where it says “Read Analyze”.



Google Analytics Administration > User Management

### Annastasia Webster

[Return to Admin Home](#)

ACCOUNT: Annastasia Webster

- Account Settings
- User Management**
- All Filters
- Change History

Email	Account Permissions
1. stasia@stasiawebster.com	Manage Users, Edit, Collaborate, Read & Analyze
2. stasia@websterdigitalmarketing.com	Manage Users, Edit, Collaborate, Read & Analyze
3. stasiaweb@gmail.com	Manage Users, Edit, Collaborate, Read & Analyze

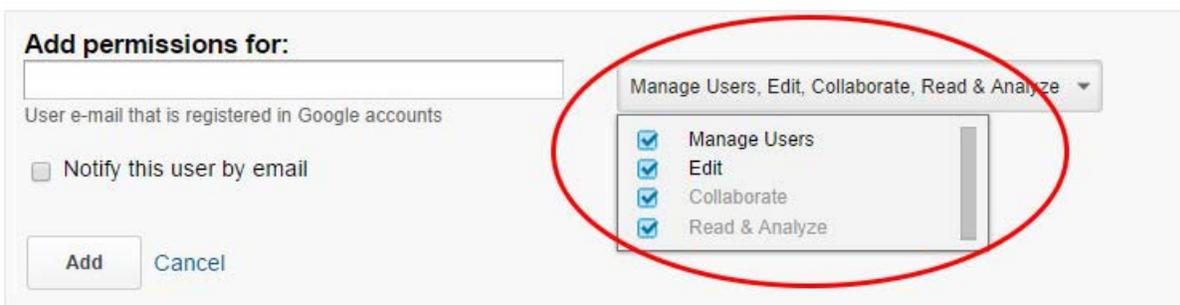
Show rows: [ ]

**Add permissions for:**

User e-mail that is registered in Google accounts

Notify this user by email

5. Select all the check boxes in the drop-down list.



**Add permissions for:**

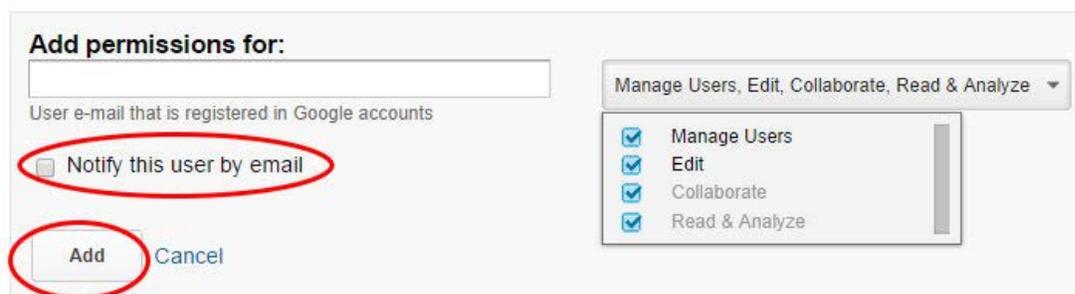
User e-mail that is registered in Google accounts

Notify this user by email

Manage Users, Edit, Collaborate, Read & Analyze

- Manage Users
- Edit
- Collaborate
- Read & Analyze

6. Click "Notify this user by email". Then click Add.



**Add permissions for:**

User e-mail that is registered in Google accounts

Notify this user by email

Manage Users, Edit, Collaborate, Read & Analyze

- Manage Users
- Edit
- Collaborate
- Read & Analyze