

# How to Share Access to Google Tag Manager (GTM)

## 1. Log in to Google Tag Manager

Go to [Google Tag Manager](#) and log in with your account.

[Monosnap screenshot-2024-10-03-at-17-03-01.png \(2838x1424\) 2025-02-06 15-24-35.png](#)

## 2. Select the Appropriate Account and Container

Once logged in, ensure you select the correct **GTM account** and **container** that you want to share access to.

## 3. Navigate to Admin Panel

In the GTM dashboard, look at the upper-left corner and select the **three-dots-button**.

## 4. Go to User Management

Click on **User Management**.

[Monosnap screenshot-2024-10-03-at-16-58-31.png \(2842x878\) 2025-02-06 15-25-36.png](#)

## 5. Add New User

In the User Management panel, click on the blue **+** button in the upper-right corner and select **Add Users**.

[Monosnap screenshot-2024-10-03-at-16-59-31.png \(2284x334\) 2025-02-06 15-23-19.png](#)

## 6. Enter the Email Address

In the email field, enter **tech@point2web.com**.

[Monosnap screenshot-2024-10-03-at-17-00-51.png \(2232x1326\) 2025-02-06 15-26-23.png](#)

## 7. Set Permissions

For your agency to create and edit tags, assign the following permissions:

**Container Permissions:** Select **Edit** and **Publish**. This allows your agency to create, modify, and publish tags.

[Screenshot 2024-10-03 at 17.00.40.png](#)

## 8. Invite the User

Once permissions are set, click **Invite**.

## 9. Confirmation:

The invited user (your agency) will receive an email with the invitation. Once accepted, they will have access to the GTM container with the specified permissions.

[Monosnap monosnap-screenshot-2024-10-03-at-17-02-05-png-22701106-2024-10-07-22-30-13.png](#)

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Revision #3

Created 6 February 2025 13:29:06 by Admin

Updated 6 February 2025 13:41:45 by Admin