Google My Business

Google My Business is a free and easy-to-use tool for businesses and organizations to manage their online presence across Google, including Search and Maps. By verifying and editing your business information, you can both help customers find you and tell them the story of your business.

- 1. Open Google My Business https://business.google.com/
- 2. In the top-right corner, click Sign in.
- 3. Sign in to your Google Account, or create one if you don't already use Google services.
- 4. Enter the name of your business, and click Next.
- 5. Enter your business location, then click Next.
- 6. Choose if you want your business location to appear on Google Maps.
 - a. If you serve customers at your business address:
 - a. enter your business address, then click Next.
 - b. Note: If you also serve customers outside your business address, you'll have the option to list your service areas as well.
 - b. If you don't serve customers at your business address:
 - 1. Enter your business address.
 - 2. At the bottom, click I deliver goods and services to my customers Next.
 - 3. List your service areas, then click Next.
- 7. Use the search field to select a business category, then click Next.
- 8. Enter a phone number or website URL for your business, then click Next.
 - a. Note: You'll also have the option to create a free website based on your information.
- 9. To complete sign-up and verify your connection to this business, click Finish.
- 10. Select a verification option.
 - a. To verify at another time, click More options Later. If you're not authorized to manage the business, find the person in your organization who's authorized and continue the process.
- 11. Note: If you see a page that says "This listing has already been claimed," click Request access and follow the directions to claim your business.



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Sample of Google My Business Listing



