

Registering a Google My Business Account

Actions

1. Make sure you're logged in to google (preferable with the account of the owner)
2. Go to this address <https://www.google.co.uk/intl/en/business/> or type my business into google
3. Fill out all the fields in front of you and click continue
4. Google will now create your Google My Business page with your address you inputted. Check "I am authorized to manage this business" and click continue.
5. Google will need you to verify your business so click on "Mail me my Code". Your code will be sent to your business location.
6. The next step is to add a Profile photo to the account. To do so click "Add profile photo" under the profile % completion bar on your dashboard.
7. Continue the same process to add your business hours, contact information, any additional photos, your website, and finally an intro to your page. Then click "Done Editing".

Or Claiming a Google My Business Account

Actions

1. Make sure you're logged in to google (preferable with the account of the owner)
2. Then search google for your company name and click on "Own this business?"
3. Check "I am authorized to manage this business" and click continue
4. Then choose whether you want them to phone you or mail you

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