



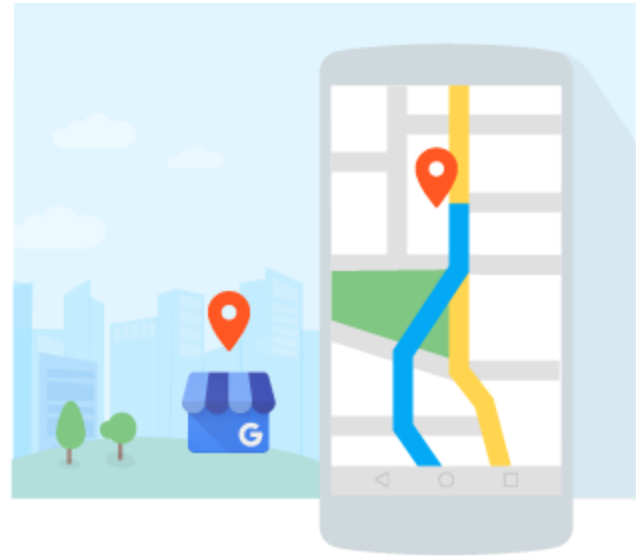
Get started with Google My Business

You can manage your business' online presence across Google Search and Maps with Google My Business, a one-stop dashboard. Google My Business is free, and you can update your listing any time.

Verify you own your website and add your business details, such as your address, phone number, photos, and opening hours. This helps customers contact you and find you more easily on Google Search and Google Maps.

You can manage all your information in one place and get valuable insight into how customers are finding you locally, how many interact with your listing, and how many website visits you receive.

When you sign up for Google My Business, you're automatically connected to your Google+ Page, Google Analytics, and Google Adwords Express—so you'll see lots of useful information on your Google My Business dashboard.




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1 Get started with Google My Business

1.1 Step 1: Sign up for Google My Business

1. In your browser, go to google.com/business.
2. At the top corner of the page, click **Start now**.
3. If you're prompted, sign in using your G Suite username and password.
4. On the left sidebar, enter your business name in the first field of the form. Suggestions appear as you type.
5. If you see your business, click it; otherwise, continue to type in your full business name.
6. Add the rest of your business information to the fields, and click **Continue**. You may be prompted to move the map marker to the correct address if Google can't find your address.
7. You may see a potential matching business suggested to you. If you see your business, click it. If not, click **Keep the information I entered**.
8. If you're authorized to manage the business, check the box to confirm, then click **Continue**.
(If you're not authorized to manage this business, ask someone who is to continue the sign-up process.)
Note: Information on Google My Business appears live to customers, so double-check that all the information is correct before moving on to verifying your domain.
9. (Optional) If you need to make corrections, click **Verify later** and then click Menu  > **Info** at the top of the page to make your changes.

Check out the FAQs at google.com/business.



1.2 Step 2: Verify your domain

You need to verify your business to ensure the accuracy of your information on Google and to protect you from anyone who is fraudulently trying to sign you up. To verify, you receive a postcard from Google with a verification code that you'll use to verify.

1. In the top corner of the page, above the map where your business is pinned, click **Mail**.
Don't click **Verify later**.
2. (Optional) If you previously signed up for Google My Business but didn't start the verification process, go to google.com/business:
 - a. Sign in with your G Suite password and username.
 - b. On your Google My Business homepage, in the red banner at the top, click the **Verify now** button to the right.
3. Enter your name (or the name of the person the verification postcard should be mailed to).
4. Click **Send postcard**.
You'll receive a postcard from Google at the address you provided.
5. Wait for your postcard.
It could take a few weeks, depending on where your business address is.

1.3 Step 3: Complete verification

1. When you receive the postcard, sign in to google.com/business with your G Suite username and password.
2. In the banner at the top, click **Enter code**.
3. Follow the instructions to enter the unique verification code that's printed on your postcard.
4. After you verified, edit your business information, add photos, access insights, or respond to reviews.
It may take a few weeks for your info to show up across all of Google.



2 Start using Google My Business

After you verify, you can start using Google My Business.

You can add your business hours, website, phone number, and location. You can also post photos of our business and your products or services, and interact with customers. Once you're comfortable with the basics, start collecting and responding to reviews from customers, and use Google My Business to attract new ones with location-based ads with AdWords Express.

Get started with the [Google My Business Help Center tutorials and advice](#).

3 Download the Google My Business app

You can make updates to your listing directly from your smartphone or tablet. For example, you can update your business hours to open late one day, or you can quickly add photos directly from your phone.

Download the Google My Business app:

- [Android](#)
- [iOS®](#)