

# Creating, Claiming, And Managing Your Google My Business Profile

## 1. Creating a Google Account

Before you can add or claim a business on Google, you need to create a Google Account. If you already have a Google Account set up and/or have been using Google My Business to manage your business, skip to Step 4.

A. Open your computer web browser and go to [business.google.com](https://business.google.com) and click Manage Now. This will prompt you to sign in to a Google Account. You have the option to use an existing email, or you can click "Create a new Gmail address instead." Follow the prompts to complete setup for your Google Account.

B. Click "Next" and you enter the verification code sent to the email address you just made.

## 2. Adding your business through Google My Business

A. With your new account, sign into Google My Business, [business.google.com](https://business.google.com), and search for your business. If nothing shows up, select "Add your business to Google" and follow the prompts provided by Google for adding your business.

I. If your business does show up, you'll want to select it to start claiming your page. Skip to Step 4.

B. After inputting your business information, you will be asked to verify your Google Listing. Follow the prompts provided by Google.

## 3. Adding your business through Google Maps.

This is an alternative to method to add your business to Google.

A. On your computer, go to Google Maps, [maps.google.com](https://maps.google.com).

B. Enter your address in the search bar.

C. Right-click anywhere on the map, then, click "Add your business."

D. Follow the on-screen instructions (Similar to Google My Business directions)

## 4. Claim your business through Google Maps

Your business may already have an Unclaimed listing because customers have left reviews or a former owner/employee started the process but did not verify the listing. You can also use this method to Claim your business if it exists on Google.

A. Open Google Maps by going to [maps.google.com](https://maps.google.com).

B. Using the search bar type in your business name.

C. Click the business name and choose the correct one.

D. Click "Claim this business" and go to "Manage Now."

E. Select a verification option and follow the on-screen steps.

## Google My Business App

The Google My Business app is a free mobile app that helps you manage your business listing from your smartphone or tablet. The app allows you to quickly respond to customers, update your profile information, add pictures and more while on-the-go.

Download Links for Android and Apple smartphones.

Google Play Store link - [play.google.com/store/apps/details?id=com.google.android.apps.vega](https://play.google.com/store/apps/details?id=com.google.android.apps.vega)

Apple App Store link - [itunes.apple.com/us/app/google-my-business/id853371601?mt=8](https://itunes.apple.com/us/app/google-my-business/id853371601?mt=8)

## Other Links

[uaex.edu/createbridges](https://uaex.edu/createbridges)

[uaex.edu/createbridgesresources](https://uaex.edu/createbridgesresources)

[createbridgesar@gmail.com](mailto:createbridgesar@gmail.com)