

Creating & Claiming Your Yelp Business Account

1. Creating a Yelp Business Account Login

Before you can add or claim a business on Yelp, you need to create a Yelp account.

- A. Go to biz.yelp.com and click on "Sign In." You'll see an option to "Sign Up." Click it.
- B. Fill in the details for name, email and password and click "Sign Up."

2. Adding your business to Yelp

- A. Go to biz.yelp.com and click "Manage my free listing." Enter the zip code of your business and business name. If nothing pops up, click continue to begin adding your business to Yelp. You'll be prompted to enter your business category, phone number, website, and email address. Hit "Continue."
- B. Before adding your business, Yelp will ask you to claim and verify the listing by texting or calling the number you just entered. Enter the 4-digit code provided to claim the listing you just added.
- B. If your business does pop up, hit continue and go to *Section 3*.

3. Claiming an existing Yelp Listing Through biz.yelp.com

Your business may already be on Yelp because of user generated content from reviews and photos. If so, claim the existing listing for your business.

- A. Go to biz.yelp.com and click "Manage my free listing." Enter the zip code of your business and business name. If your business already has a listing, it should automatically populate. Select your business from the list and continue entering the details for claiming the business. You will be asked to verify claiming the listing through the phone number listed online. If the phone number is incorrect, contact Yelp directly for assistance.

4. Claim your business listing Through yelp.com

An alternative way to search for business and claim it on Yelp is by going to yelp.com

- A. Go to yelp.com and search for your business.
- B. Click on your business from the list.
- C. Next to your business name, you will see the word, "Unclaimed." Click on it. You may be prompted to sign into your Yelp Business Account.
- D. Verify the business using the phone number on the listing. If the number is incorrect, contact Yelp directly for assistance.

Yelp For Business App

The *Yelp for Business* app is free and allows you to 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. You can also go to biz.yelp.com/support/mobile, enter your cell phone number, and Yelp will text you a download link.

NOTE: Business owners CANNOT manage their listing from the customer app, "Yelp: Fine Food, Delivery & Services Nearby." You must use *Yelp For Business*.

Download Links for Android and Apple smartphones.

Google Play Store link - https://play.google.com/store/apps/details?id=com.yelp.android.biz&hl=en_US

Apple App Store link - <https://apps.apple.com/us/app/yelp-for-business-owners/id936983378>

Other Links

uaex.edu/createbridges

uaex.edu/createbridgesresources

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