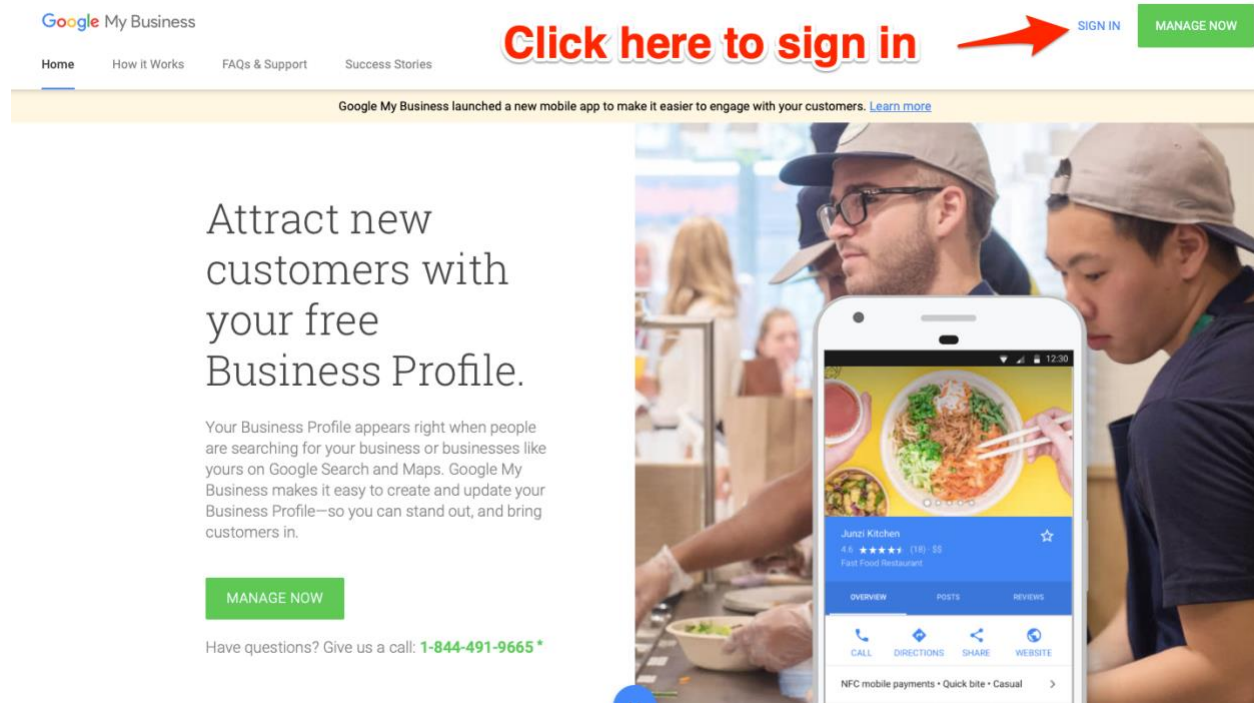


# Allowing Access to Google My Business

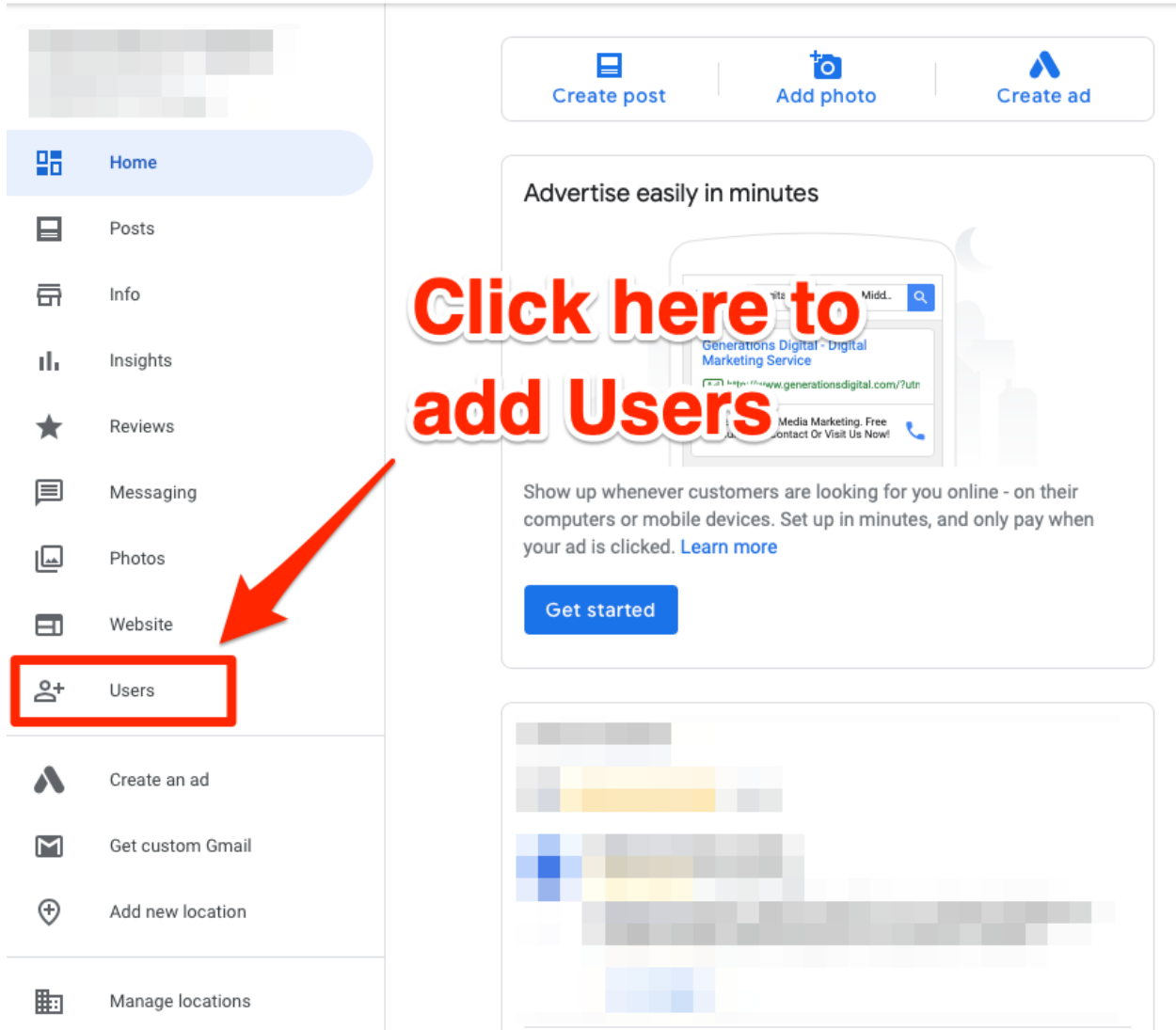
February 2019

This document explains the process of adding the Generations Digital team to your Google My Business Account.

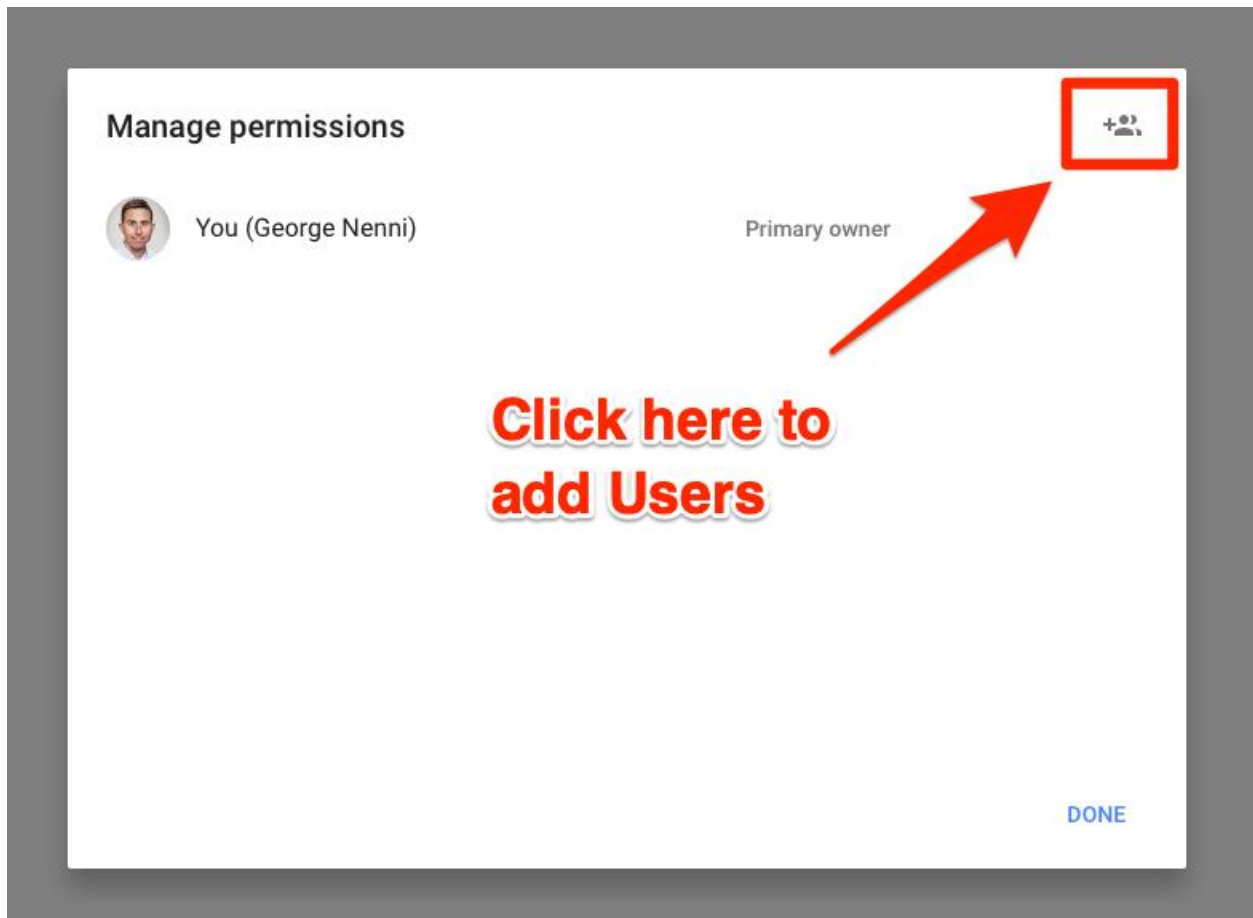


The screenshot shows the Google My Business website. At the top left is the "Google My Business" logo. Below it are navigation links: "Home", "How it Works", "FAQs & Support", and "Success Stories". On the right side, there is a red arrow pointing to a "SIGN IN" button, and next to it is a green "MANAGE NOW" button. Below the navigation is a yellow banner with the text: "Google My Business launched a new mobile app to make it easier to engage with your customers. [Learn more](#)". The main content area features the heading "Attract new customers with your free Business Profile." followed by a paragraph: "Your Business Profile appears right when people are searching for your business or businesses like yours on Google Search and Maps. Google My Business makes it easy to create and update your Business Profile—so you can stand out, and bring customers in." Below this is a green "MANAGE NOW" button and a phone number: "Have questions? Give us a call: 1-844-491-9665\*". To the right of the text is a photograph of two people in a kitchen setting, with a smartphone in the foreground displaying a Google My Business profile for "Junzi Kitchen" (4.6 stars, 191 reviews, Fast Food Restaurant). The phone screen shows options for "OVERVIEW", "POSTS", and "REVIEWS", along with icons for "CALL", "DIRECTIONS", "SHARE", and "WEBSITE".

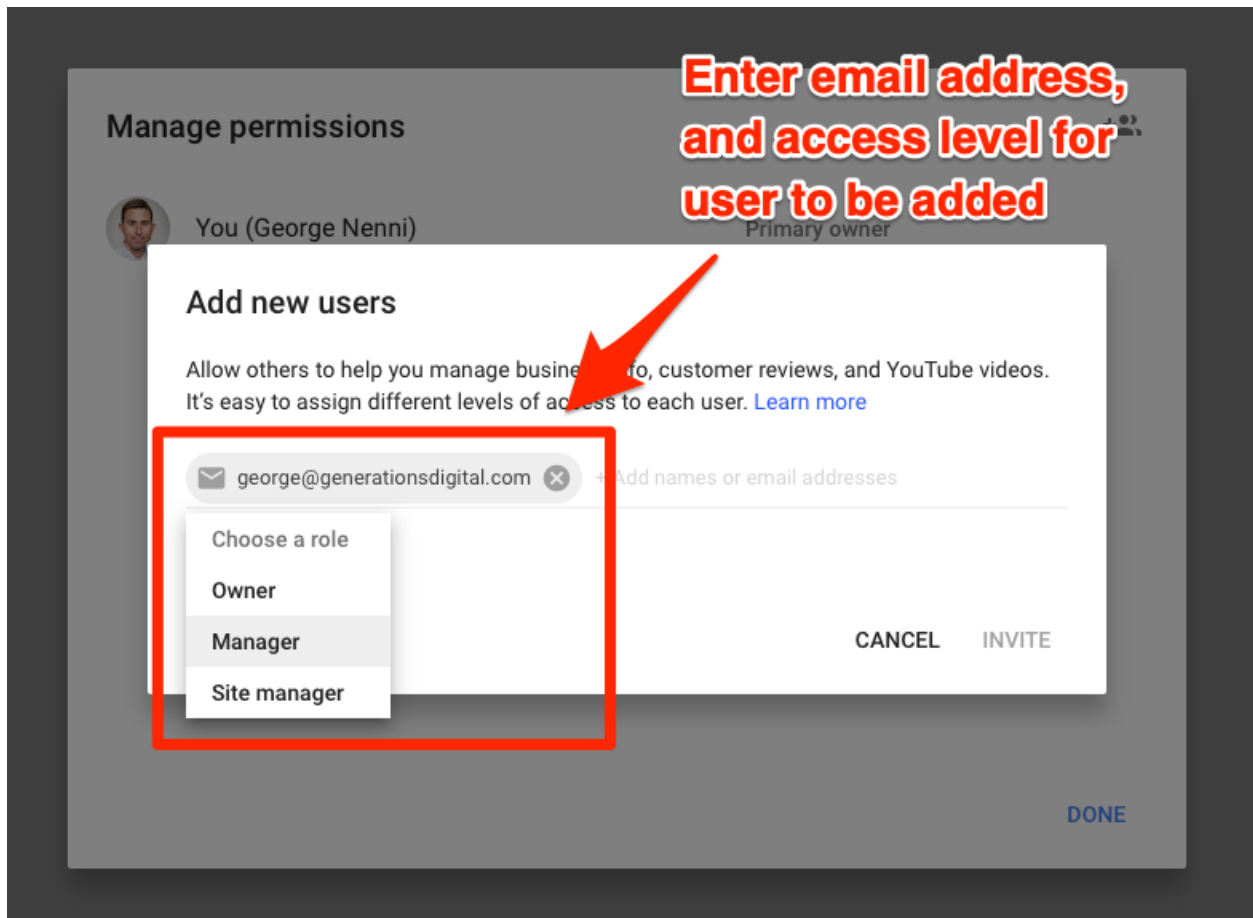
- 1) Go to: [www.google.com/business/](http://www.google.com/business/) Click on the "Sign In" button on top right. Sign in with the same master login you use for Google Analytics, or other Google Business Apps.



2) You will then be taken to the screen above. On the left side menu, choose “Users”.



- 3) Next, you will then be taken to the screen above. To add a user, click on the button in upper right corner.



- 4) Next, you will then be taken to this screen above. You need to enter the email address for the person you would like to add to your Google My Business account. You also need to choose the access level for this person, which should be "Manager". Never add anyone as "Owner" unless you want them to be the primary administrator.