

# How to Create a Google Business Listing



## Gather Your Information

- Business Name
- Address (if you have a physical location)
- Phone number
- Website (if you have one)
- Business category (e.g., Restaurant, Hair Salon)

1

## Sign In to Google My Business

- Go to Google My Business.
- Sign in with your Google account or create one.

2

## Add Your Business

- Click "Manage now".
- Enter your business name and follow the prompts to add your info.

3

## Verify Your Business

- Choose how you want to verify your business (usually via postcard or phone).
- Follow the instructions to verify.

4

## Complete Your Profile

- Add hours, photos, and a short business description.
- Ensure everything is accurate so customers can easily contact you.

5

## Engage with Customers

- Respond to reviews and post updates (e.g., promotions or events).
- Turn on messaging to chat with customers directly.

6

## Keep It Updated

- Regularly update your business info, hours, and photos to stay current.

7

