

Google Business Profile – User Management

STEP 1.

Claim Your Google Business Profile

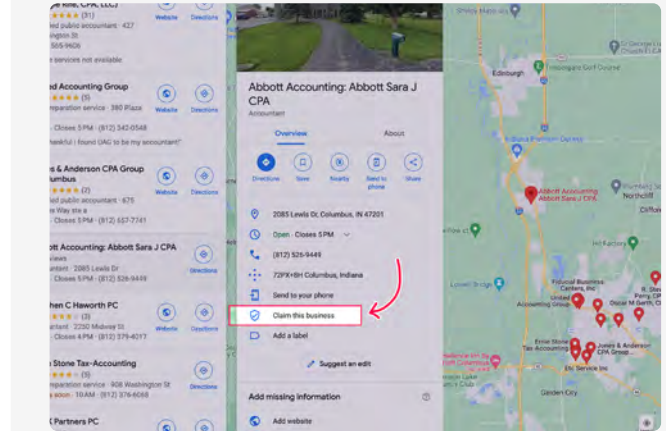
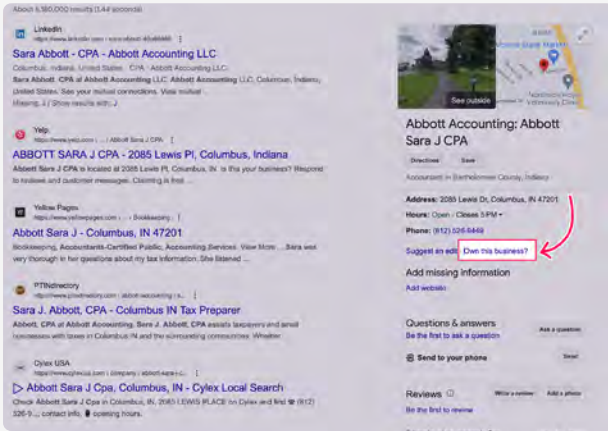
If you already manage your GBP, proceed to Step 2.

If you have not claimed your GBP, then you can do so in two ways:

- Search your business name in **Google**
- Locate the “knowledge panel” on the right side of screen
- Click “Own this business?”

– OR –

- Search your business name in **Google Maps**
- Locate the “profile panel” for the business
- Click “Claim this business” next to the shield icon

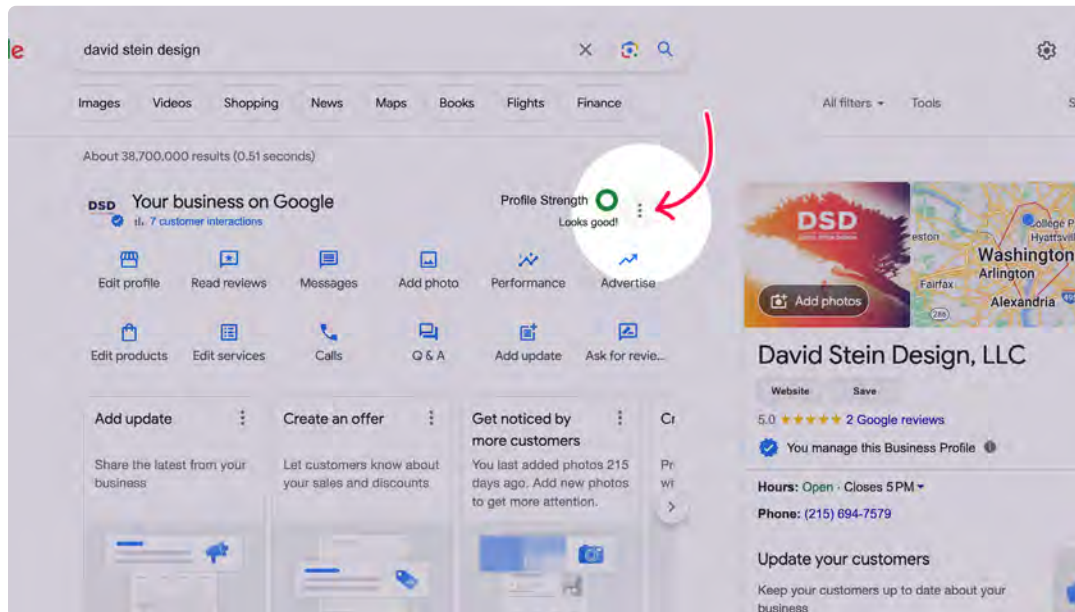


STEP 2.

Log In to Your Google Business Profile & Add a Manager

You likely created your GBP with a gmail or Google Workspace email address.

- Sign in to **Google** with the same account you used to create and manage your GBP
- Search your business name in **Google** (or visit <https://business.google.com> and click the button)
- Click the 3 dots to the right of **Your business on Google** heading

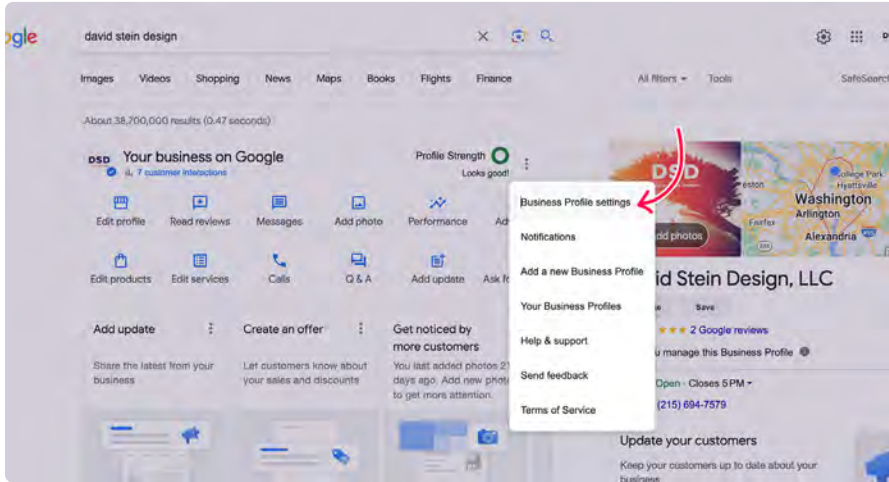


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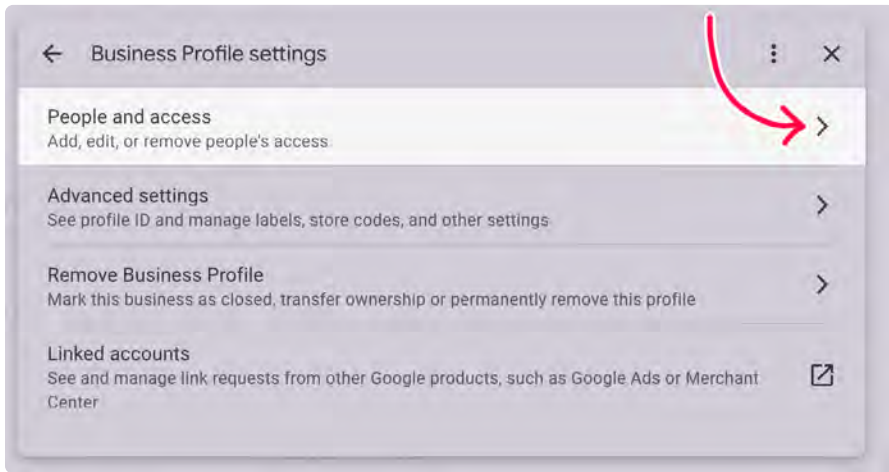
STEP 2. (CONTINUED)

Log In to Your Google Business Profile & Add a Manager

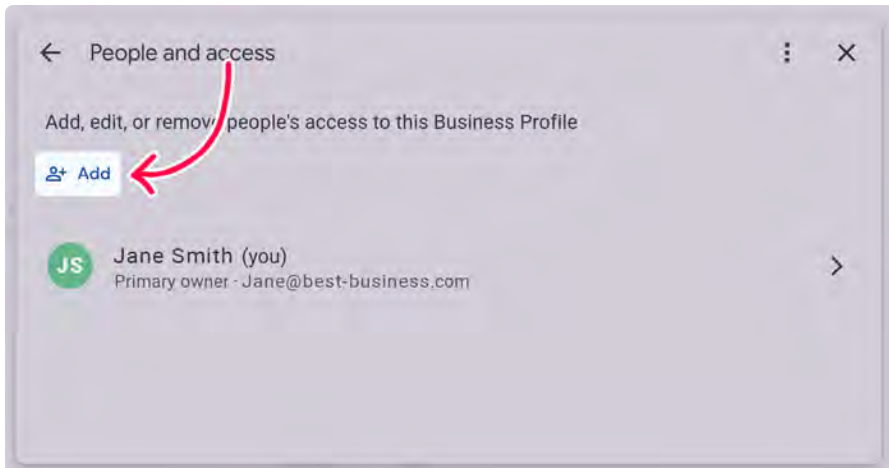
- Click **Business Profile Settings** in the menu



- Click **People and access** in the menu



- Click the **Add** button

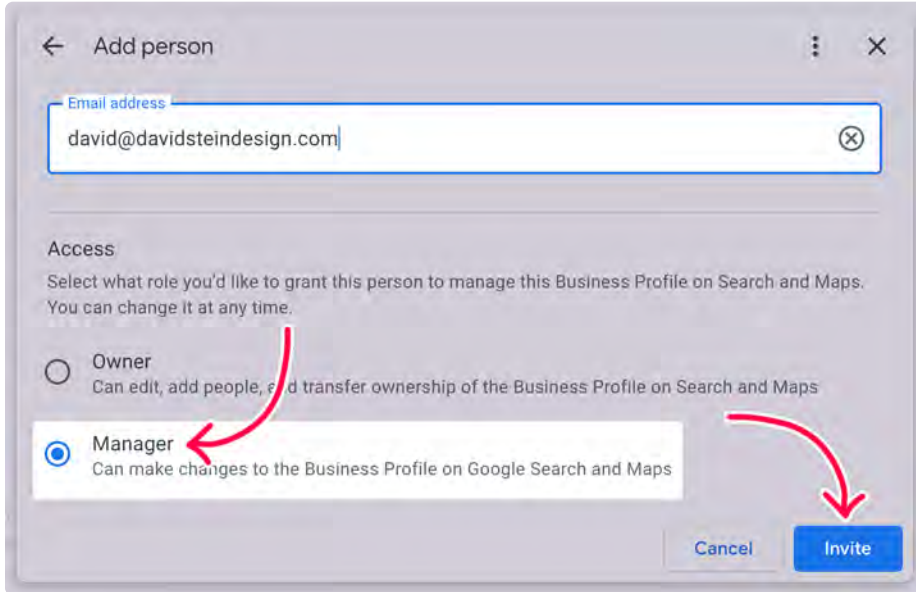


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STEP 2. (CONTINUED)

Log In to Your Google Business Profile & Add a Manager

- Type in **david@davidsteindesign.com** in the **Email address** field
- Select the **Manager** option (usually selected by default if you are owner)
- Click the blue **Invite** button



← Add person

Email address
david@davidsteindesign.com

Access
Select what role you'd like to grant this person to manage this Business Profile on Search and Maps. You can change it at any time.

Owner
Can edit, add people, and transfer ownership of the Business Profile on Search and Maps

Manager
Can make changes to the Business Profile on Google Search and Maps

Cancel Invite

STEP 3.

Get back to crushing it with your business while we optimize your Google Business Profile 😎

Questions? Reach out to david@davidsteindesign.com