Google Business Profile – User Management

STEP 1.
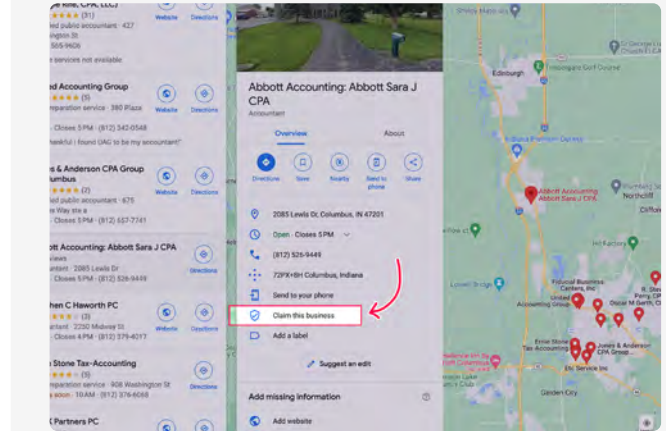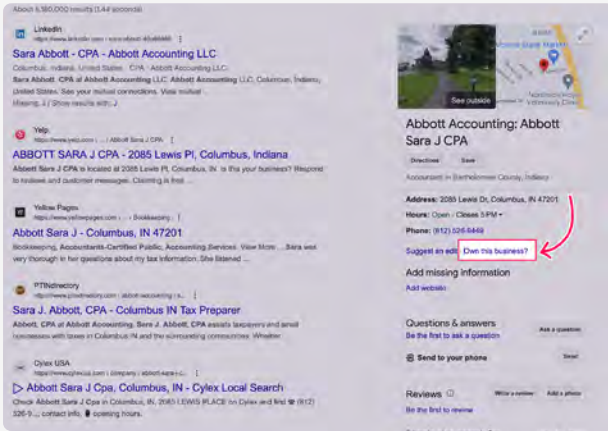**Claim Your Google Business Profile**

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 G See your profile button)
- Click the 3 dots to the right of **Your business on Google** heading
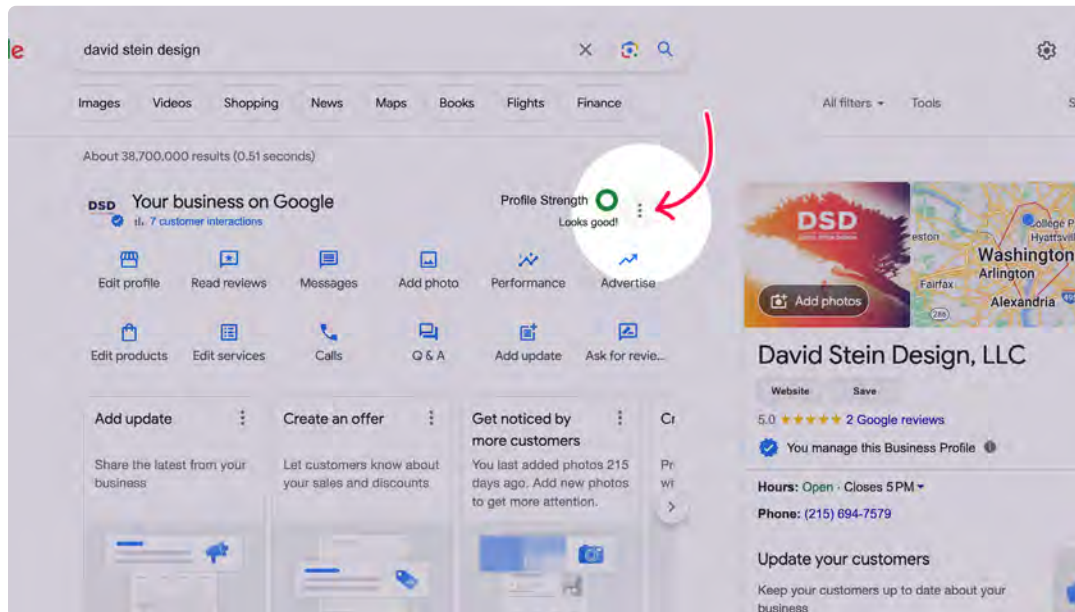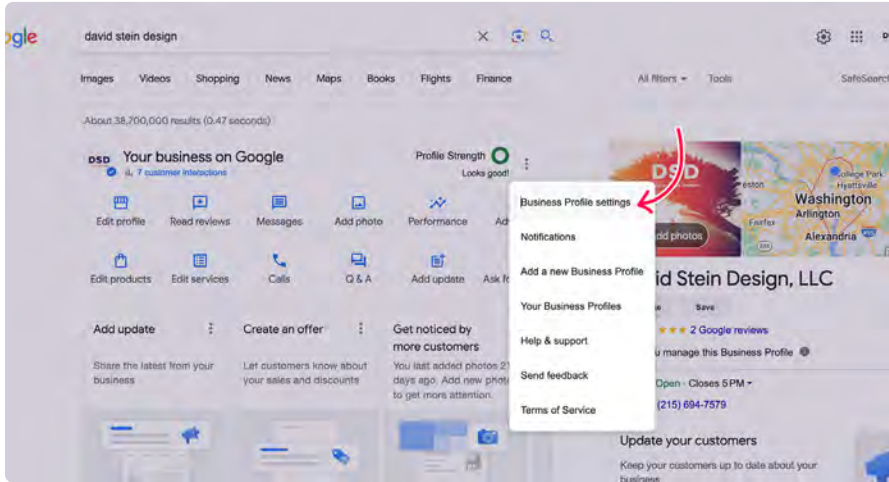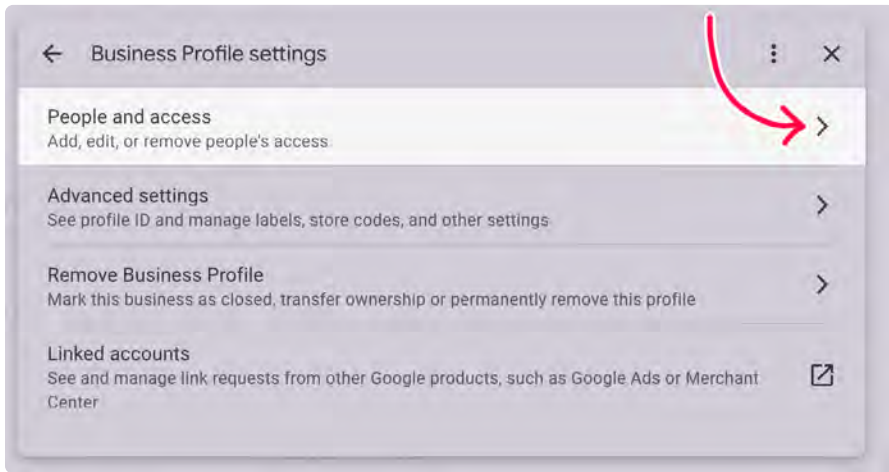

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STEP 2. (CONTINUED)
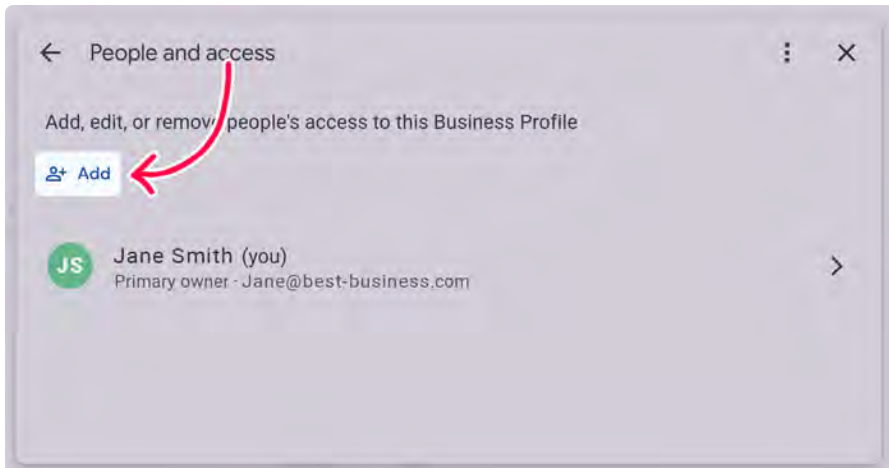**Log In to Your Google Business Profile & Add a Manager**

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

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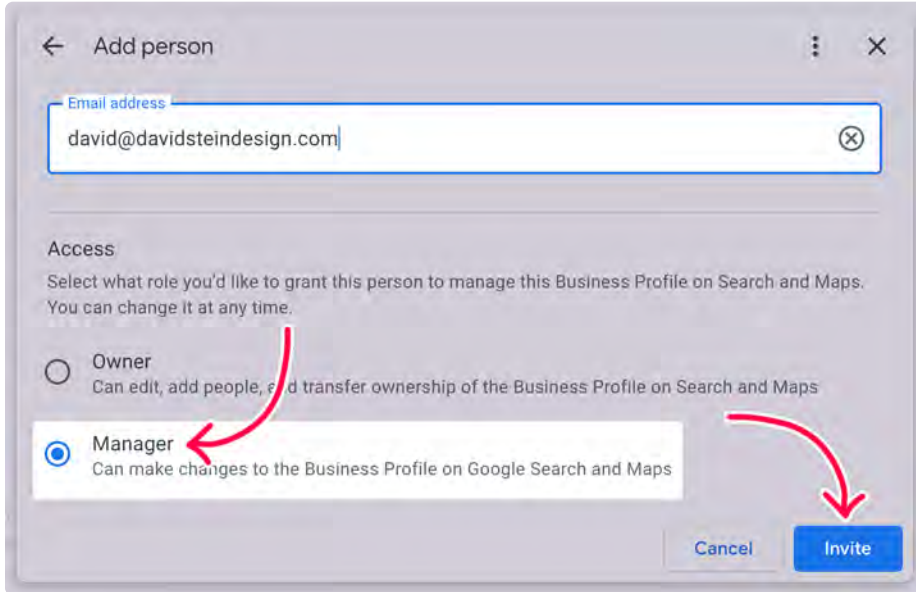

· Click the **Add** button

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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

STEP 3.

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

Questions? Reach out to **david@davidsteindesign.com**