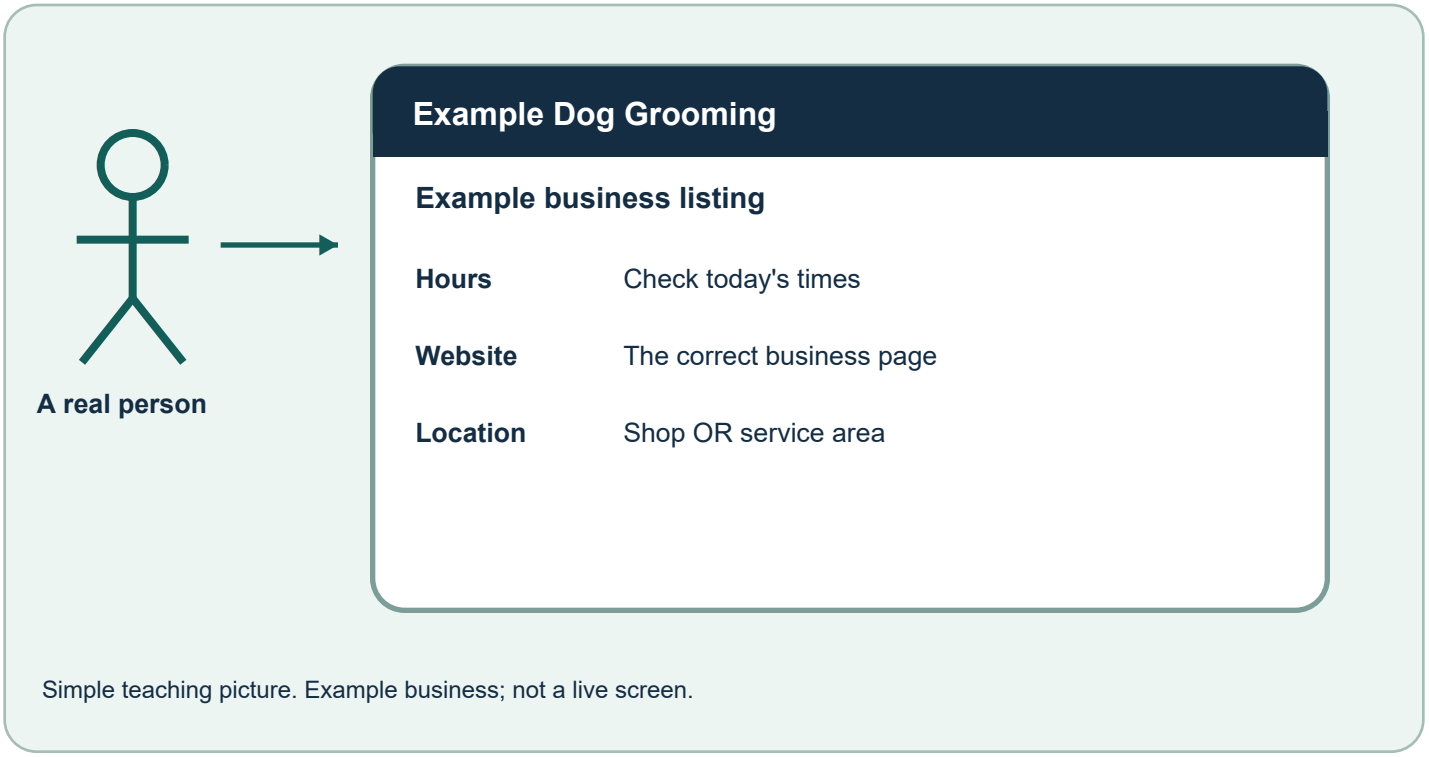
Help people find you on Google

What this means

Your Google Business Profile is the business listing people see in Google Search and Maps. It is separate from your website.

A real-life example

A mobile dog groomer wants people nearby to find the business, see the opening hours and ask for an appointment. The groomer visits customers; customers do not visit the home address.



Simple teaching picture. Example business; not a live screen.

Your job

Try the route yourself. Use the tools you already have, and ask for help at the first confusing step.

Step by step: start here

1

Check that you qualify.

Do you meet customers in person at your location or theirs? An online-only business generally cannot have this type of profile. If unsure, open the Google help link before starting.

2

Get ready.

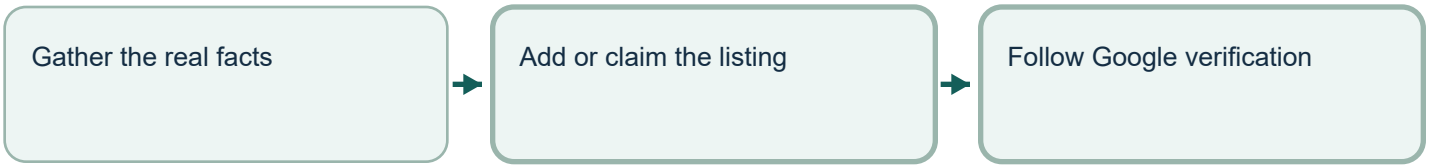
Use a Google Account the business owner controls. Gather the real business name, phone, hours, category and address or service area. Keep passwords and codes private.

3

Search first.

Look for your business name and town in Google Search and Maps. If the correct listing exists, use its claim or access option. Do not create another listing to get around missing access.

Picture the route



Before you continue

Explain the first three steps in your own words. If a link, account or permission is missing, write that down before moving on.

Finish the task and check it

4

Add or claim the correct business.

If no listing exists, visit business.google.com/add. Enter accurate details. A business that travels to customers should use the appropriate service area and hide an address customers cannot visit.

5

Complete the verification Google offers.

Google chooses the available method. Follow the instructions in your account. If another person owns the listing, request access and record what you are waiting for.

6

Check the result.

When changes are available, open the public listing on your phone. Check the name, hours, phone and website. Keep the owner in control; use supported manager access for helpers.

How you know it worked

The customer can find the correct listing, or knows exactly which access or verification step is still pending.

Show someone the result on your phone. If you get stuck, write which step stopped you and ask for help with that step.

Official help if your screen differs