

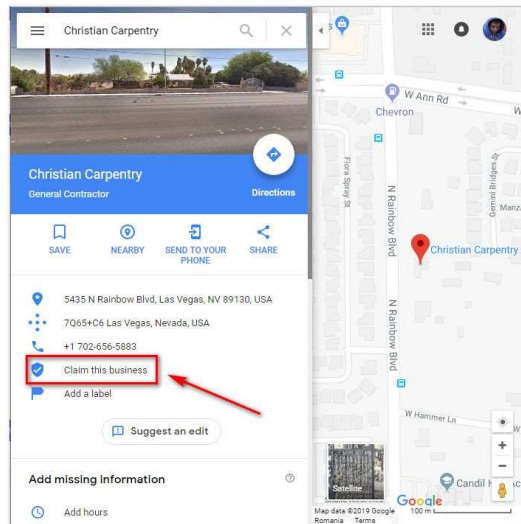


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How to Claim your Google My Business Profile.

1. Go to Google Maps and enter your business name in the search field and select it from the list. You will get the listing for your My Business profile. If your business isn't listed, you can create one. See Google My Business Setup Guide for instructions.
2. You will see a Shield with a tick in it with the words Claim this business beside it. Click on this icon.



3. Google My Business will open, and you need to check and confirm the information. Follow the steps on screen.
4. You will then be asked to verify the listing. You can be given the choice of Phone, Email, SMS or a Slower option (which is post). Sometimes due to the information that Google holds on your business it may provide reduced options. We advise you to stay away from the Mail option since it takes a couple of weeks. The quickest way is to do it by email or SMS if that option is available to you
5. You will receive a code that is simply entered inside the verification box. After clicking Finish, the GMB listing is claimed.

Once your Google My Business listing is verified this allows new customers to find you on google search & maps, enables you to promote your business with photos and posts, track business analytics to understand your customers and respond to customers reviews. But more importantly you are now in control of your business's profile.

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