How to set up a Google+ Business Page:

- 1. Visit: https://www.google.com/business/
 - A. Get on Google

Google My Business	Sign in or Get on Google
Overview Be found Connect with customers Manage easily	FAQ
Get your business O New – Google My Business connects you directly with Search, Maps or Get on Goo	n Google for free customers, whether they're looking for you on Google+.
B. Type in your Business' name	
My Business Find your business	Not a local business?



C. If your business appears in the drop down menu, click on the appropriate listing (if not, skip to Step E).



D. If the listing has already been verified, request admin rights. This will lead you to a form (pictured below). Google will then contact the current administrator and request that they add you to the management team for the page. Once you receive admin rights continue to Step H.

Someone else has already verified this This listing has already been verified by anoth this listing to your account, you can make a re the current verified user.	her user. If you want to add equest that will be sent to
Pequeet admin rights Cancel	
Request admin rights Cancer	
Google My Business Heln	
Looking to edit your business information? Check out this article for help.	×
Request access to own or manage this loo business on Google It looks like you've attempted to add a business which is currently owned and verified by a different Google ar Do you have access to the account which manages the business on Google?	count.
Yes, but I've forgotten my username or password.	
 Yes, but I want to manage it with a different account. No, the business is currently managed by someone else. 	
I need help with something else.	

E. If your business does not appear choose "I've correctly entered the name and address."



F. Fill in all relevant business information.

My Business Add your business	G. Continue through verification process. Google will either call or email you with a code in order to verify			
Business name	the business. This is very important because Google gives priority to verified businesses in search results.			
Country / Region				
Street address	My Business Verify your business			
	To make sure you can manage this business on Google, you need to verify your association with this business. Why verify?			
City Enter the full city name	w w Mail me my code Your verification code will arrive in 1-2 weeks at: St 72 std W			
State ZIP code	United States			
Please select V	Continue and verify later			
Main business phone	W Solith Str. W			

H. Click Edit and fill in all business information. Be sure to add your website, hours of operation and a profile photo.

My Business 🐱				
	Google has sent your veri	fication code to you. <u>Request ano</u>	ther code Enter code	
Œ	Add an intro about your business			
🕑 0 folla	owers C Add hours	G Add we	osite	
+	+ + O Manage photos	O Add virtual tour		
Your profile	e is 40% complete!			< 1 of 5 >
Add a g Google	brofile picture so people can r	ecognize your busines:	s across	ld profile photo

I. Scroll over the My Business tab at the top left of the page and choose "Google+ Page"



J. Scroll over the cover page image and select "Change cover". Select an image that is recognizable as your business. Often a front of office, reception area or team picture works nicely here. If you're making a custom image the dimensions should be 1240px by 700px.



K. Congratulations! You've now set up your Google+ My Business Page. This means you will show up on Google Maps and that you are a verified business on Google.

To find your page again simply visit <u>https://www.google.com/business/</u> and Sign In.

Pro Tip: Ask patients to visit you on Google+ and leave a review. Online presence and personal reviews are a huge factor in small businesses success.