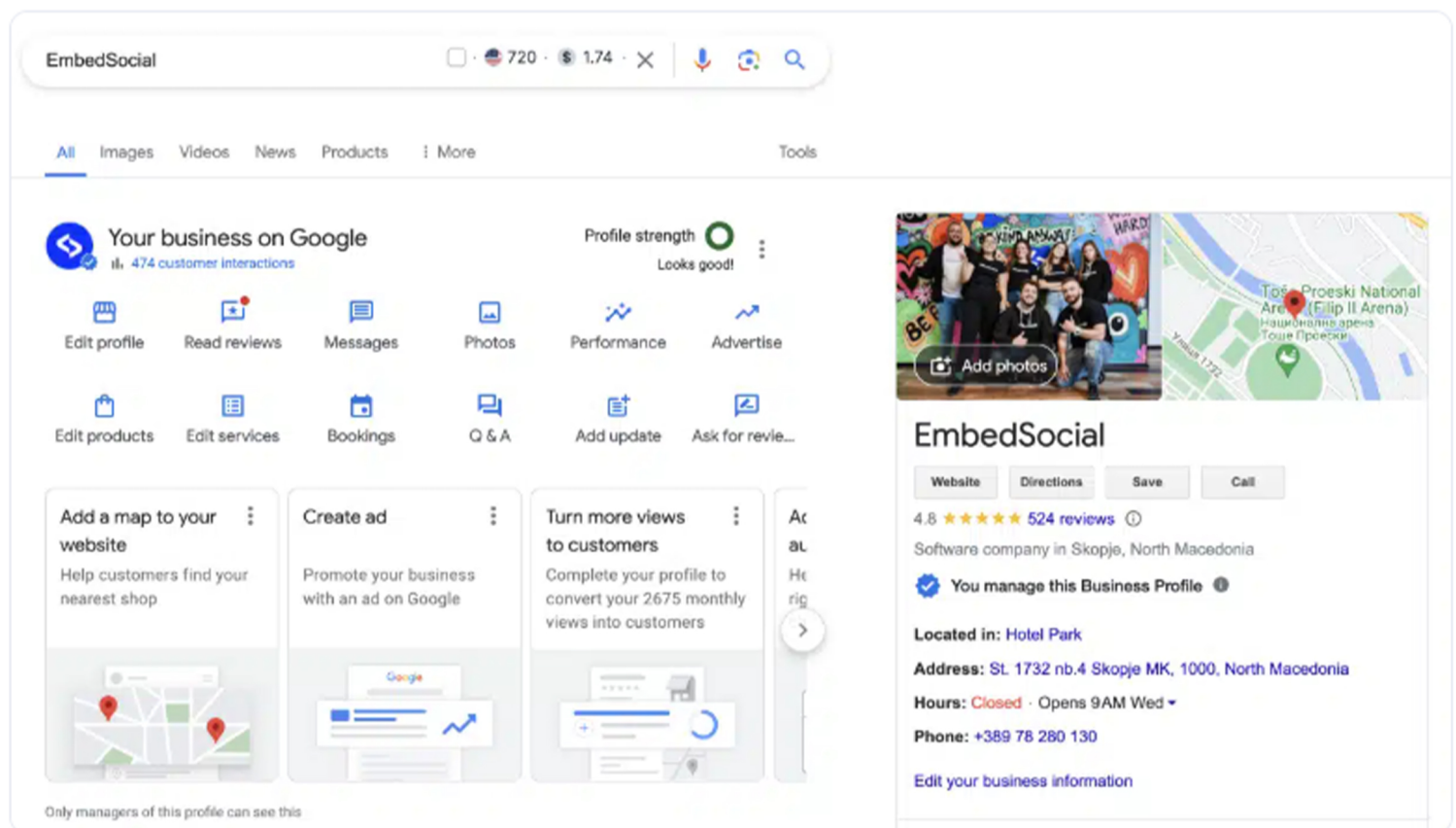


HOW TO ADD AN OWNER OR A MANAGER TO YOUR GOOGLE BUSINESS PROFILE

1. Log in and navigate to your business profile in Google Search

First, you must find and open your Google Business Profile in Search, which you can easily do by typing 'my business' or the **correct name** of your business:



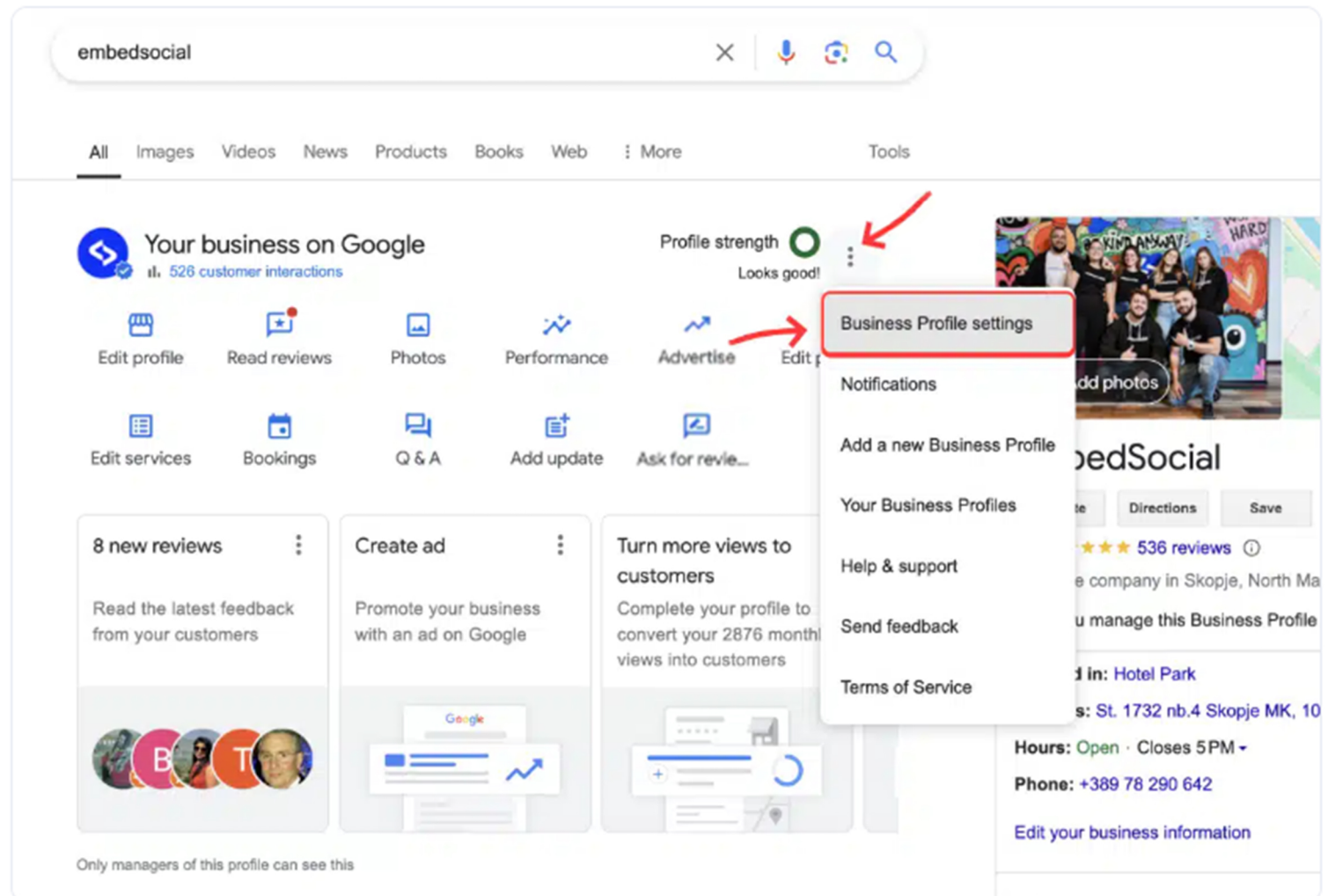
The screenshot shows a Google search result for 'EmbedSocial'. The search bar at the top contains the text 'EmbedSocial'. Below the search bar, there are navigation tabs for 'All', 'Images', 'Videos', 'News', 'Products', and 'More'. The main content area is divided into two columns. The left column features a 'Your business on Google' section with a blue 'G' icon and '474 customer interactions'. Below this are several action buttons: 'Edit profile', 'Read reviews', 'Messages', 'Photos', 'Performance', 'Advertise', 'Edit products', 'Edit services', 'Bookings', 'Q & A', 'Add update', and 'Ask for review...'. To the right of these buttons is a 'Profile strength' indicator showing a green circle and the text 'Looks good!'. Below the buttons are three promotional cards: 'Add a map to your website', 'Create ad', and 'Turn more views to customers'. The right column displays the business profile for 'EmbedSocial'. It includes a photo of a group of people, a map showing the location at 'Proeski National Arena', and a 'Add photos' button. Below the photo and map are buttons for 'Website', 'Directions', 'Save', and 'Call'. The profile information includes a 4.8-star rating with 524 reviews, the text 'Software company in Skopje, North Macedonia', a checkmark indicating 'You manage this Business Profile', the location 'Hotel Park', the address 'St. 1732 nb.4 Skopje MK, 1000, North Macedonia', and the phone number '+389 78 280 130'. There is also a link to 'Edit your business information'.

Google business profile example

Note: To be able to find your Google Business Profile, you must be logged in using the email you used to create the profile or the one you use to manage the profile. Plus, you cannot complete this process through Google Maps.

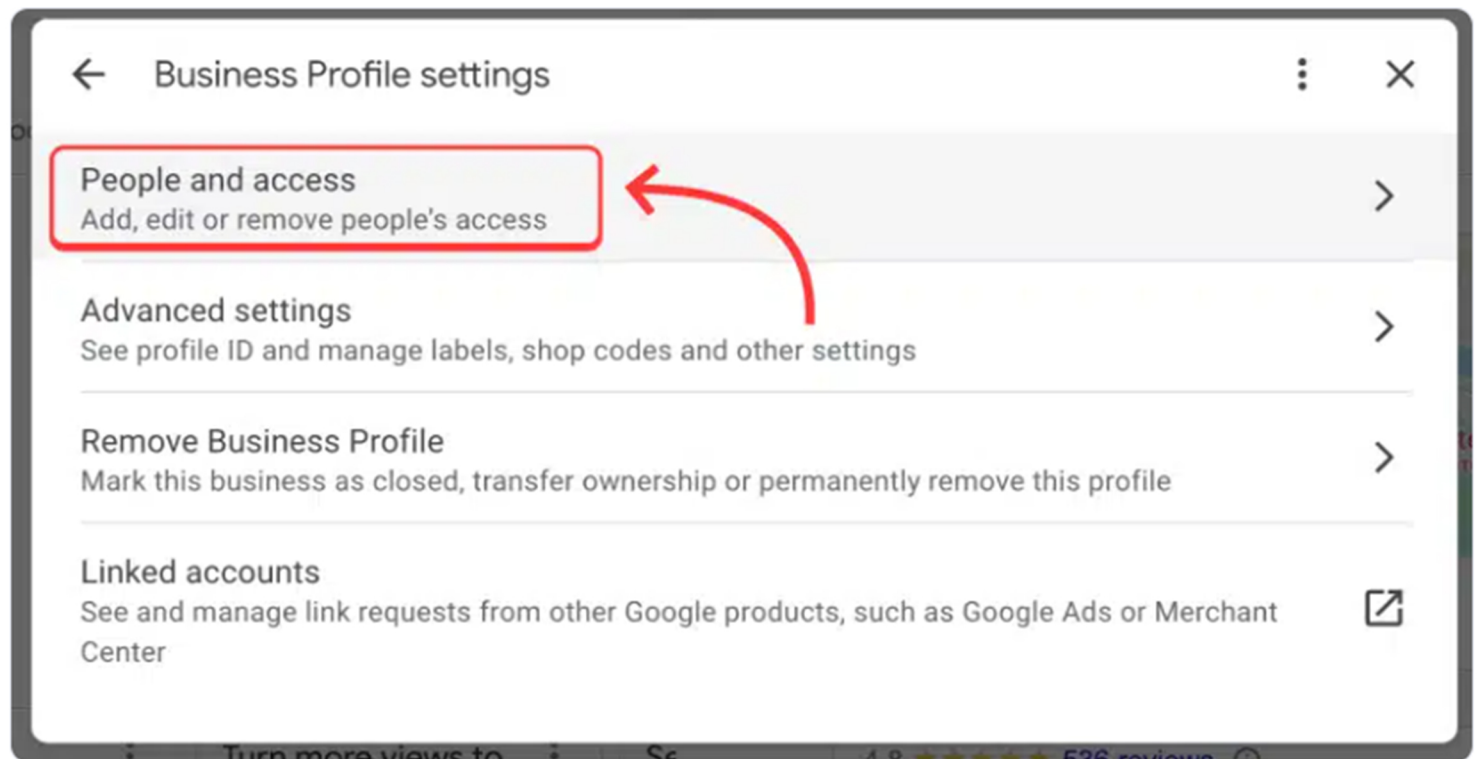
2. Access your Business profile settings section

Next, you have to access your main **'Business Profile settings'**, which you can find under the three-dots menu in the top-right corner of your profile:



3. Access the 'People and access' section

To add a profile user, you have to **tap the 'People and access'** section:



Here, you will find the entire list of the people managing the GBP. Just click on **Add New** to open the next screen to invite the person via email

4. Add user's email, choose the type of access and send the invitation

Last but not least, you have to choose the **type of role** you want to assign to the new user and **press 'Invite'** to send an email directly to their inbox.

← Add person

Email address

Access

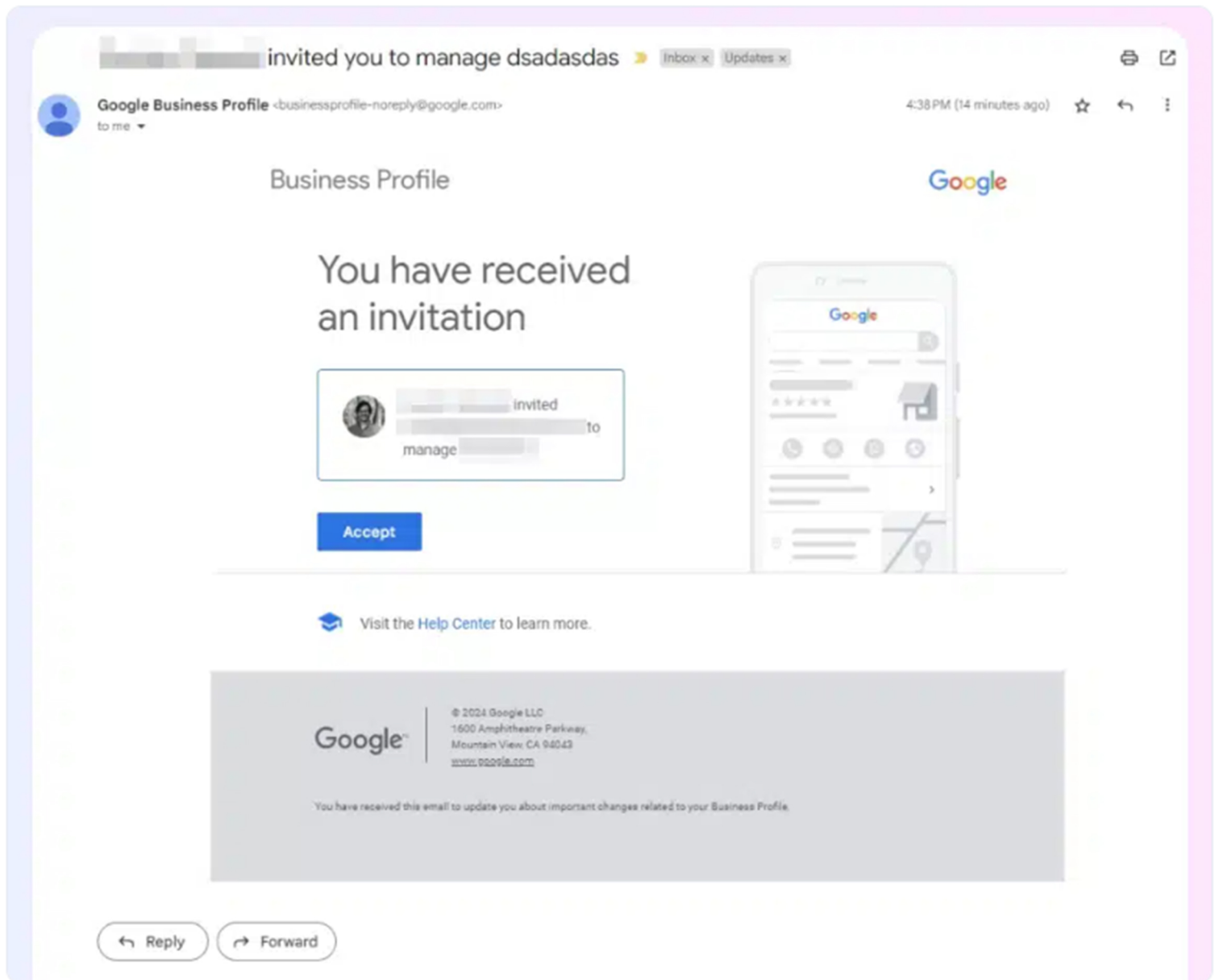
Select the role you'd like to grant this person to manage this Business Profile on Search and Maps. You can change it at any time.

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

The user in question will receive the following email:



Once the user **clicks 'Accept'**, they will officially become an owner or a manager of the Google Business Profile in question.

Use this email address to invite Interweb Design to be a manager on your Google Business Profile:

interwebdesign.gbp@gmail.com