

How To Add a User to your Google My Business Profile

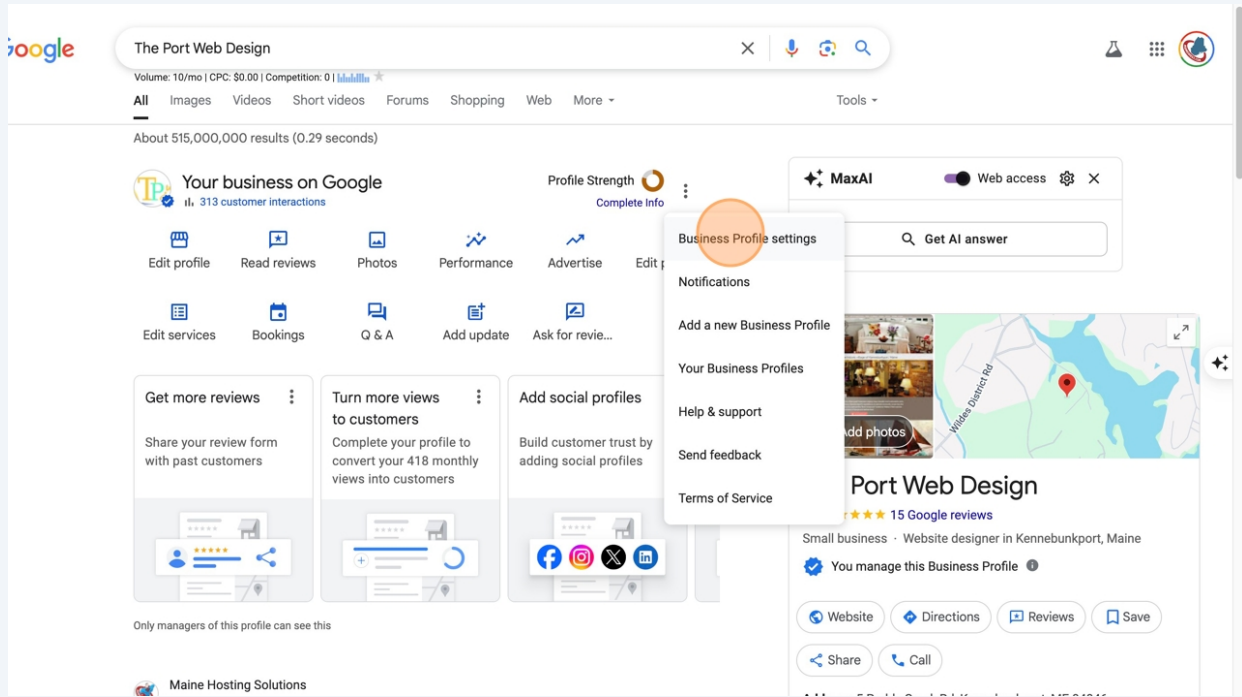


1

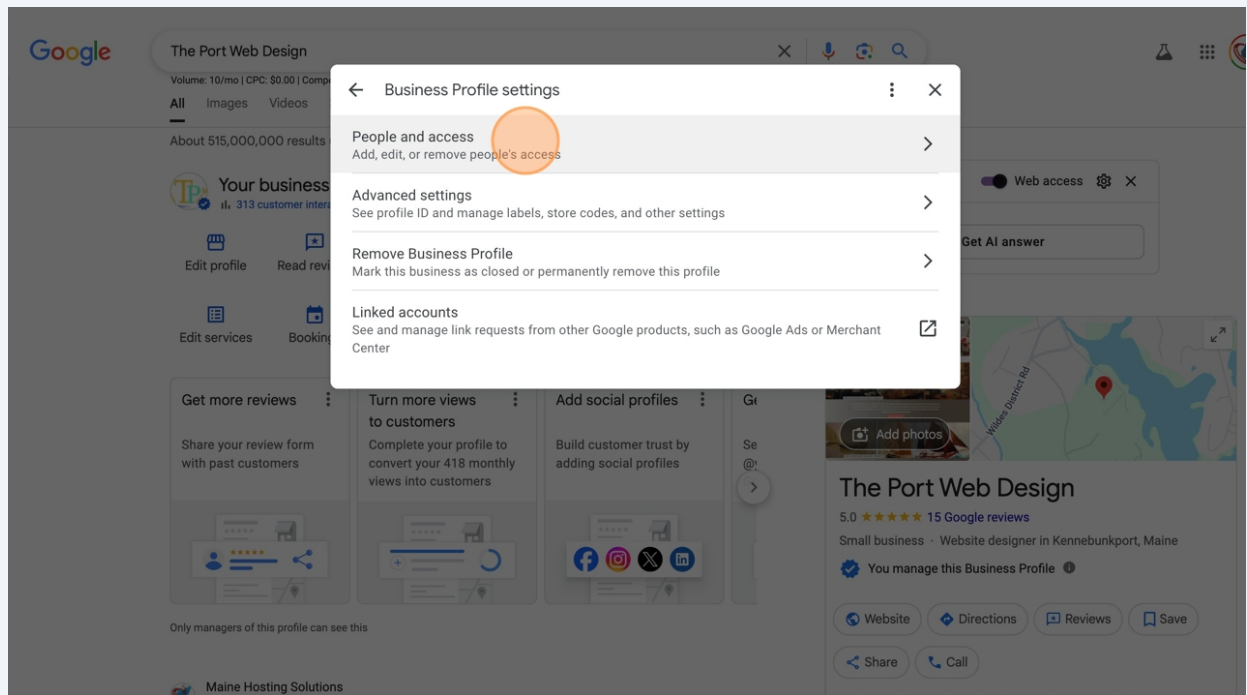
First, start by searching for your business name in Google. This will bring up your Google My Business profile. To add a user to your Google My Business profile, click on the three dots at the top of the navigation.

The screenshot shows a Google search for "The Port Web Design". The search results display the Google My Business profile for "The Port Web Design", a small business website designer in Kennebunkport, Maine. The profile has a 5.0 star rating and 15 Google reviews. The navigation menu at the top of the profile includes options such as "Edit profile", "Read reviews", "Photos", "Performance", "Advertise", "Edit products", "Edit services", "Bookings", "Q & A", "Add update", and "Ask for review...". A "Profile Strength" indicator is visible, and a "MaxAI" chatbot is present on the right side of the profile.

2 Next click on Business Profile Settings

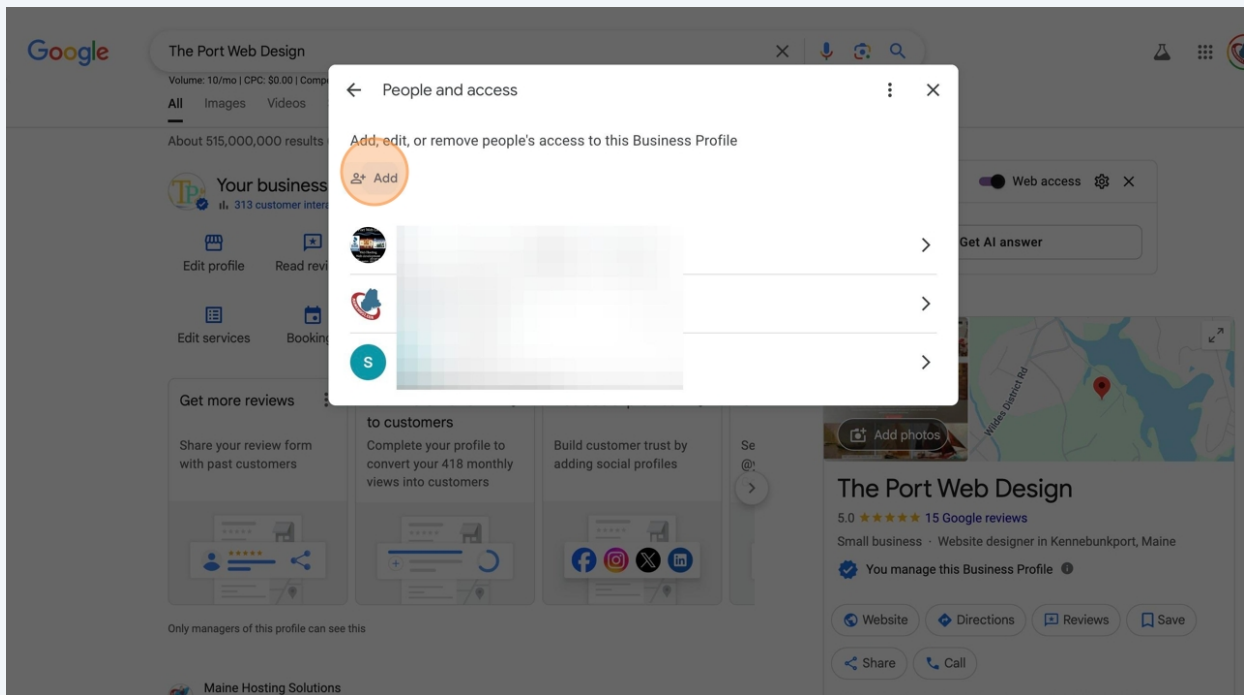


3 You will now see a popup, click on People and Access



4

This will show you a list of anyone with access to your GMB Profile. Remove any unauthorized users. Next, to add a user, click Add.



5

Enter the email address of the user you would like to add.

Be sure to add them as a manager unless you are transferring ownership of your business profile. Then click Invite. You're now done; the user will receive an email inviting them to manage your business profile.

