



Help More Customers Find Your Business

Are you getting lost in the vastness of the worldwide web? Make sure your business shows up online. Start with a Google My Business Listing, enabling you to capture the attention of, and connect with, more potential customers quickly, easily, and—best of all—free!

What Is A Google My Business Listing?

A Google My Business Listing is a box containing basic information about your business; it appears whenever someone performs a Google search using your business name. Located in the top-right corner on a desktop computer, or near the top on mobile, the listing includes a link to your company's website (if applicable) and also connects to Google Maps for directions, Search and other properties, such as Google reviews and Q&A.

Why Should I Have One?

Users searching for keywords, such as your business name or business type, are presented with relevant local business listings—all specific to the keyword(s) they entered. Having a Google My Business Listing and claiming ownership is the essential first step to gain increased visibility and exposure for your business.

It's important to note that some business listings have never been "claimed" by their owners. Others have been claimed by third parties, such as an online ordering service that claims the listing to gain traffic to their online ordering platform.

Claiming a business listing is rather simple, but trying to obtain ownership of a business listing that has already been claimed is a bit more involved.

How Do I Get One?

To add or claim your Google My Business Listing (using a computer):

1. Go to business.google.com
2. In the top-right corner, click on Sign in.
3. Sign in using your Google account, or create one if you don't already use Google services.
4. Once signed in, enter the name of your business, and click Next.
5. Follow the prompts by entering your business address, etc.
6. Once you've found and selected (or added) your business listing, you will be asked to verify your connection to the business by choosing one of the presented verification methods (typically US postal mail or a phone call to the business phone number).
7. Once verified, you are done! You will want to update your listing regularly.

Note: If you see a page with the message “This listing has already been claimed”, click Request Access and follow the directions to claim your business. The current listing owner will receive an email asking them to contact you, and you’ll receive a confirmation email. See below for next steps.

Claiming ownership of an already-claimed listing:

Once you’ve requested ownership, the current listing owner will have seven (7) days to respond. You can check the status of your request by signing into business.google.com again, or by clicking the link in your confirmation email.

If your request is approved:

If your ownership request is approved, you’ll be notified by email and will be able to manage the listing in your Google My Business account.

If your request is denied:

If your ownership request is denied, you’ll be notified by email as well as when you sign in to your Google My Business account. You can still suggest an edit to the listing or, in some cases, appeal the denied request.

If you receive no response:

If you don’t receive a response after seven (7) days, you may have the option to claim the listing yourself. Just sign in to your Google My Business account and look for a Claim or Verify button on your dashboard. (If you don’t see an option to claim the listing, that means it’s not eligible to be transferred.)

I Claim And Verified My Listing, What Now?

Once you have claimed ownership of your listing, you will want to:

1. Complete as much information within the listing as you can.
2. Keep the information updated regularly, or as often as necessary (ex. altered business hours for holidays)

Doing these things will help your business’s local ranking on Google and enhance your presence in Search and Maps. It also helps Google to match the most relevant results based on the user’s search.

<https://support.google.com/business/answer/2911778?hl=en>

https://support.google.com/business/contactflow?hl=en&dl=edit_business_information

The above information was obtained via Google. For further assistance, you may visit the Google Support website or contact Google directly by following either of the links below. Visit Google Support website Contact Google Directly. TLS has no control and cannot provide assistance over the placement of businesses in search results.