

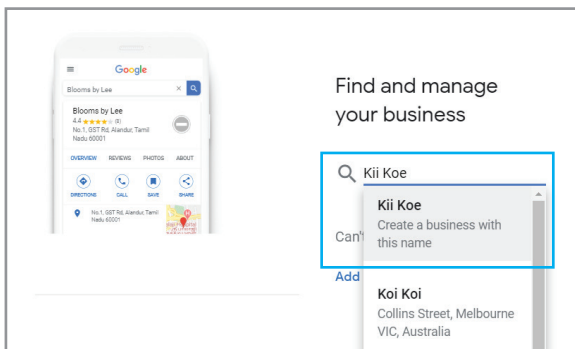
# How to setup and sign up for a **Google My Business** account

## Step 1 - Signing up for an account

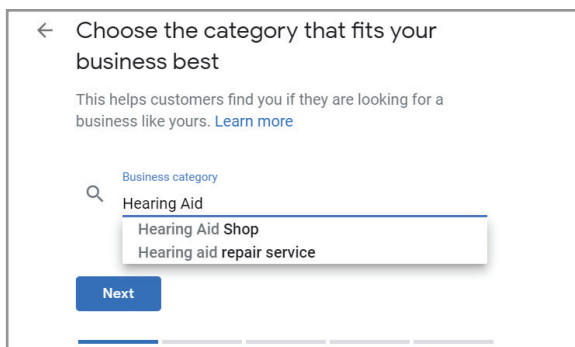
1. If you already own a Google My Business account, sign in [here](#).
2. If you do not yet own a Google My Business account, create one [here](#).
3. Sign in to your Google account. Then, click Next

Create an account using your business email domain (e.g. @abchearing.com.au). Enter your clinic name (or select from the list of drop down options that appear).

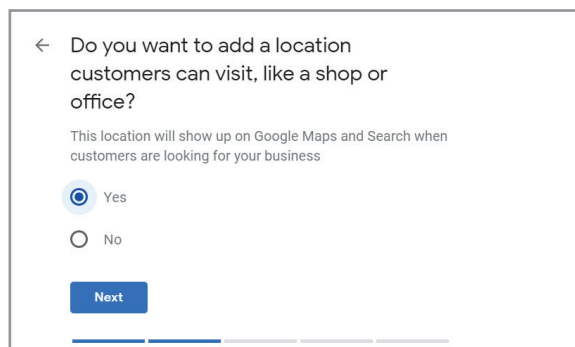
4. Enter your business name to search. Click “Create a business with this name” if there is no match. Then, click Next.



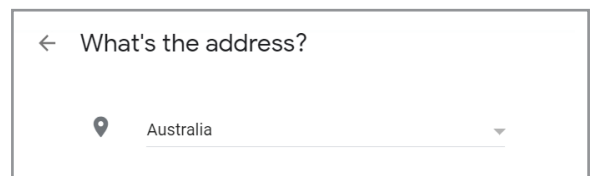
5. Search for and select a business category. Then, click Next.



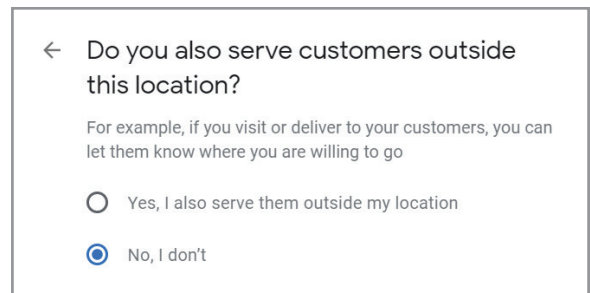
6. Select ‘Yes’ to add location on Google Maps.



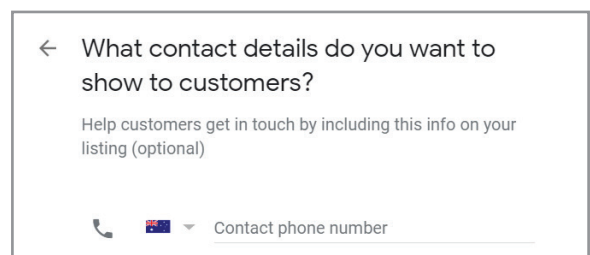
7. Enter your business address and click Next.



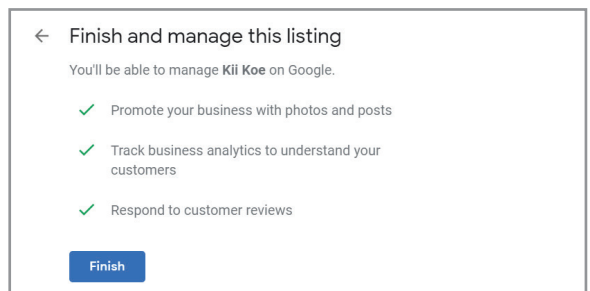
8. Confirm whether your business serves customers outside of this location. Then, click Next.



9. Enter a phone number or website URL for your business. Click Next.



10. Click ‘Finish’ to complete sign up.



## Step 2 - Verify your business

Verification helps ensure the accuracy of your business information across Google. Verified businesses are twice as likely to be considered reputable by users. There are a few ways to verify your business:

### Verify a business listing by mail

Enter your business address in Google My Business. A postcard with a verification code will be sent to you. Most postcards arrive within 14 days. Before requesting to verify your listing by mail, make sure your business address complies with Google's address entry guidelines.

Do not edit your business name, address or category, or request a new code while you're waiting for your verification postcard.

Request a verification postcard:

1. Sign in to Google My Business.
2. Choose the business you'd like to verify, then click 'Verify now'.
3. On the postcard request screen, make sure that your address is displayed accurately. If it isn't, edit the address before you request your postcard.
4. Click 'Send' postcard.
5. Check the mail for your postcard.
6. To enter the verification code, follow these steps:

Once you receive your postcard, sign in to Google My Business.

1. If you have multiple locations, open the location you'd like to manage.
2. Click 'Verify' location from the menu, or click the 'Verify now' button.
3. In the Code field, enter the 5-digit verification code from your postcard.
4. Click 'Submit'.

If you didn't get a postcard, you can request a new one.

### Verify a business listing by phone

(available for selected businesses only)

If your business is eligible to get a verification code by phone, you'll see the 'Verify by phone' option when you request verification. If you don't see it, verify your listing by mail as above.

To verify by phone, follow the steps below:

1. Sign in to Google My Business.
2. Choose the business you'd like to verify, then click 'Verify now'.
3. You must be able to answer your business phone immediately in order to not miss your verification code.
4. To have the code sent to your phone via automated message, click 'Verify by phone'.
5. Enter the code from the message.

## Verify a business listing by email

(available for selected businesses only)

Not all businesses can verify their listing by email. If you don't see this option, try another verification method above.

Before trying to verify your listing by email, make sure you can access the email address shown in the verification screen.

To verify a business by email, follow the steps below:

1. Go to Google My Business, choose the business you'd like to verify, and click 'Verify now'.
2. Select email from the list of verification options.
3. Check your email.
4. Click the 'Verify' button in the verification email (you can also enter the code from the email in your Google My Business dashboard).

## Instantly verify a business listing

(available for selected businesses only)

If you've already verified your business's website with Google Search Console, you may be able to verify your listing instantly.

To verify your business listing instantly, make sure you're signed in to Google My Business with the same email account you used to verify your site with Search Console. Some business categories may not be eligible for instant verification.

After verifying your business listing, review your information and make any final changes. When you're certain all details are correct, click **Done** editing.