

# STEP-BY-STEP GUIDE TO PUTTING YOUR BUSINESS ON GOOGLE SEARCH AND MAPS

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**DOES YOUR BUSINESS INFO SHOW UP ON GOOGLE?**

Enter your business name below to see how your hours, address, and more appear on Google Search and Maps.

Enter your business name and city **FIND OUT**

rs, address, and more  
aps. **FIND OUT**

The image shows a screenshot of a web form overlaid on a map background. The form has a title, a descriptive sentence, a text input field, and a blue button labeled 'FIND OUT'. A circular inset on the right shows a zoomed-in view of the same form elements.

1. Visit [www.gybo.com/business](http://www.gybo.com/business) and search for your business to see if it appears on Google Search and Maps.

**J.P. GRAZIANO GROCERY**

## NICE JOB. YOU'RE ON THE MAP.


This is what people will see when they search for your business.

- Add more photos**  
Add or update photos to give customers an inside look at what your business is about.
- Double-check your phone number**  
Make sure your phone number is correct. No one likes dialing a wrong number.
- Check your hours of operation**  
Hours are the #1 thing people look for online. Make sure yours are up to date.

Sign in to your account to edit this information or add more. You can also see how your customers are finding you and respond to their reviews.

**EDIT YOUR INFO**

THIS IS HOW YOU SHOW UP ON GOOGLE



- You will see if your business is on the map. If it's complete, nice work! If it's incomplete, click the button labeled "Complete Your Information." If your business isn't on the map at all, click the button labeled "Let's Get Started." This sends you to Google My Business.

**WHITNEY'S DAY SPA**

## YOUR BUSINESS INFO IS INCOMPLETE.

Not to worry. Getting your info on the map is free and easy to do.

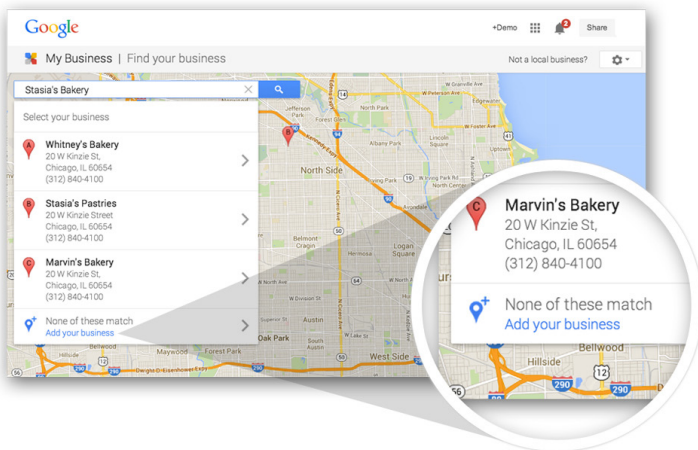
**COMPLETE YOUR INFORMATION**

**STASIA'S BAKERY**

## YOUR BUSINESS ISN'T ON THE MAP.

Not to worry. Getting your business on the map is free and easy to do.

**LET'S GET STARTED**



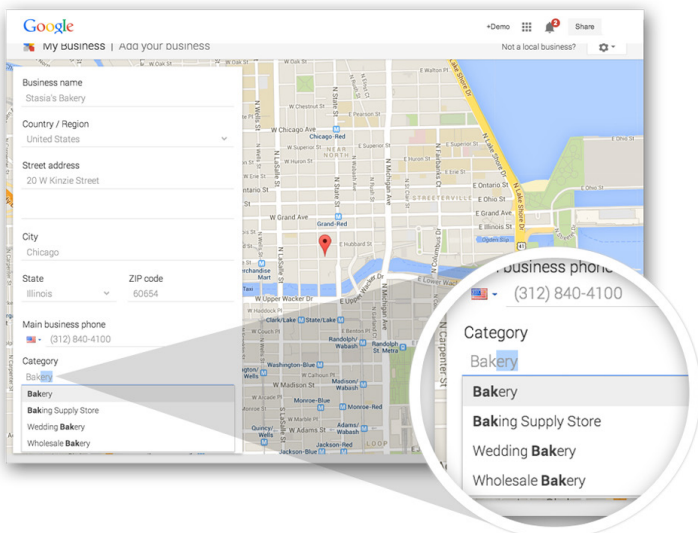
Whitney's Bakery  
20 W Kinzie St.  
Chicago, IL 60654  
(312) 840-4100

Stasia's Pastries  
20 W Kinzie Street  
Chicago, IL 60654  
(312) 840-4100

Marvin's Bakery  
20 W Kinzie St.  
Chicago, IL 60654  
(312) 840-4100

None of these match  
[Add your business](#)

- If your business appears in the results, click on it. If not, click the link labeled "Add your business" under the last option, "None of these match."



Business name  
Stasia's Bakery

Country / Region  
United States

Street address  
20 W Kinzie Street

City  
Chicago

State  
Illinois

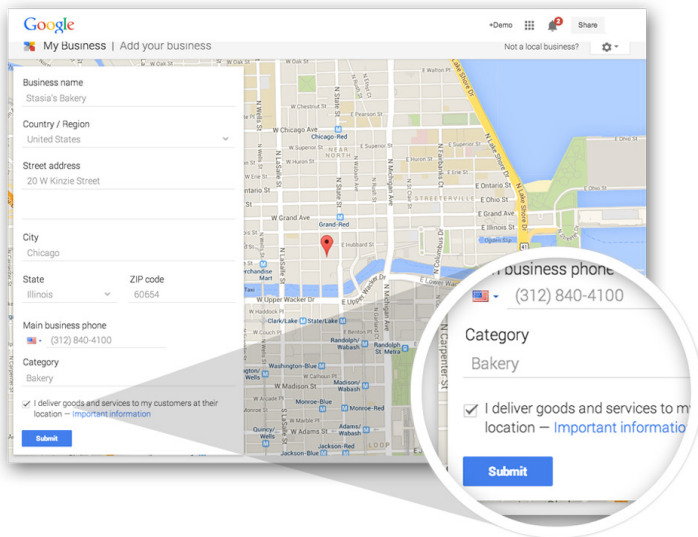
ZIP code  
60654

Main business phone  
(312) 840-4100

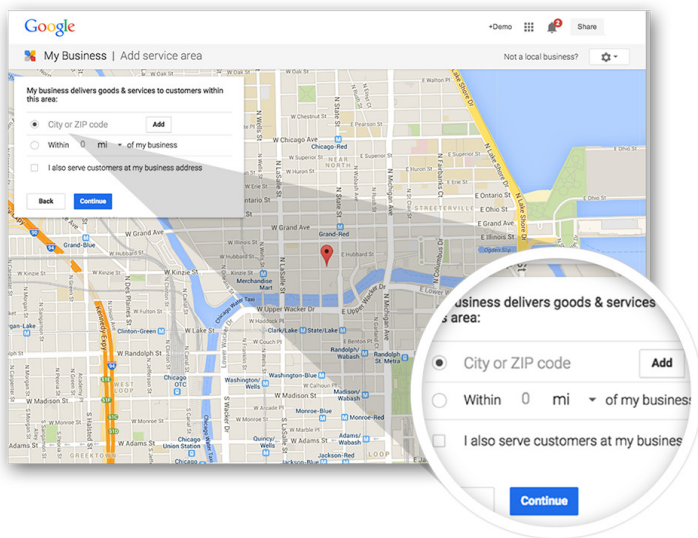
Category  
Bakery

Bakery  
Baking Supply Store  
Wedding Bakery  
Wholesale Bakery

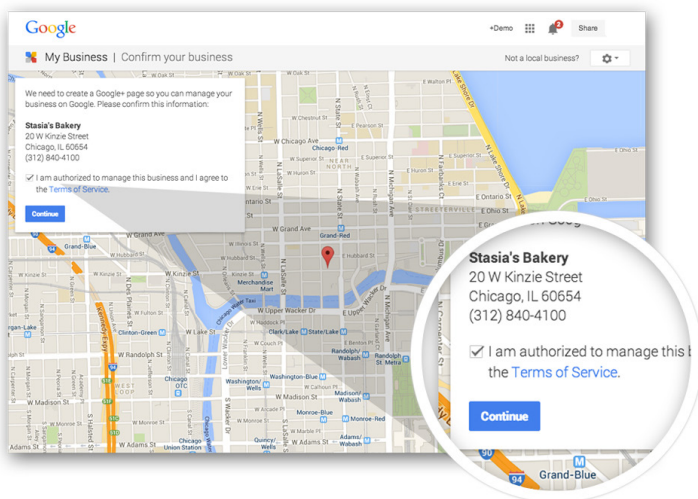
- Enter or edit your business details here. Select a category for your business. Don't worry if you can't find the perfect category—just choose something close. You can add more business details later.



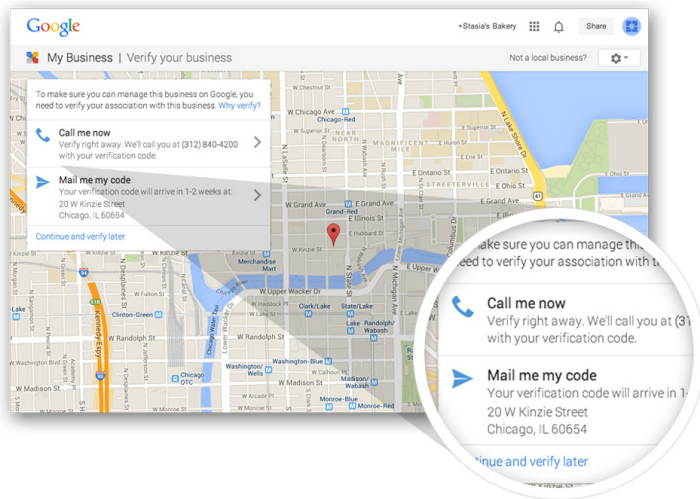
- Keep your residential address private, and/or add a service area to your business, by checking the box labeled "I deliver goods and services to my customers at their location."



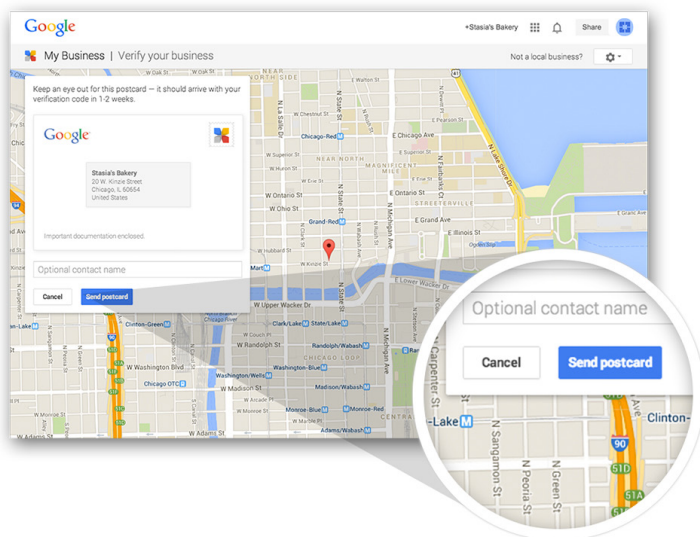
Then, specify the service area where you do business.



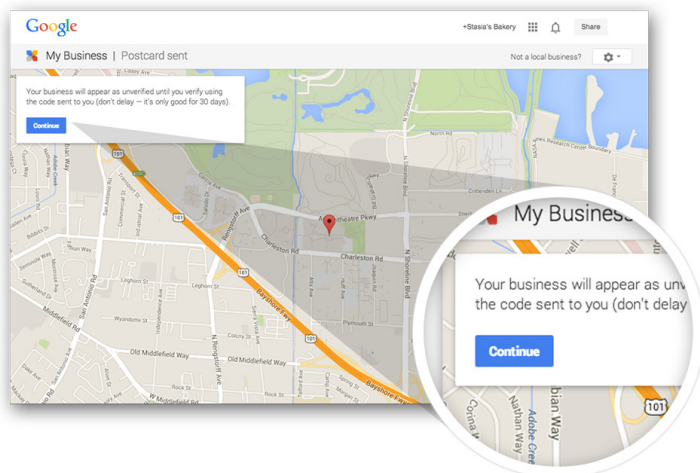
- Agree to the Terms of Service and confirm that you are authorized to manage this business.



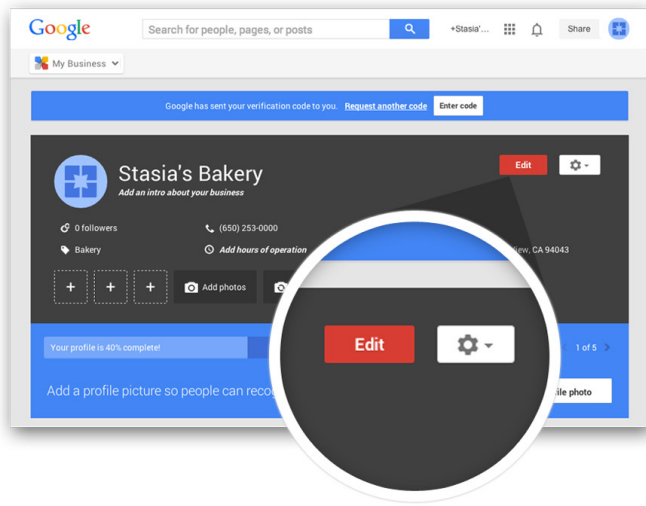
7. Verify that you're authorized to manage this business by entering a PIN number. To get your PIN, choose "Mail me my code," or "Call me now," if it's available.



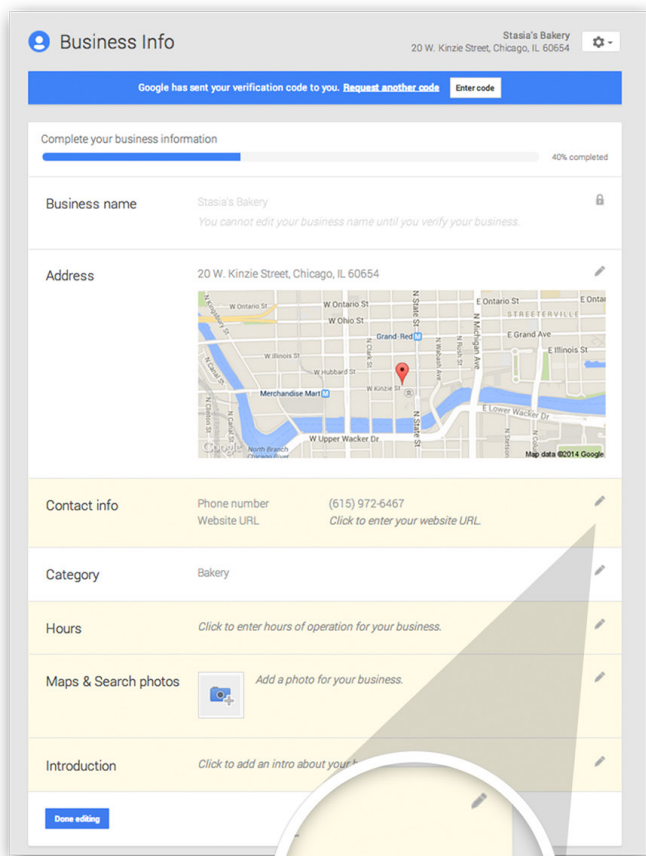
8. If you chose "Mail me my code" you can add an optional contact name. Click the "Send postcard" button and keep an eye out for the postcard. It should arrive with your verification PIN code in 1-2 weeks.



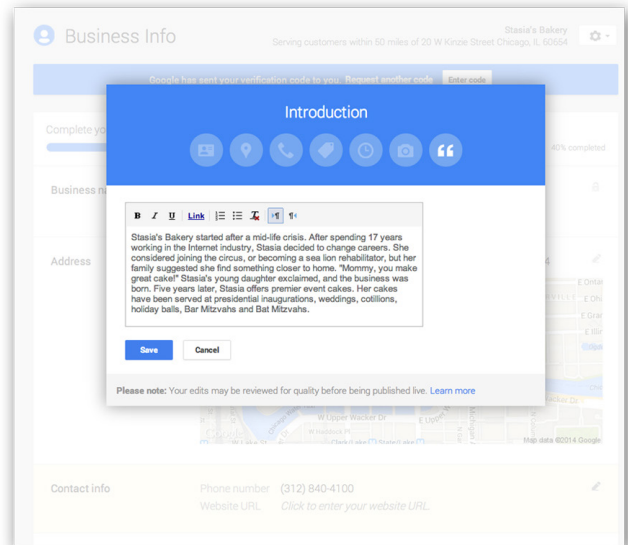
9. Your business will appear as unverified until you enter the PIN. Click "Continue" to see your Google My Business dashboard.

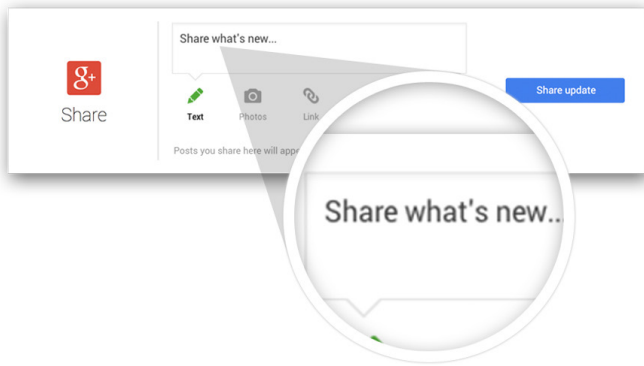


10. Edit your business information on this dashboard.

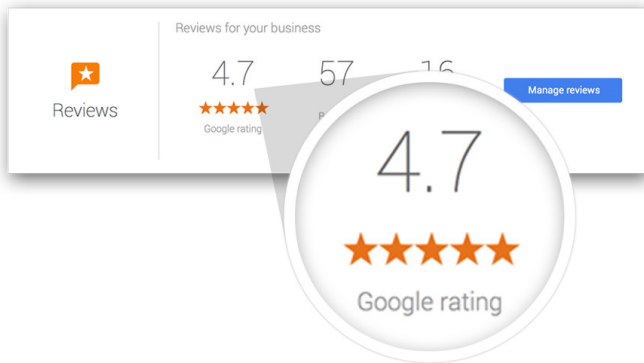


11. Click the pencil icons to edit your business information. Add a short description of your business, your operating hours, and other helpful information for your customers.

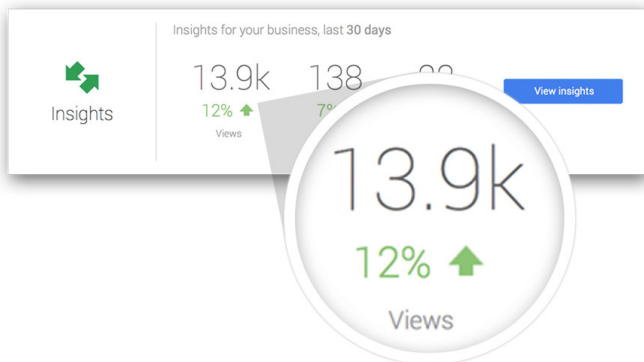




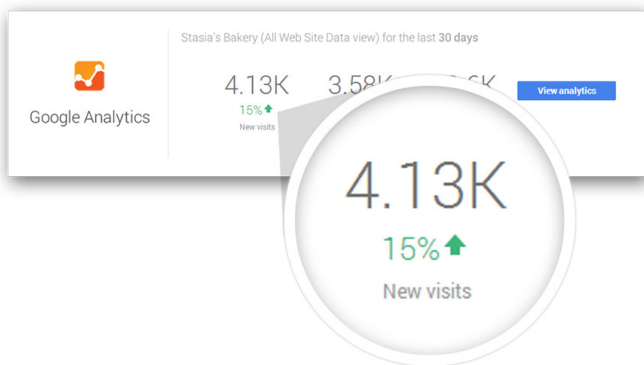
12. From the dashboard, you can share updates on Google+ and Google.com. To start writing, click in the box that says "Share what's new..."



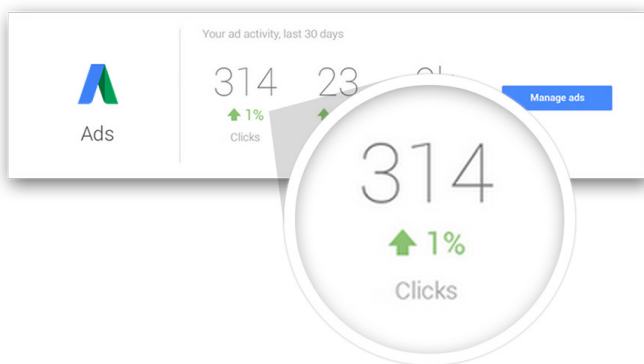
13. Read and respond to customer reviews about your business.



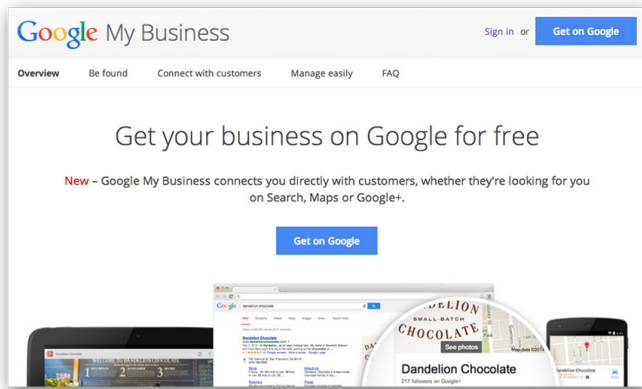
14. See how people interact with your business information across Google.



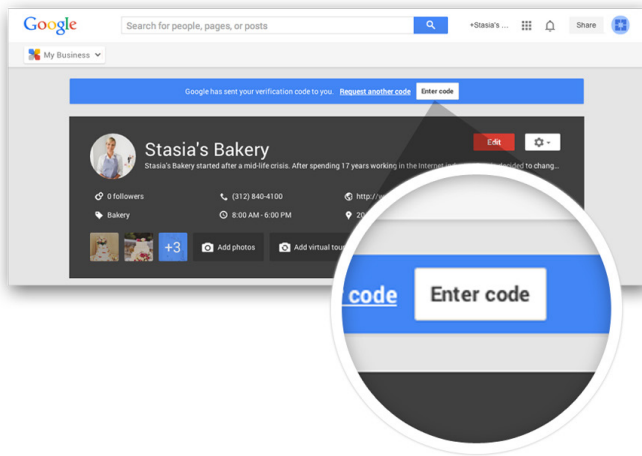
15. If you use Google Analytics, see top metrics and access your account directly from the dashboard.



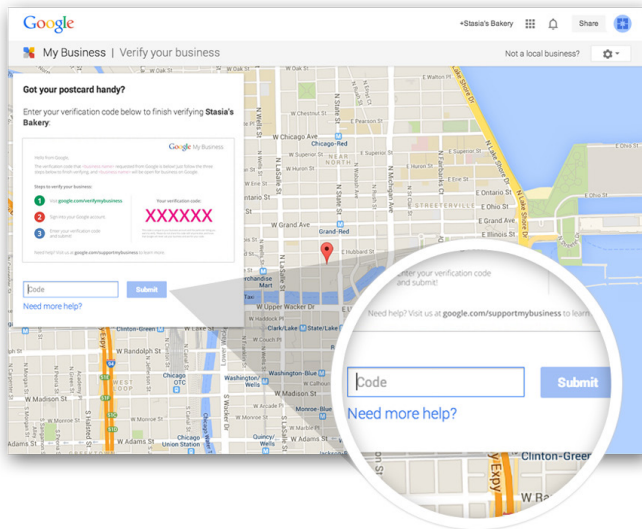
16. If you advertise with Google, see performance statistics and access your account directly from the dashboard.



17. When your PIN arrives in the mail, head back to Google My Business by visiting [www.google.com/mybusiness](http://www.google.com/mybusiness)



18. Click the button labeled "Enter code."



19. Enter the PIN and click "Submit" to verify your business.

**Congratulations, you set up Google My Business.  
Now your business can show up on Google Search and Maps.**