ADDING A NEW BUSINESS AND MANAGING YOUR INFO

HOW TO ADD A NEW BUSINESS?

If your business is not listed on Google Maps, you should access Google My Business online and look for the "start now" button. This will walk you through the signing up process and lead you to a window where you can add your business. You can also do this by searching for your business on google.com/maps and clicking on "adding a missing place" from desktop or mobile.

If you have multiple locations, you can manage them all under one main account. Be sure to repeat the verification steps for each business while logged into the account.

UPDATING YOUR INFORMATION:

Once you have set up your account and claimed your business, you can access the portal through https://business.google.com. It is important that you keep your business' information accurate and updated by editing your listing. You can change information like your address, hours, contact info, and photos to help potential customers find you and learn more about your business.

TO EDIT THE BUSINESS INFORMATION IN GMB'S DASHBOARD:

1. Sign in to Google My Business.

2. If you have multiple locations, open the location you'd like to manage.

3. In the menu on the left, click Info.

4. Make your edits. After each attribute you edit, click Apply.

5. To remove a section, next to the section, click Remove.

Keep in mind that removing information from the active servers could take up to 60 days. It also may stay in GMB's backup systems longer.

NOTE:

After you submit your edits, the status next to the information you edited will be "Under review." Google takes time to review the changes submitted to make sure they follow the guidelines for representing your business within its products. After you submit the changes, edits will be accepted, pending review or unaccepted. It may take a few minutes to see accepted edits publicly on Search and Maps.

IN GOOGLE MAPS APP:

If you own or manage a business that has one or more verified listings, you can edit your information directly from your Business Profile on the Google Maps app.

1. On your phone or tablet, open Google Maps.

2. To open your Business Profile, enter your business name in the search bar or tap Menu / Your business.

3. In the toolbar, tap Edit/info.

4. When you're done, in the top-right corner, tap Submit.

Pro Tip:

If you manage 10 or more locations of the same business, you can upload and edit business information in bulk.

At Discover Puerto Rico we are more than happy to assist in the process with an "instant verification" service free of charge. This service is available by appointment.

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