



Create a new GMB Listing

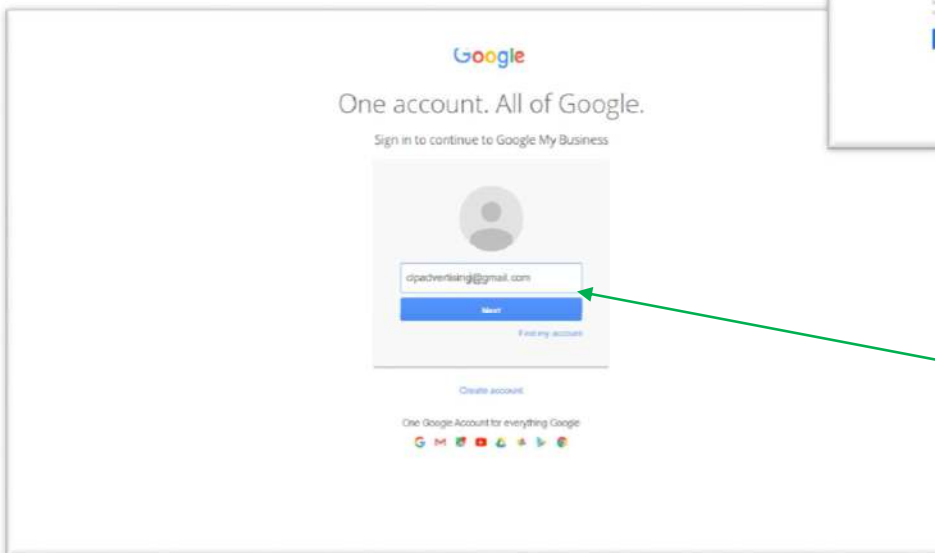
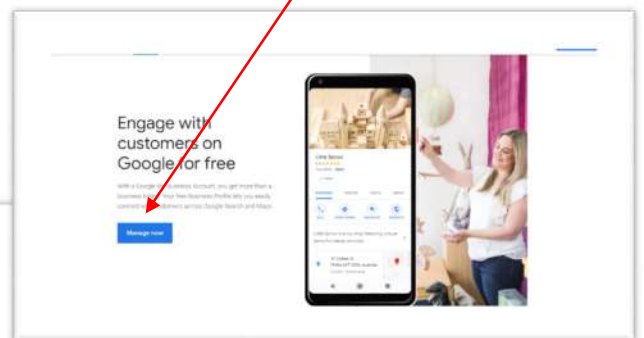
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Many of our clients and other business owners we talk to underestimate the power of Google My Business (GMB) for boosting website hits and searchability. We encourage every entrepreneur to sign up for a GMB listing and keep it updated, so we are here to show you how.

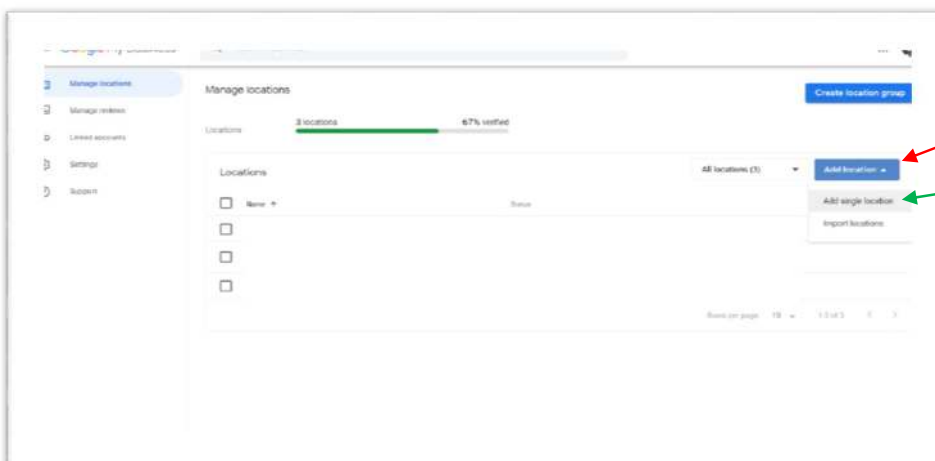
Firstly, head to the GMB website via the link below, then follow the instructions we have laid out to set your listing up for maximum results.

[Google My Business](#)

Click **Manage now**



2. Sign in using a **Gmail** account (*tip: start a business Gmail account*)



3. Click **Add Location**

4. Select **Add single location**

5. Type in your **Business Name**

a) if your business name comes up with the correct address **select it** (you will need to claim this listing)

b) or **click create a business with this name**. (continue with these steps)

Note: I have just typed in Business Name in this sample

6. Click **Next**

7. Type in your **main business category**

8. Click **Next**

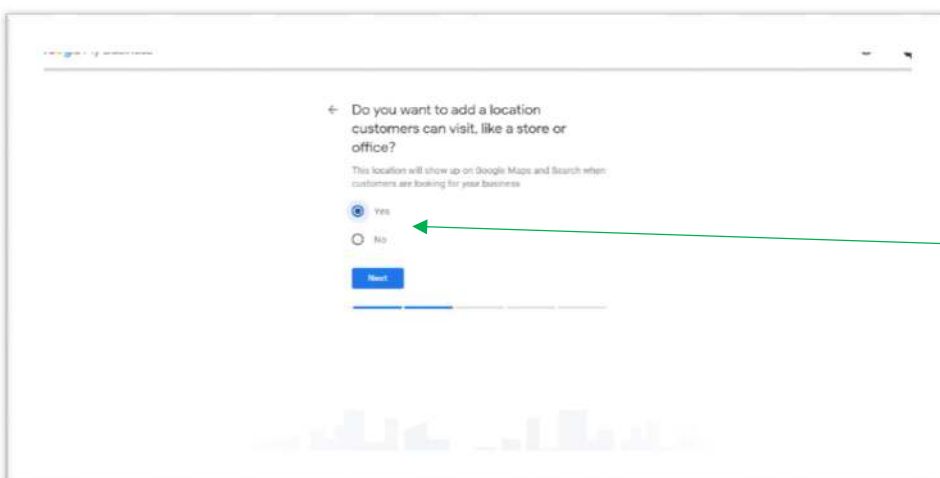
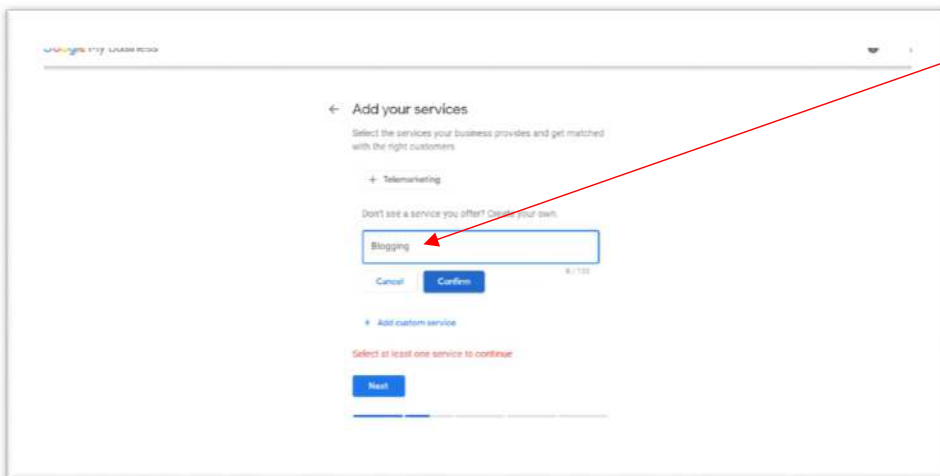
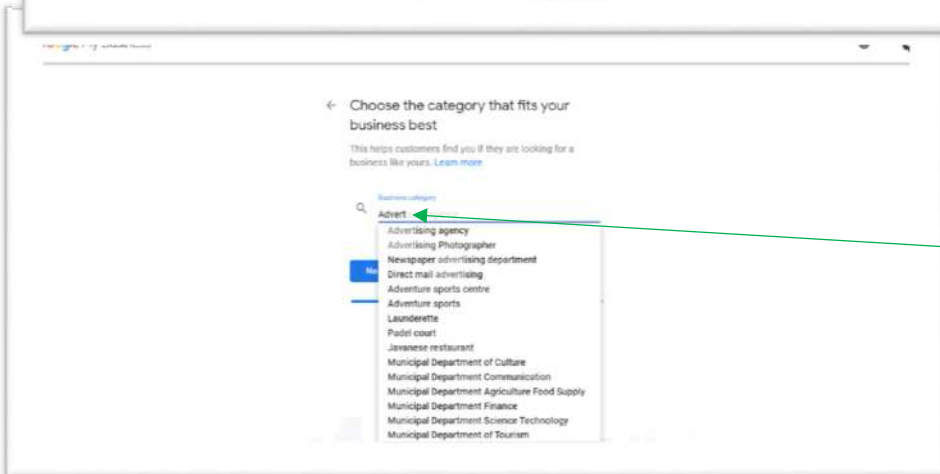
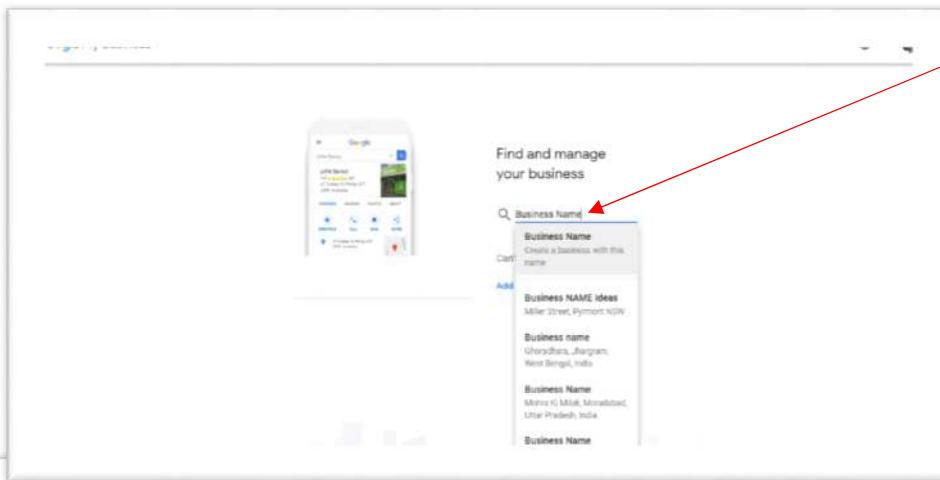
9. Add **services** (if relevant)

Note: Services can be updated at a later date.

10. Click **Next**

11. Do you want to add a location customers can visit, like a store or office?

Choose **Yes** or **No** and Click **Next**



If you selected **No**

12. Type in the **Areas you service**

13. Click **Next**

If you selected **Yes**

12. Type in your **Business Address**

13. Click **Next**

14. Enter your Business contact **phone number** & **website** if you have one.

15. Click **Next**

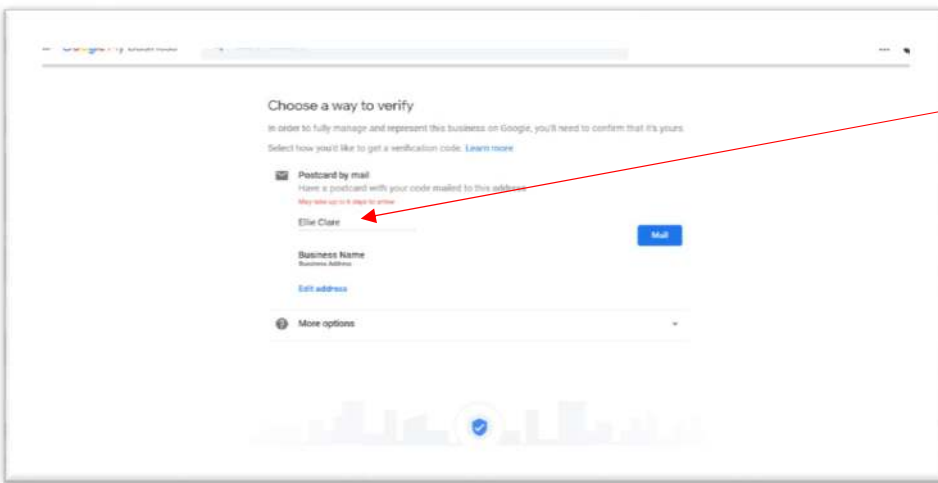
16. Select **Finish**

Please note: If you didn't enter a **business address**, they will ask you to enter an **address to verify your listing**.

Important: This address will not be made public so if you are running a business from home it is safe to enter your address here.

17. Type in your **business address**

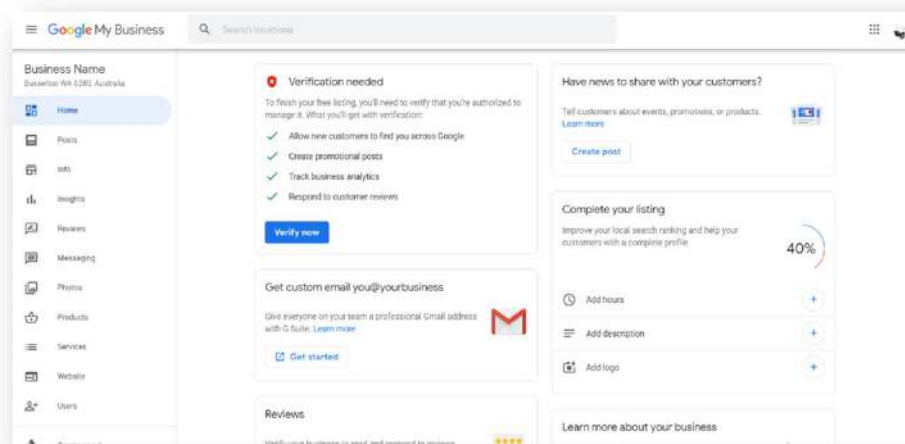
18. Click **Next**



19. Type in your **contact name**

20. Check your **business name & address** are correct

21. Click **Mail**



Welcome to your new Google My Business Listing

These instructions are just the basics, so if you have any queries or get stuck, feel free to contact us for help.

Please note that these instructions were created in early 2020 and updates to the GMB platform may affect the process and it may change over time.

For more useful insights on GMB and how to manage your listing, stay tuned for our future blog posts. If you haven't already signed up to our mailing list to receive this blog straight to your inbox, click the link below so you don't miss a thing!

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