

How to set up Your Google My Business Page

It's recommended you set it up from a desktop or a laptop as it will be much easier.

1. Create a Business Google Account

Before you can create a Google local listing, you'll need to create a Google Account. You can either use an existing email to set up your Google Account or you can make a new one.

2. Visit the Google Business Profile Gateway

Once you have your new email address, head to google.com/business and click 'Manage now'.

3. Look for the Business

Begin by typing in the business name to see if a profile with this name already exists. If it does, then you'll see it appear as you're typing. If it doesn't show, then go ahead and click 'Add your business'.

4. Add the Business Name and Category

If you're creating a new profile, then the next step is to add the business name and category. The name that you use here should exactly match the official business name.

5. Enter the Business Location

You can now provide the address. It's important that the address you give is accurate and complete to prevent any issues with the verification process.

6. Add Contact Details

Enter the phone number provided by Opus VO, you also have the option to add the business website.

7. Verify the Business

You'll be required to choose a verification method to prove the business is operating at the specified address. Receiving a postcard by mail to the business address is the most common route for verification.

8. Add Your Business Hours

Add your business hours so that potential customers know when they can visit or contact you.

9. Add the Business Description

Provide a good description of the business so consumers know exactly what your business does.

10. Add Photos

Adding photos is a fantastic way to help searchers visualize the business and to get a glimpse of the brand.

Your Google My Business profile is now set up and you're one step closer to business success.