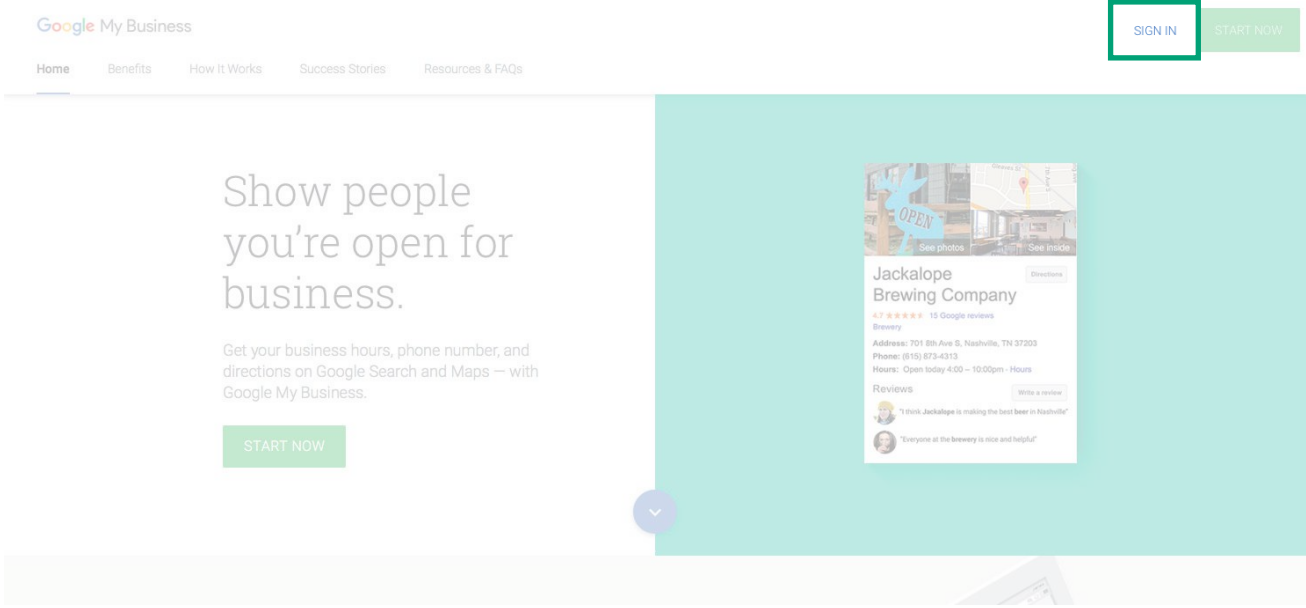


# Google My Business

## A Quick Setup Guide

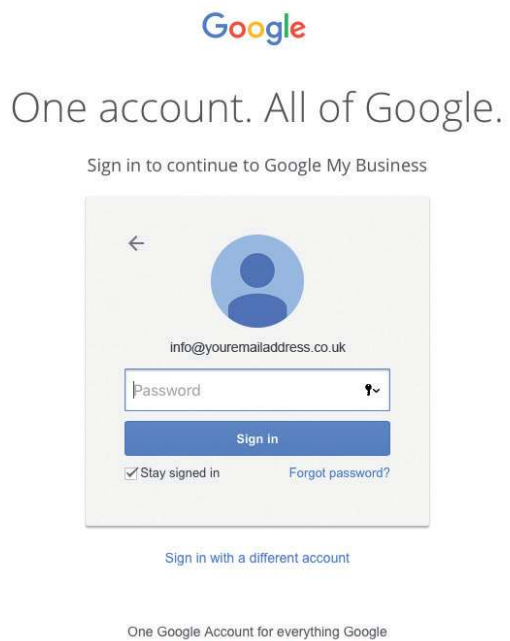
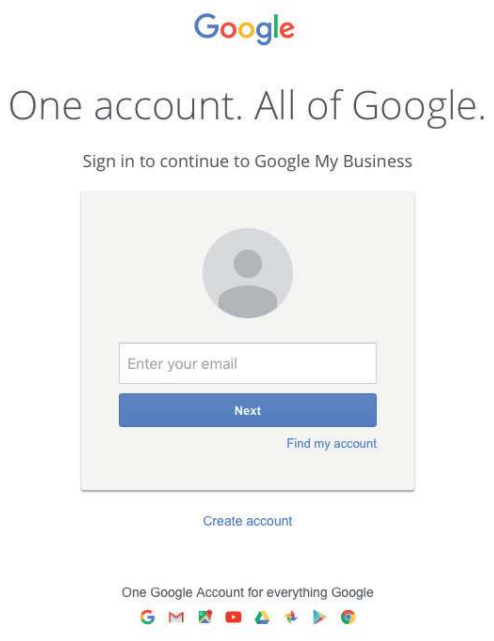
1

You will need to add your business' location to **Google My Business** so that it can appear on your Google AdWords adverts. To add your location, please use the following website: [www.google.com/business](http://www.google.com/business) and click "Sign In".



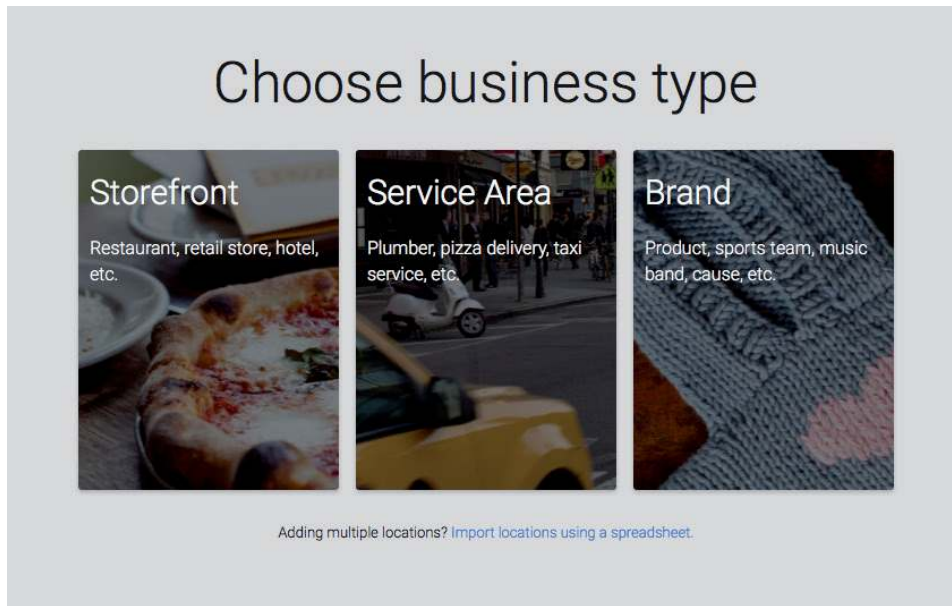
2

To sign in to your Google account, please enter your email address and password.



3

Select your business type by clicking on the correct image.



4

Complete all the details about your business and click "Continue".

Business name

Country / Region  
United Kingdom

Street address

Post Town  
Enter the full post town name

Postcode

Main business phone

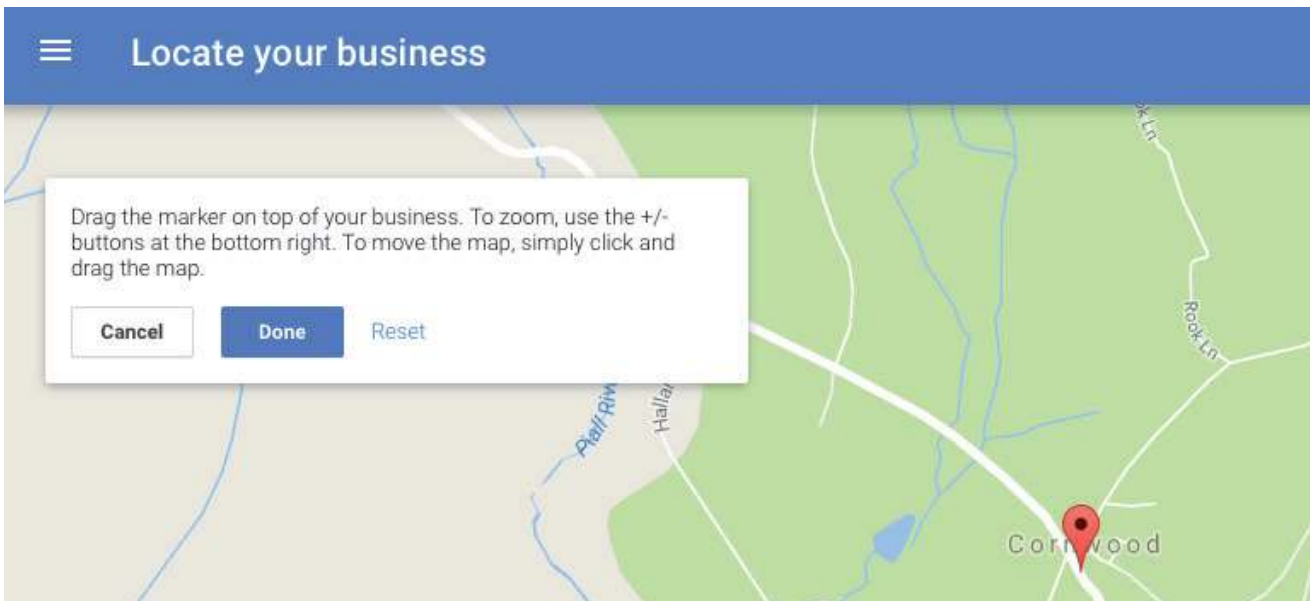
Category  
Enter a category

I deliver goods and services to my customers at their location  
-Important information  
 Yes  No

Continue

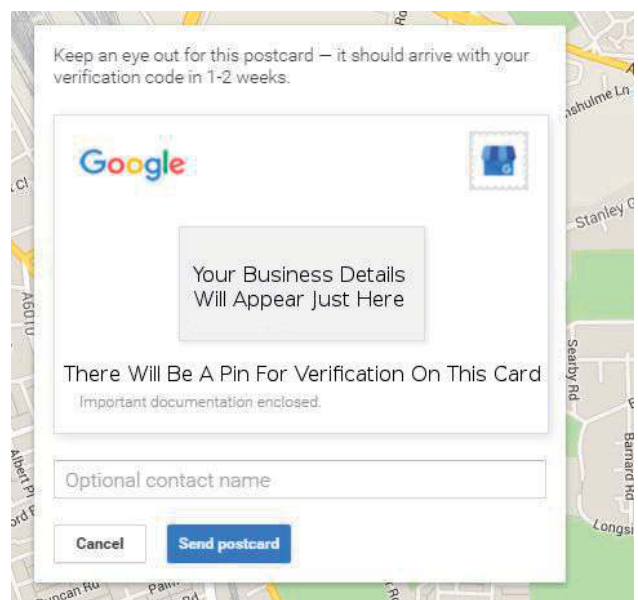
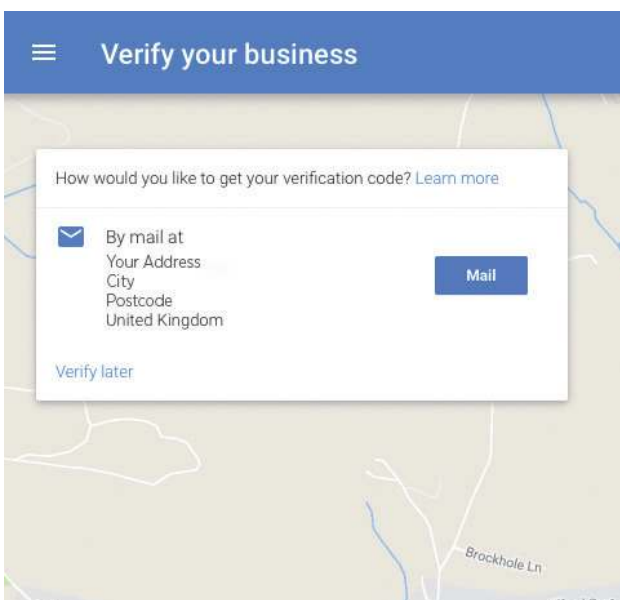
5

Use the location marker and move it to be on top of your business. When you are happy with the positioning, click “Done”.



6

You will need to verify your business location. Google will provide you with the available options for receiving your verification code. The majority of the time, the only available option is by post. This can take around 1-2 weeks. Click on the “Mail” button.



7

When you receive the postcard through the post, please use the following link to enter the verification code: [www.google.com/verifymybusiness](http://www.google.com/verifymybusiness)



Congratulations.

Your business location is  
successfully added.