



GOOGLE BUSINESS VERIFICATIONS VA ACTION MAP STEP-BY-STEP

Hi Virtual Assistant,

I would like you to set up a New Business Listing for our client.

Please follow the step-by-step procedure below.

Here is the information you will need. Please make sure you copy and paste exactly as shown below when setting up the listing.

Business Name: _____
Address: _____
City: _____
State/Province: _____
Zip/Postal Code: _____
Country: _____
Phone Number: _____
Website URL: _____
Email Contact: _____
Use Category: _____
Gmail Address: _____
Password: _____
Contact Person: _____

I deliver Goods & Services to my customer at their location. (Yes or NO) _____

My business delivers goods & services to customers within this area (City or Zip Code) _____

Or Within _____ miles of my business

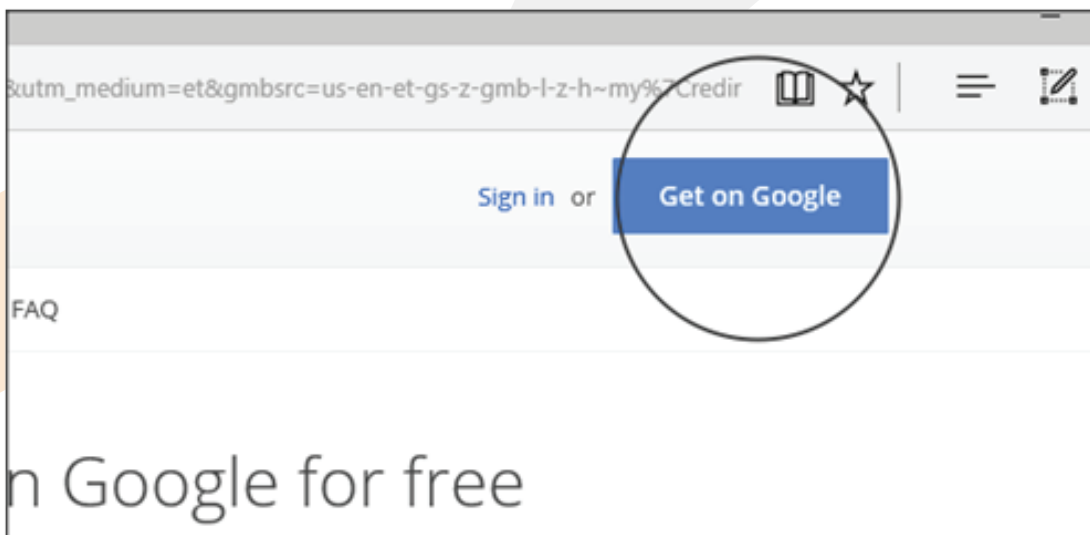
_____ (Checkmark) I also serve customers at my business

Please let me know if you have any questions?

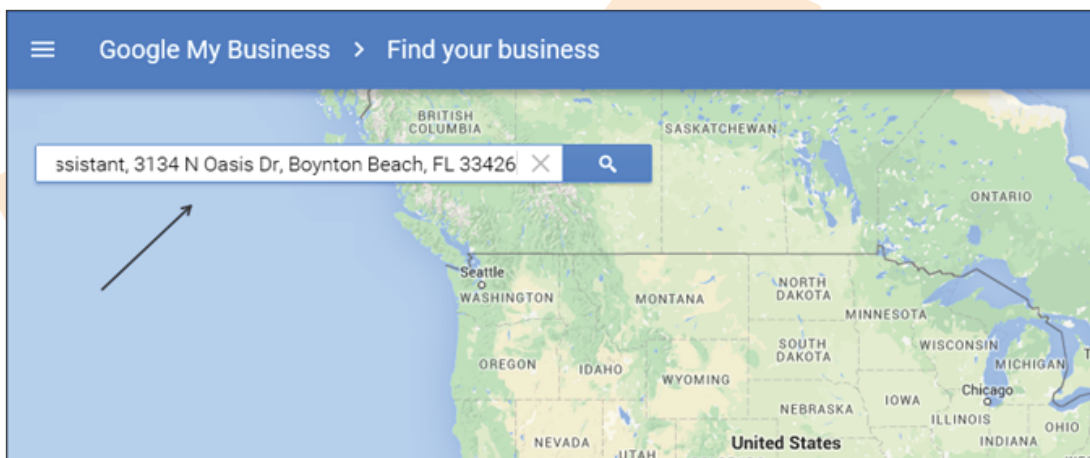
STEP 1, 2, 3

Please follow the steps below.

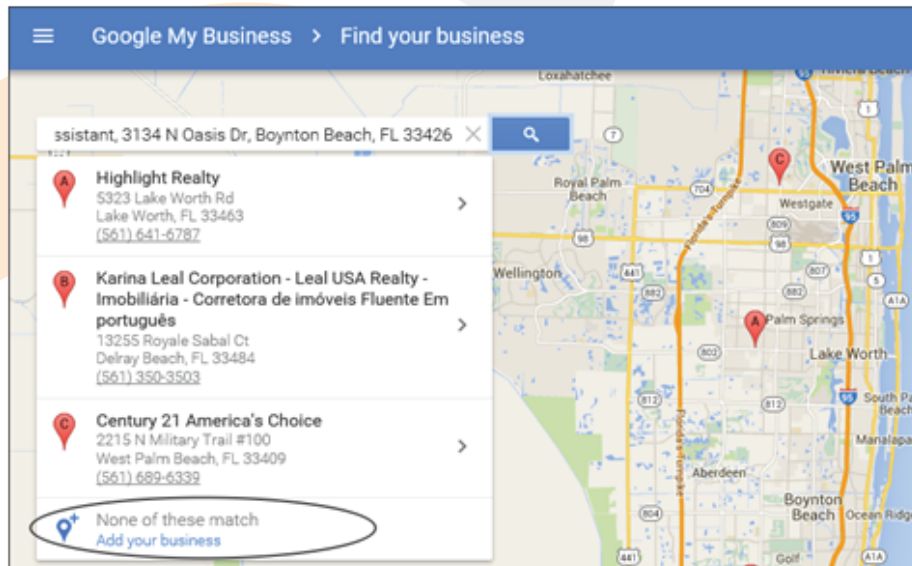
- 1) Go to www.google.com/business
- 2) Click the Get On Google button



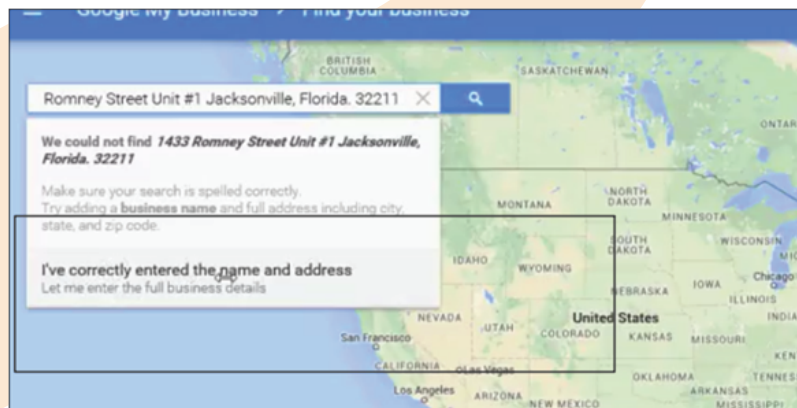
- 3) Sign in with the Gmail account provided. You should then get the map, if you do not open another tab and go to www.google.com/business. Enter the business name and address. In this case for an example we will use Your Claim Assistant 3134 N Oasis Dr, Boynton Beach, FL 33426



4) The business may not be listed in which case you will see something like;



If business is not listed, choose “none of these match add your business” as we have given it to you. You might also see a screen that shows the address but not the business name, if so you will choose “I’ve correctly entered the name and address let me enter the full business details”



5) Either way you are going to need to fill in the information supplied to you; Business Name, Street Address, City, State/Province, Zip/Postal Code, Phone Number, Email Address, Website URL, Category. It is very important that you fill in the information exactly as it is given to you as this has been researched and **MUST** match other listings.

We will supply you with the other options as well, circled below

Google My Business > Add your business

Business name
Real Estate Assistant

Country / Region
United States

Street address
3134 N Oasis Dr

City
Boynton Beach

State
Florida

ZIP code
33426

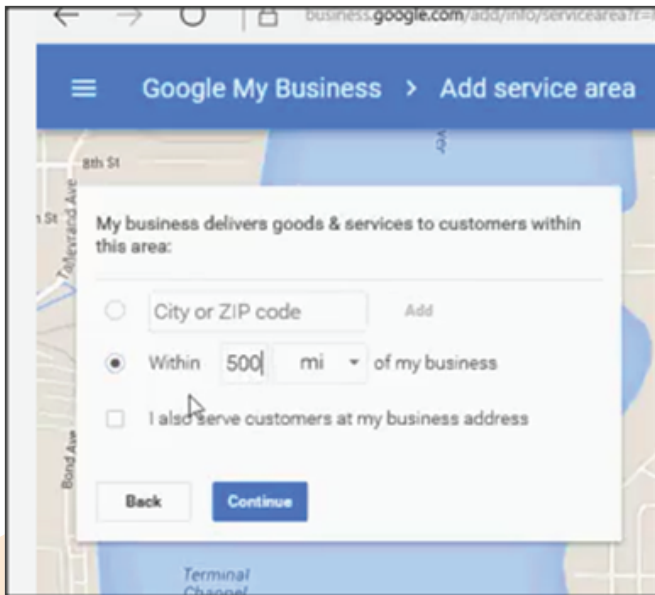
Main business phone
(561) 240-7171

Category
Enter a category

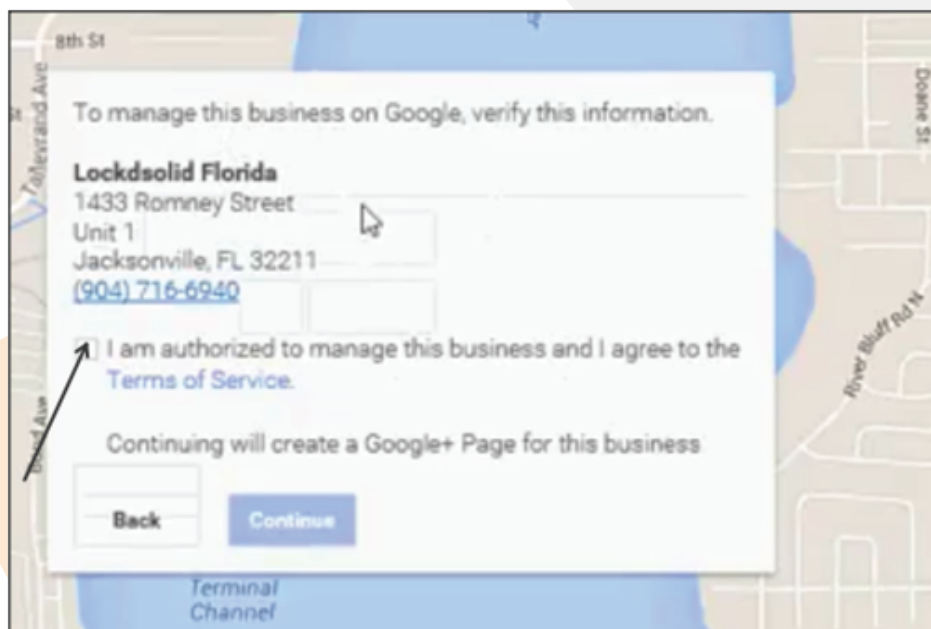
I deliver goods and services to my customers at their location – Important information

Back Continue

Next you will be asked about delivering to your customers, we will supply you with this information, but below is a screen shot of what you might see;

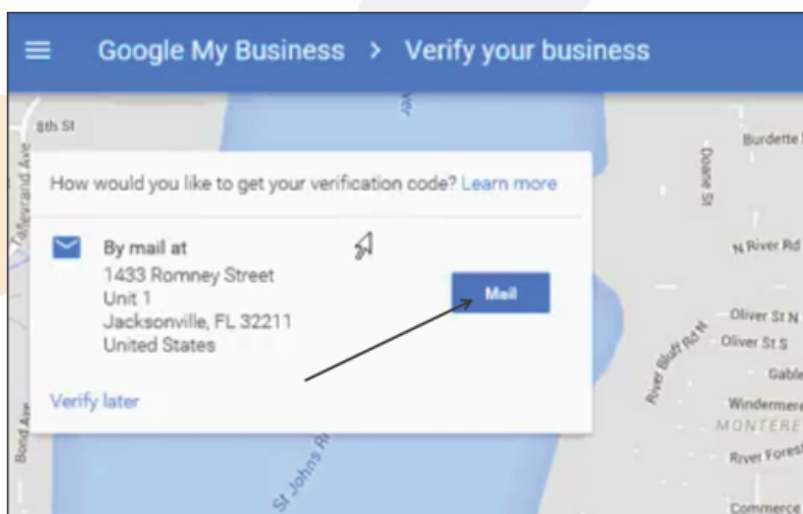


6) Next you will be asked for authorization verification, check off "I am authorized to manage the business and I agree to the Terms Of Service."

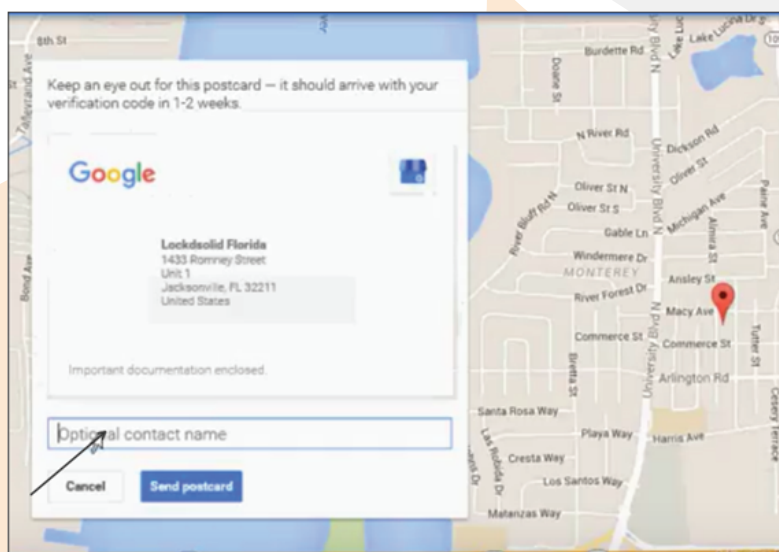


STEP 7, 8

7) You will then see a “How would you like your verification code” screen, after verifying that the address is the same as the one you have been given, select Mail

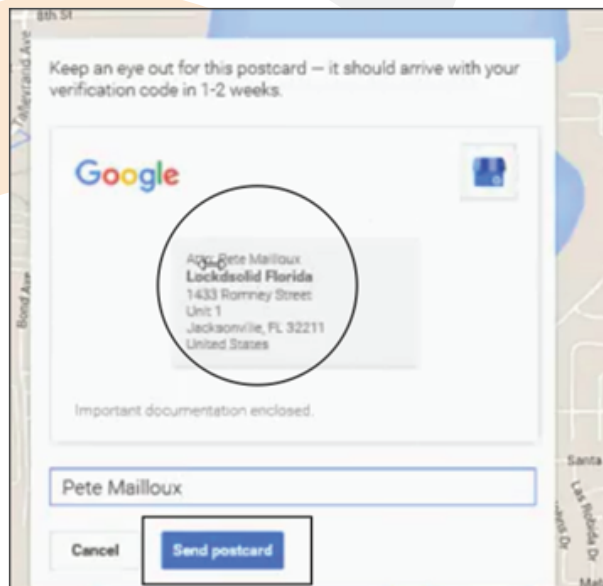


8) You will then see a picture of the postcard that will be sent, please enter the name you have been given into the Optional Contact Name section



STEP 9, 10

9) Re-verify the address and the contact name, take screen shot of the postcard and email it to us, then click on send postcard.



10) Once you receive the confirmation of Postcard sent you could log out.

