



# Claim your google page

## Points to note:

If the business already exists or someone has claimed the business, you can request ownership.

If your business is not yet on google you can create your profile by following the steps numbered below.

If your business does not have a physical location you can enter the city or town instead.

## Creating a google business profile on your computer:

1. Go to the **Google Maps** <https://google.com.au/maps>
2. Click the top left hand corner **menu**.
3. Click '**Add your business**'.
4. Enter the name of your business, then click **next**.
5. The following steps may vary depending on which type of business you are adding.
6. Try to enter as many details about your business as possible including the days you are open, business address, phone, email, website (if you have one), location for google maps,
7. Click **Next** after each question is answered.
8. You will need to verify your profile. To verify select an option on the screen.
9. Click **Verify**.
10. Once you are done you can begin to promote your business, track business analytics and gather customers reviews.

Google Business Profile Help: <https://support.google.com/business>