

<https://g.co/kgs/bVguZXu>

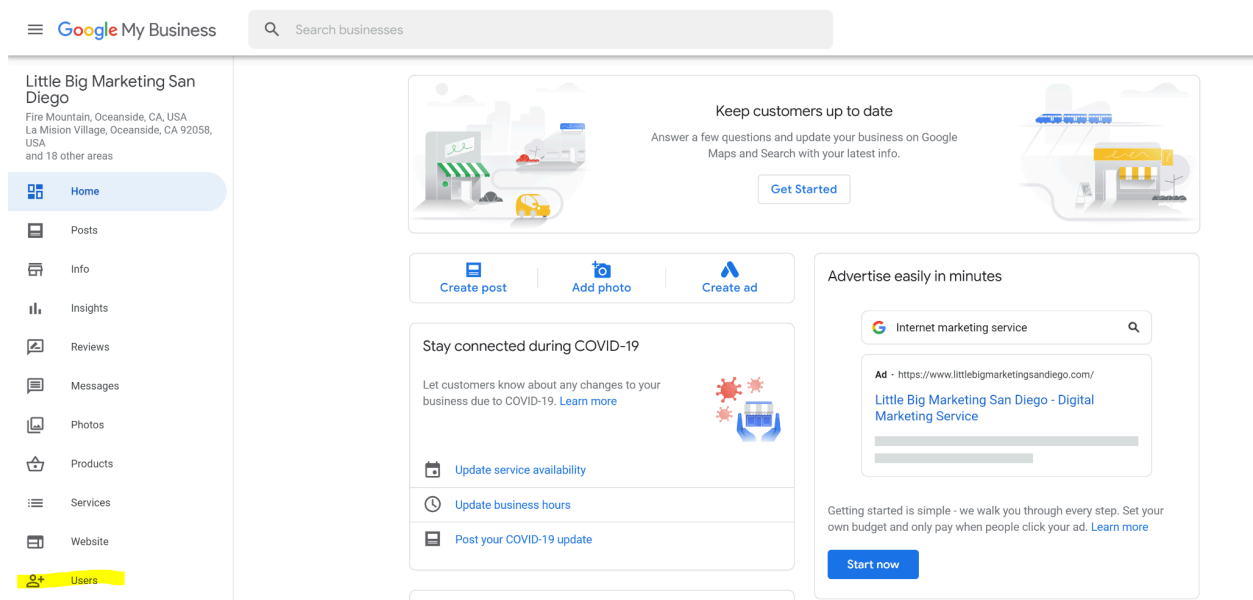
HOW TO ADD A USER TO YOUR GOOGLE MY BUSINESS ACCOUNT


You must be a property owner (or an owner of a parent property) to add or remove a user.

Add the email we created as a 'manager' following these steps:

Desktop instructions:

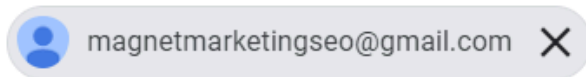
1. On your computer, Google "My Business" or your business name. If you have multiple locations, open the location you'd like to manage.
2. In the menu on the left, click Users.



3. At the top right, click ADD new users .
4. Enter the name or email address of the user you'd like to add.
5. To select the user's role, click Choose a role > **manager**
6. Click Invite.
7. We will receive an email and accept the invitation.

Add new users

Allow others to help you manage business info and customer reviews.



Enter names or email addresses

Choose a role ▼


[Learn more about roles](#)

Cancel

Invite

Create a custom email domain for your team with Google Workspace. [Learn more](#)





This page displays all active users and people who are invited to become users. To cancel pending invitations, click  in the row with the invitation you want to remove.



When an invitation is accepted, the owners of the profile are notified through email. All users in the account can find the names and email addresses of the owners and managers of the profile.

Tip: If you want to transfer ownership of your profile to someone else, you can [learn how to transfer ownership of a profile](#).

iPhone or iPad instructions:

1. On your iPhone or iPad, open the [Google My Business app](#).
If you have multiple locations, open the location you'd like to manage.



2. Tap Menu  > Manage users.
3. At the top right, tap Add user .
4. Enter the name or email address of the user you'd like to add.
5. To select the user's role, choose > **Manager**
6. Confirm the email address, then tap Send.



This page displays all active users, as well as people who are invited to become users. To cancel pending invitations, next to the invitation you want to remove, tap More  > Remove .

When an invitation is accepted, the owners of the profile are notified through email. All users in the account can view the names and email addresses of the owners and managers of the profile.

Tip: If you want to transfer ownership of your profile to someone else, you can [learn how to transfer ownership of a profile](#).

Android instructions:

1. On your Android phone or tablet, open the [Google My Business app](#).
If you have multiple locations, open the location you'd like to manage.
2. Tap Menu  > Manage users.
3. At the top right, tap Add user .
4. Enter the name or email address of the user you'd like to add.
5. To select the user's role, choose > **manager**
6. Confirm the email address, then tap Send.

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