

Instructions for the Personal Instance setup

Hello. We appreciate your patience. We are implementing private instances of Local Viking.

What defines someone as an **Agency**?

You are an **Agency**, if you manage other businesses Google My Business listings as part of your own business's services.

You are a **Small/Medium Business** if you only manage your own business Google My Business listing.

There is **no additional cost** for using the Google My Business api nor is there any additional costs for setting up the private local viking instance and using the white-label features. All pricing will remain the same.

Step 1

1: If you are an a **Small/Medium Business**,

Fill out the Internal LV Private Instance Request Form

https://localviking.com/private_instance_requests/new

If you are an **Agency** please continue on with the steps.

Step 2

3A: If you are an **Agency**, Apply for a **Google API**.

Do not call your project “Local Viking” or any variation along those lines. Whatever your project is titled, make sure it does not have the word viking.

Fill out the Google API Request Form at P.S when you apply use an email for an allowlist request form with your domain name on your website

https://docs.google.com/forms/d/e/1FAIpQLSfC_FKSWzbSae_5rOpgwFelUzXUF1JCQnlsZM_gC1I2UHjA3w/viewform

If you need **video instructions** on how to fill out this form, please watch this video:

<https://drive.google.com/file/d/1uceW5IKQ7YIKBvainXnw0IzIStJ85p7d/view?usp=sharing>

You MUST be approved by Google to complete the entire process. Please submit a screenshot of the email stating you were approved to us. The link below shows the email we need to see. If you do not have this email, you have not gotten approved yet.

Begin forwarded message:

From: Google My Business API <mybusiness-api-request@google.com>
Subject: Blueprint Digital- Access to Google My Business API
Date: July 23, 2021 at 5:19:53 PM EDT
To: [REDACTED]

Congratulations! Your project has been approved to use the Google My Business API!

To get started using the APIs, please review our [Basic Setup](#) guide.

You can use the Google My Business API [support page](#) to contact support as well as find our community forum, where you can submit questions, give feedback, and discuss with your fellow developers how to best make use of the Google My Business API.

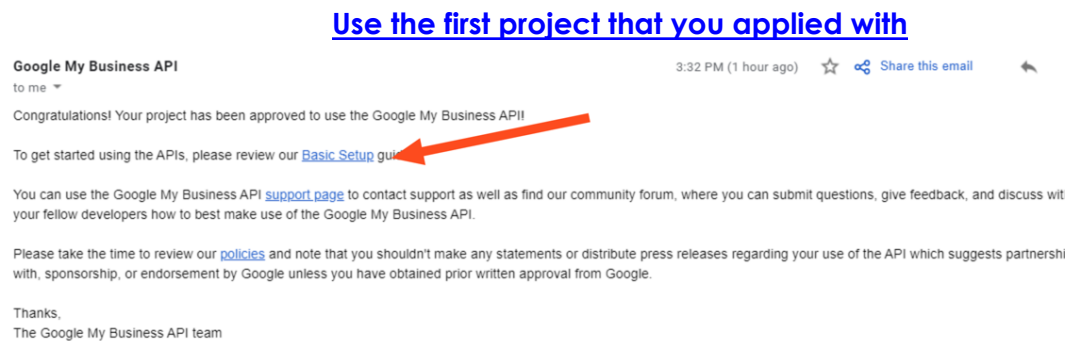
Please take the time to review our [policies](#) and note that you shouldn't make any statements or distribute press releases regarding your use of the API which suggests partnership with, sponsorship, or endorsement by Google unless you have obtained prior written approval from Google.

Thanks,
The Google My Business API team

Step 3

3B: Enable the Google API. Once you received the email from Google saying you were approved, you need to enable your Google API. Enter the basic setup linked in the confirmation email, see below.

Note: if you've got an existing project with the Google My Business API approved for it, use that one. Do not create a new one. Google My Business will only allow access to the API for one project.



Please follow these instructions to enable it.

<https://docs.google.com/document/d/19EoW-aLNQV6NyKjxXVLXfgQ0cG0NfgIKycSm9UPNX68/edit?usp=sharing>

If you cannot find google my business API click on this link

<https://console.cloud.google.com/apis/library/mybusiness.googleapis.com>

Enable this APIs

My Business Business Information API

My Business Notifications API

My Business Account Management API

My Business Q&A API

My Business Verifications API

Business Profile Performance API

(if you don't know how to do that [click here](#))

Step 4

4: If you are an **Agency**, Designate a **Subdomain**.

For example, if your website is listing-manager.com, you might designate gmb.listing-manager.com as a subdomain.

You will need to set a CNAME record for that subdomain, which is wl.localbusinessreporting.com.

If you are with [Godaddy](https://godaddy.com), follow these steps to set your CNAME up

If you are with [NameCheap](https://namecheap.com), follow these steps to set your CNAME up

If you are with [Cloudflare](https://cloudflare.com), follow these steps to set your CNAME up

If you are with [Squarespace](https://squarespace.com), follow these steps to set your CNAME up

If you are with another registrar, please go to [Google](https://google.com) and search “how to add a cname for **Insert Name of Registrar**” You will be given instructions on how to set a CNAME record up.

Please note, after adding a CNAME record and specifying your white label configuration, it can take up to 2-3 hours while the DNS records refresh (although 20 minutes is more typical)

If you want to check if your CNAME was properly set up correctly go [here](#), type in the subdomain you picked. Click this [image](#) to see the correct setup.

Step 5

After you Create Subdomain go back to <https://console.cloud.google.com>

Use the same project that you used for the application of API

Complete the **Oauth Consent** steps.

!DO NOT ADD A LOGO!

Click this link for instructions on what to do.

<https://docs.google.com/document/d/1gGmubdydZpwp6aTw1JF07p9d25dSMwvdFeBpafeKHkA/edit?usp=sharing>

If you need **video instructions** on how to complete these steps, please watch this video:

<https://screencast-o-matic.com/watch/crI0qyViBGx>

Step 6

6: If you are an **Agency**, Configure your **White Label Domain** on Local Viking.

[Login](#) to your Local Viking account, go to

https://localviking.com/white_label_configurations

and configure your white label domain.

Click this link for instructions on setting your white label configuration up

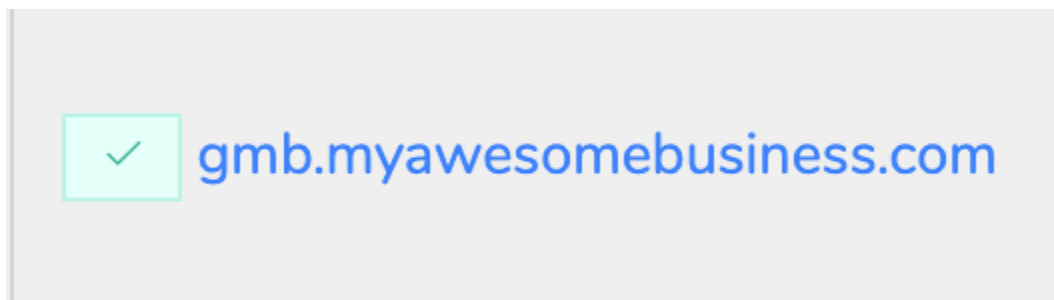
https://docs.google.com/document/d/1J_-v6xzEmKg6eXkVuti2bRCGM3AggyqHbAKoUvSo9P8/edit?usp=sharing

Don't forget to add the Client ID to the Google App ID

Don't forget to add the Client Secret to the Google App Secret

Don't forget to add the Subdomain to the White Label Domain

The properly configured Whitelabel configuration in Local Viking will have a green check mark next to it on the https://localviking.com/white_label_configurations page:



Please, contact support if the green check mark doesn't appear 2-3 hours after configuration!

7: If you are an **Agency**

- Message/Email us your **Subdomain** you set a CNAME record for
- Message/Email us your **Client ID**
- Message/Email us your **Client Secret**
- Message/Email us a screenshot with the email confirming your **API request** was approved

You can contact us by logging into your Local Viking account and messaging live support or email us at team@localviking.com