



Google Business Profile

How to Add Users to Your Google Business Profile

1. **Log in to Your Google Business Profile**

Go to business.google.com and sign in with the Google account linked to your business profile.

2. **Select Your Business**

If you manage multiple locations, select the business you'd like to share access to from the list.

3. **Open Users Management**

In the menu on the left, click on **Users** (sometimes displayed as **Business Profile settings** then **Managers**).

4. **Invite New Users**

In the Users window, click the **+ Add users** button in the top right corner.

5. **Enter Email Addresses**

In the pop-up window, enter **Jessica@leftcoastmarketing.com** and **Tony@leftcoastmarketing.com** as the email addresses to invite.

6. **Choose a Role**

- Select **Manager** to allow access for most tasks, including updating business info and insights.
- If full access is needed, choose **Owner**, which grants all permissions.

7. **Send the Invitation**

Click **Invite** to send the access invitation to Jessica and Tony. They will each receive an email to accept the invitation and complete access.

More from Google Support: How to add and remove owners and managers from your business profile: <https://support.google.com/business/answer/3403100?hl=en>