



Checking Your Business' Google Profile

This guide will explain how to check your business' Google profile, as well as how to claim the business as yours and make edits if necessary. This process can be completed using either a computer or a smartphone.

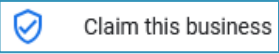
OPTION 1 – GOOGLE MAPS

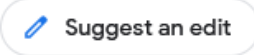
1 FROM A COMPUTER: In a browser, go to Google Maps (maps.google.com) and search for your business name in the search bar at the top-left.
FROM A SMARTPHONE: Open the Google Maps app and search for your business name in the search bar.

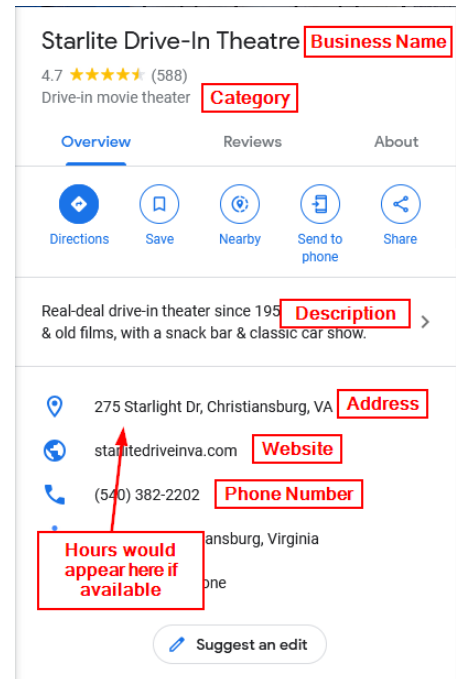
2 If more than one search result appears, click on the appropriate result.

3 SMARTPHONE: After reviewing the "Overview" tab, find the "About" tab to the right to review all further information.
COMPUTER: Review the Google listing on the left side of the screen.
BOTH: Specifically review the following data for accuracy (note that some of this data may not exist currently and can be added by you):

- Business name
- Category (underneath reviews count)
- Description
- Address
- Website
- Phone number
- Hours

4 If the business is not claimed and you would like to claim it as yours, click the  option (on the "About" tab on a smartphone) on the listing and complete the steps that follow.

5 If you would like to make edits to any of the data listed in step 3, click the  button on the listing and then click the "Change name or other details" option when it appears. Make all necessary edits and then click the "Submit" button at the bottom.



OPTION 2 – GOOGLE BUSINESS PROFILE MANAGER

If you would like more control over your Google business profile, visit business.google.com to sign in and easily manage all information.

If you have questions or need help with this process, please contact Ross Wilsie (NRVCS, Behavioral Wellness Media Specialist) at rwilsie@nrvc.org.