

Claim an existing Google Business Listing



To claim an existing Google Business Listing, follow these steps:

- 1. Search for Your Business:** Go to Google Maps (maps.google.com) and search for your business name. If your business appears in the search results, it likely already has a listing.
- 2. Click “Own this business?” or “Claim this business”:** If your business listing is already on Google Maps but hasn’t been claimed yet, you should see an option that says “Own this business?” or “Claim this business”. Click on this option.
- 3. Sign in to Google:** You’ll be prompted to sign in to your Google account if you’re not already logged in.
- 4. Verify Your Connection to the Business:** Google may ask you to verify your connection to the business by providing some additional information or documentation. This could include information such as your business’s phone number, address, website, or verification code sent by postcard.
- 5. Submit Your Claim:** Once you’ve provided the necessary information and verification, submit your claim. Google will review your claim and may take several days to process it.
- 6. Check Your Email:** Google will typically send a confirmation email once your claim has been processed. This email will contain instructions on how to manage your Google Business Listing.
- 7. Manage Your Listing:** Once your claim has been approved, you’ll have access to your Google Business Listing through the Google My Business dashboard. From there, you can update your business information, add photos, respond to reviews, and more.

By claiming your existing Google Business Listing, you control the information that appears about your business on Google Maps and other Google services.