

Google My Business Access Instructions

1. Login to business.google.com with the email that you originally verified your Google business page with
2. Click the 3 bar menu in the top left
3. Click All Locations
4. Find your business location on that page. If you have multiple locations then this will need to be repeated across any that Venta is managing
5. Click “manage location” on the locations box
6. Click “Users” on the left-hand tab
7. In the pop-up window, click the person icon in the top right
8. In the Add New Users pop up, add [accounts@ventamarketing.com]
9. Set the role as owner so that we can always make the necessary improvements for your campaign’s performance. This still keeps you as the owner as well
10. Click Invite
11. Let us know when you’ve completed it and we will confirm that it is set up properly!