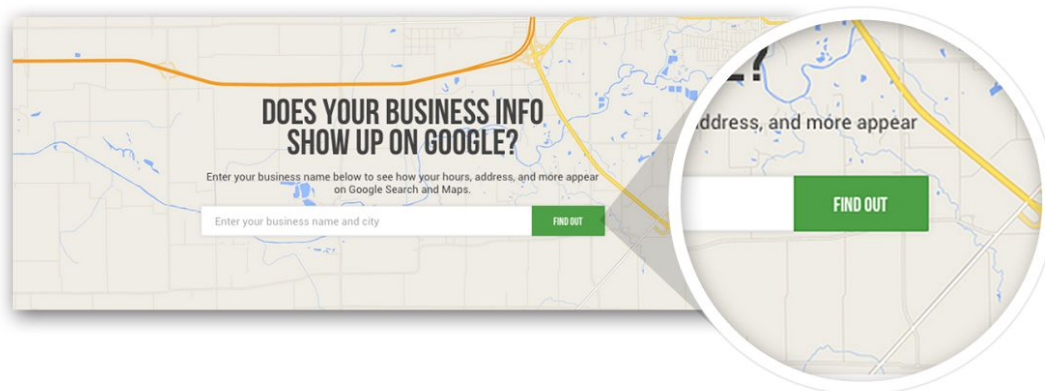


with Google

gybo.com

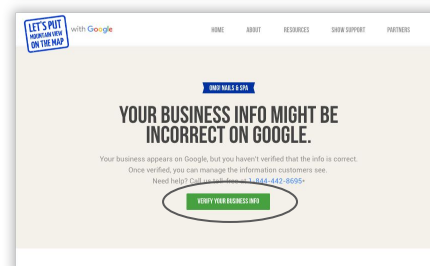
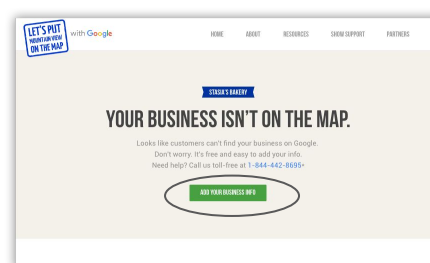
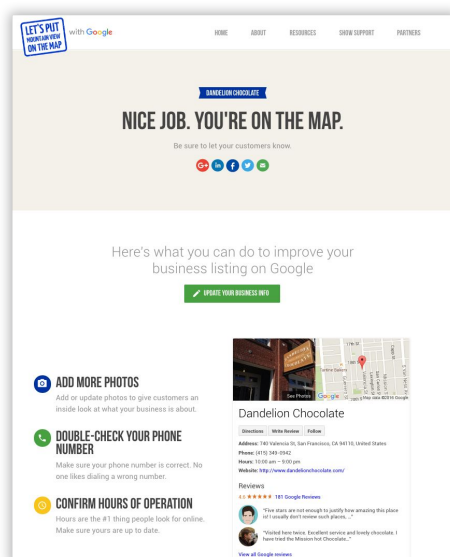
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1. Visit gybo.com/business and search for your business to see if it appears on Google Search and Maps.



2. You will see if your business is on the map. If it is, nice work!

If the report says “Your business info might be incorrect on Google,” click the button labeled “Verify Your Business Info.” If the report says your business isn’t on the map, click the button labeled “Add Your Business Info.” This sends you to Google My Business.



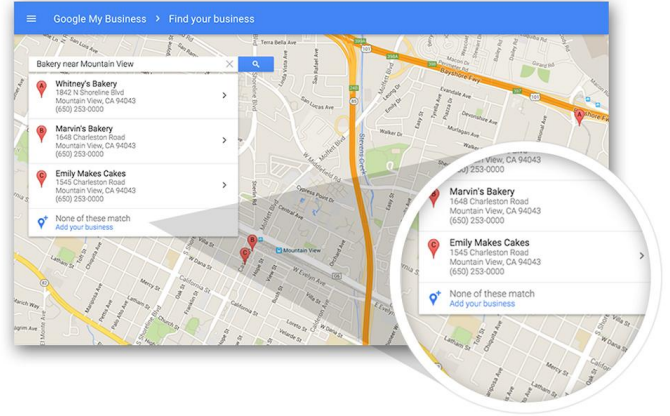
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3.

If your business appears in the results, click on it. If not, click the link labeled “Add your business” under the last option, “None of these match.”

If no results are found, click the section labeled:

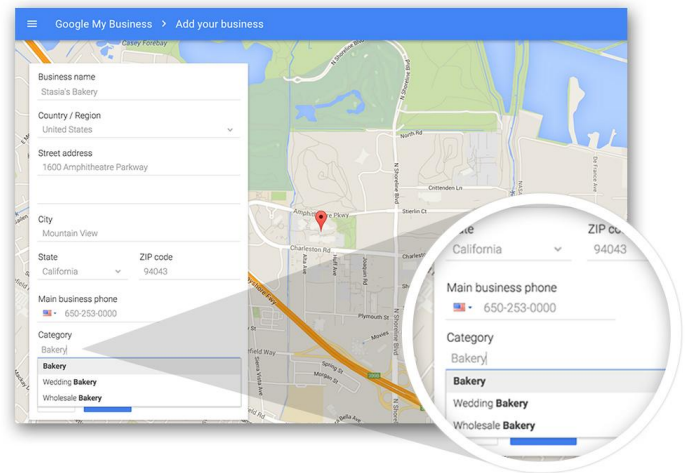
“I’ve correctly entered the name and address. Let me enter the full business details”



4.

Enter or edit your business info here. You cannot enter a PO Box, it must be a physical address.

Next, select a business category by typing in a few letters and choosing an option from the list that appears. You must choose an existing category; you can't create your own. Don't worry if you can't find the perfect category— choose something close.

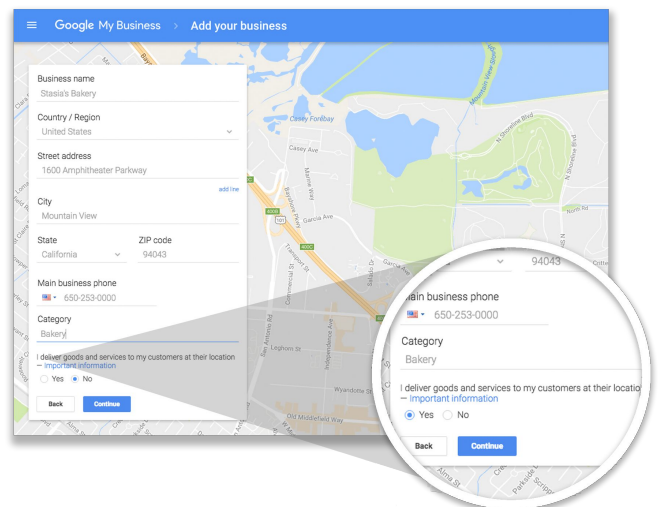


5.

Keep your residential address private, and/or add a service area to your business, by checking “Yes” where it says:

“I deliver goods and services to my customers at their location”

Click “Continue.”

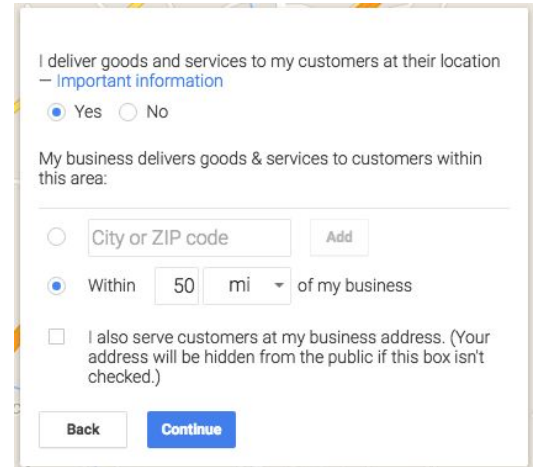


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Next, specify the service area where you do business. If your business has a service area and a physical storefront that customers can visit, check the box labeled:

“I also serve customers at my business address. (Your address will be hidden from the public if this box isn’t checked.)”

Click “Continue.”



I deliver goods and services to my customers at their location
— Important information

Yes No

My business delivers goods & services to customers within this area:

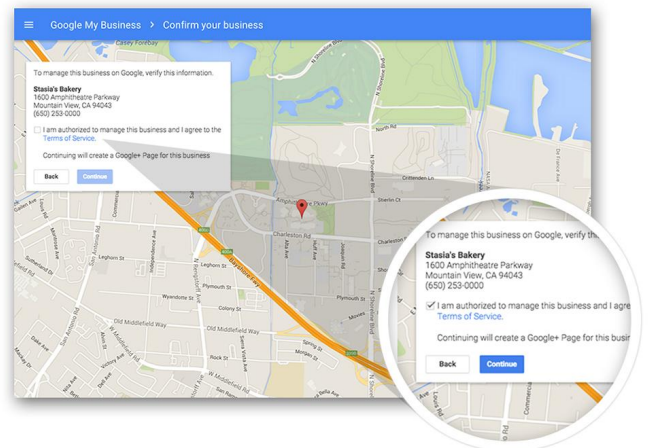
City or ZIP code

Within mi of my business

I also serve customers at my business address. (Your address will be hidden from the public if this box isn't checked.)

6.

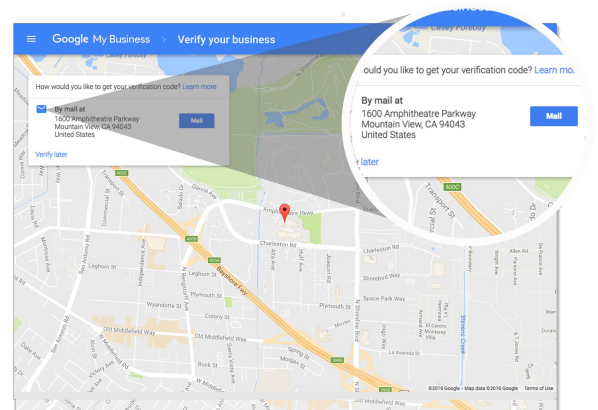
Agree to the Terms of Service and confirm that you are authorized to manage this business.



7.

Verify that you're authorized to manage this business by entering a PIN number.

To get your PIN, click “Mail.” You may see other verification options.

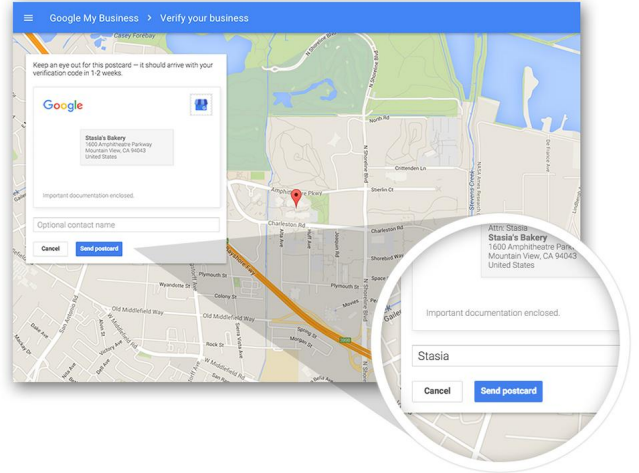


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8.

If you choose “Mail” you can add an optional contact name.

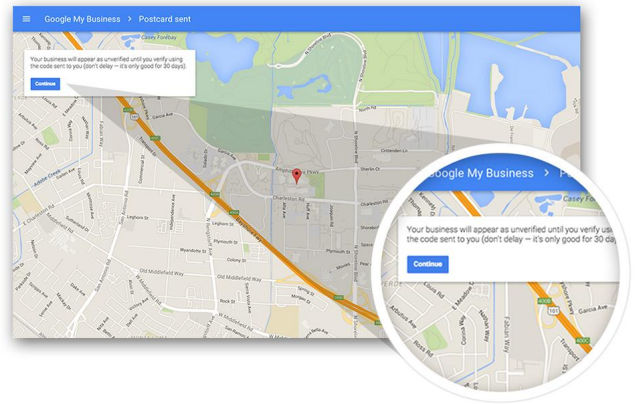
Click the “Send postcard” button and keep an eye out for the postcard. It should arrive with your verification PIN code in 1-2 weeks.



9.

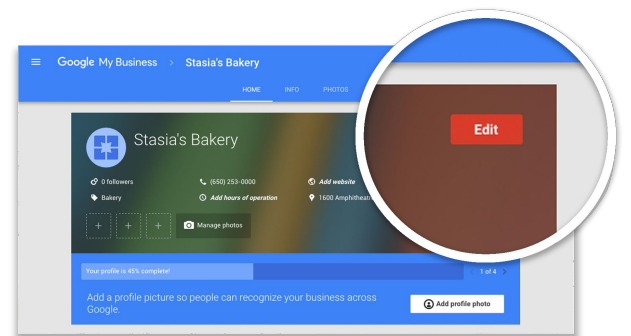
Your business will appear as unverified until you enter the PIN.

Click “Continue” to see your Google My Business dashboard.



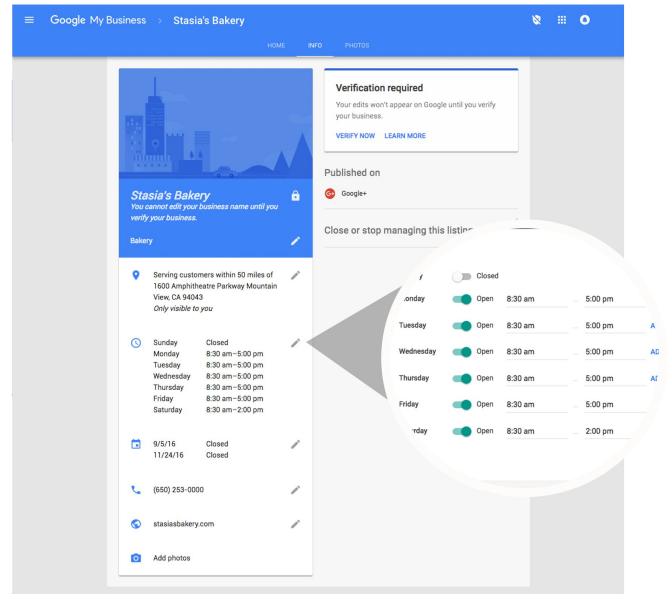
10.

Click the “Edit” button or “Info” in the top navigation to access your business details from this dashboard.

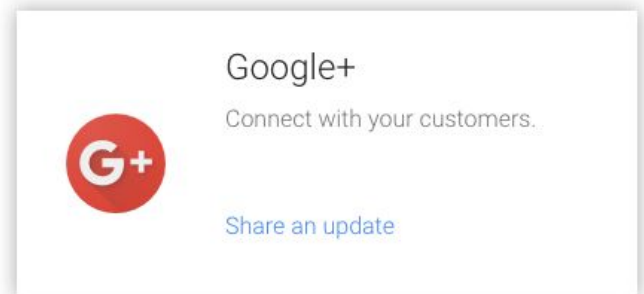


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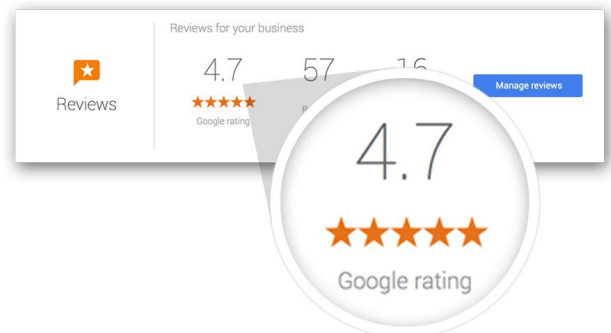
11. Click the pencil icons to edit your business info. From here, you can edit your business address, including the service area and where it appears on Google Maps. You can also add hours of operation, additional phone numbers, your website URL, and photos.



12. From the dashboard, you can share updates on Google+. To start writing, click in the box that says: "Share an update"

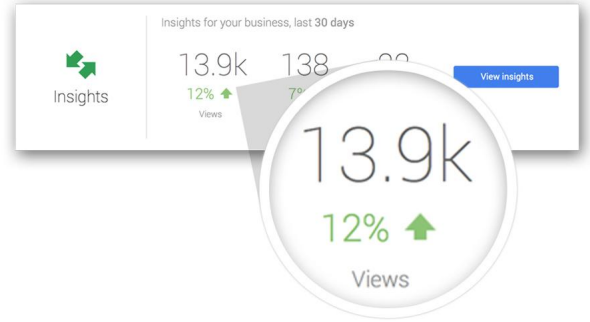


13. Read and respond to customer reviews about your business.

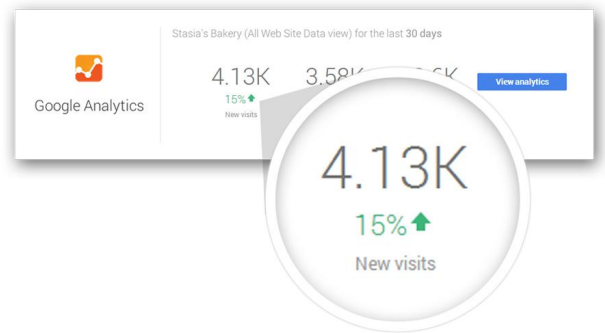


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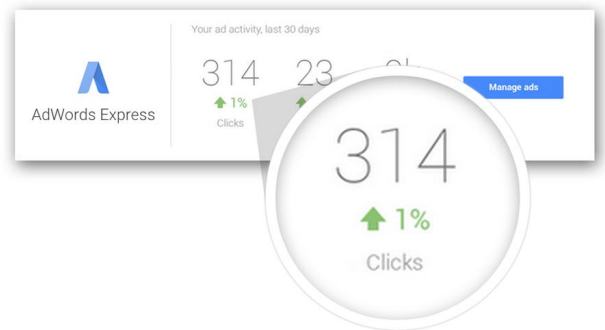
14. See how people interact with your business information across Google in the Insights section.



15. If you use Google Analytics, see top metrics and access your account directly from the dashboard.

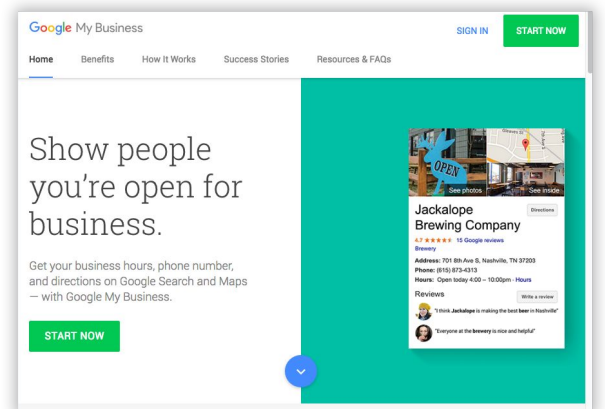


16. If you advertise with Google, see performance statistics and access your account directly from the dashboard.



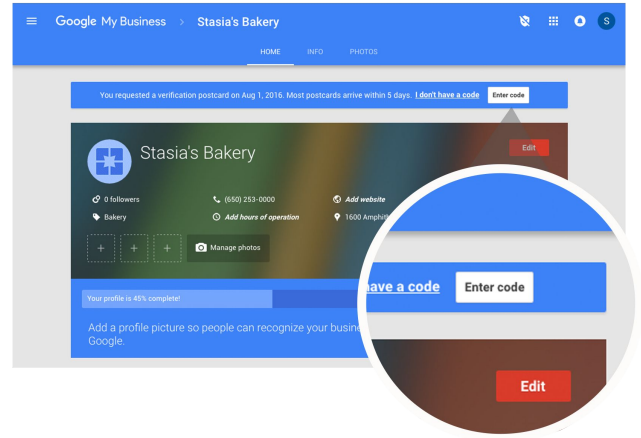
17. When your PIN arrives in the mail, head back to Google My Business by visiting:

google.com/business

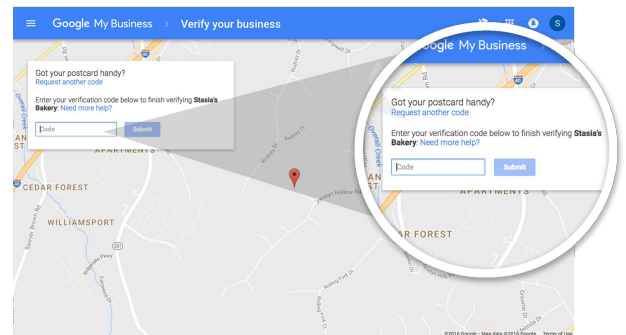


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18. Click the button labeled “Enter code.”



19. Enter the PIN and click “Submit” to verify your business.



Congratulations, you set up Google My Business. Now your business can show up across Google Search and Maps.