

1

Sign up & verify your business

you can only manage your business profile when you've verified it

2

Add business description

add links to your web
add keywords
use bulletpoints
use subheaders

3

Set business categories

add many categories
only correct categories that describes your business

4

Upload photos

upload lots of pictures:
add identity photos: logo & profile (square-sized), cover
minimum resolution: 720px tall, 720px wide
size: between 10KB and 5MB
choose categories for photos

5

Set accurate opening times/days

add working hours
add special hours if you're open on holidays or special events

6

Add a local phone number

add the right number

7

Add your business address

make sure that all the listings use exactly the same address

8

Manage reviews from customers

reply to reviews
encourage your customers to leave feedback

These 8 steps are enough to make your Google My Business page stand out and attract new customers. We hope you find it useful. Good luck!