



FindMyBiz Connection Guide for Google Business Profile / Google My Business

10/25/22

For us to be able to keep your location data updated, a **Google Business Profile (GBP)** location needs to be **created**, **verified**, and **connected** to the FindMyBiz platform.

Google Business Profile was previously called **Google My Business (GMB)**, so you may see this term as well. GMB is the exact same thing as Google Business Profile.

The user establishing the connection must be the **owner** or **manager** of the listing or they will be prompted to request access to the listing after connecting to the platform. Only an owner or administrator can grant us access to successfully send updates to GBP profiles.

We will guide you **step-by-step** through the process!

The first step is to connect your account!

Checklist for Connecting to Google

- Have "Manager" Access
- Should be logged-in the Google account containing the locations
- Make sure the location data matches existing listing data for our system to recognise the existing location
- Make sure the store codes on Google and the location identifiers on Uberall match
- Allowing all permissions in the connect flow is extremely important, otherwise, we might not be allowed to successfully push updates to the listings.

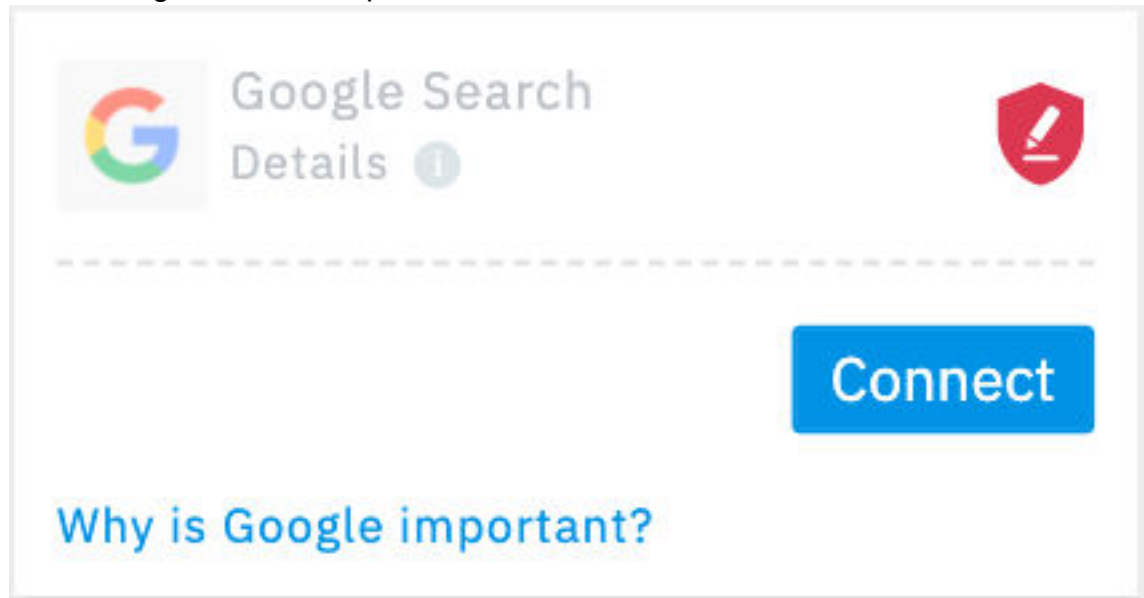
If you need to create a profile for your business, please visit <https://business.google.com/create> to start this process.

If you need to recover your account for a profile you had previously created, please use <https://support.google.com/business/> to contact Google for assistance

Start by selecting the option that suits your case below:

Step 1 Connect

Go to the 'Directories' tab for your business and click "**Connect**" on the Google Business Profile widget to start the process:

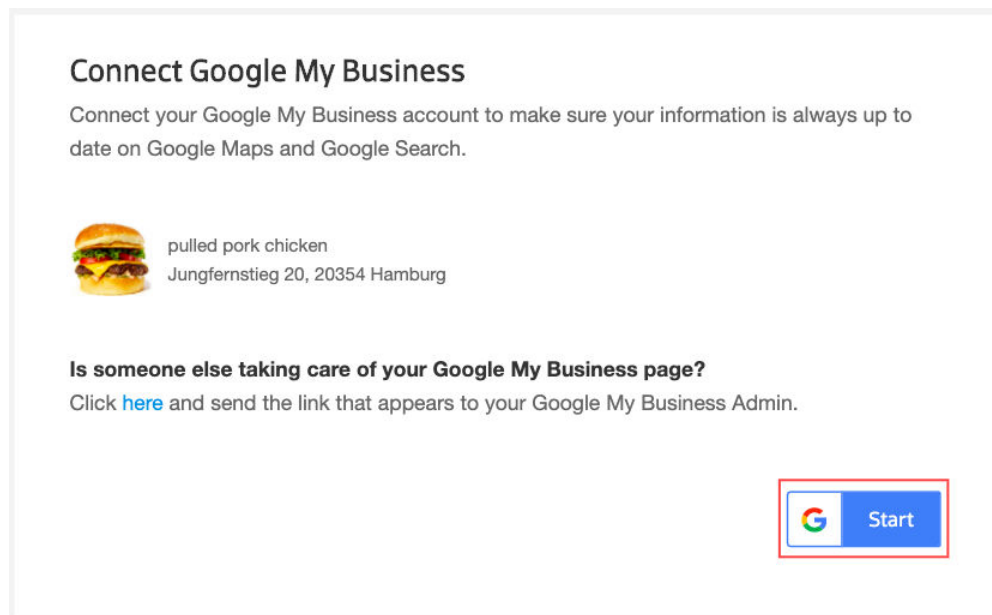


Step 2 Start

If you wish to connect a Google Business Profile location managed by **someone else** by sending them

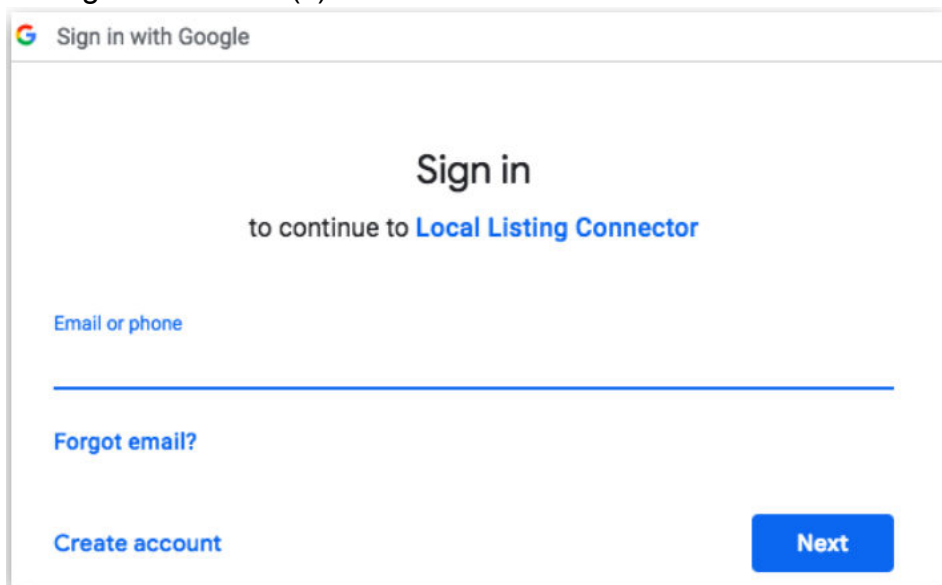
the **link**, move to step 8.

In all other cases, click "**Start**".



Step 3 Sign in

Make sure you log in to the Google account you manage the location(s) already or wish to manage the location(s) with.

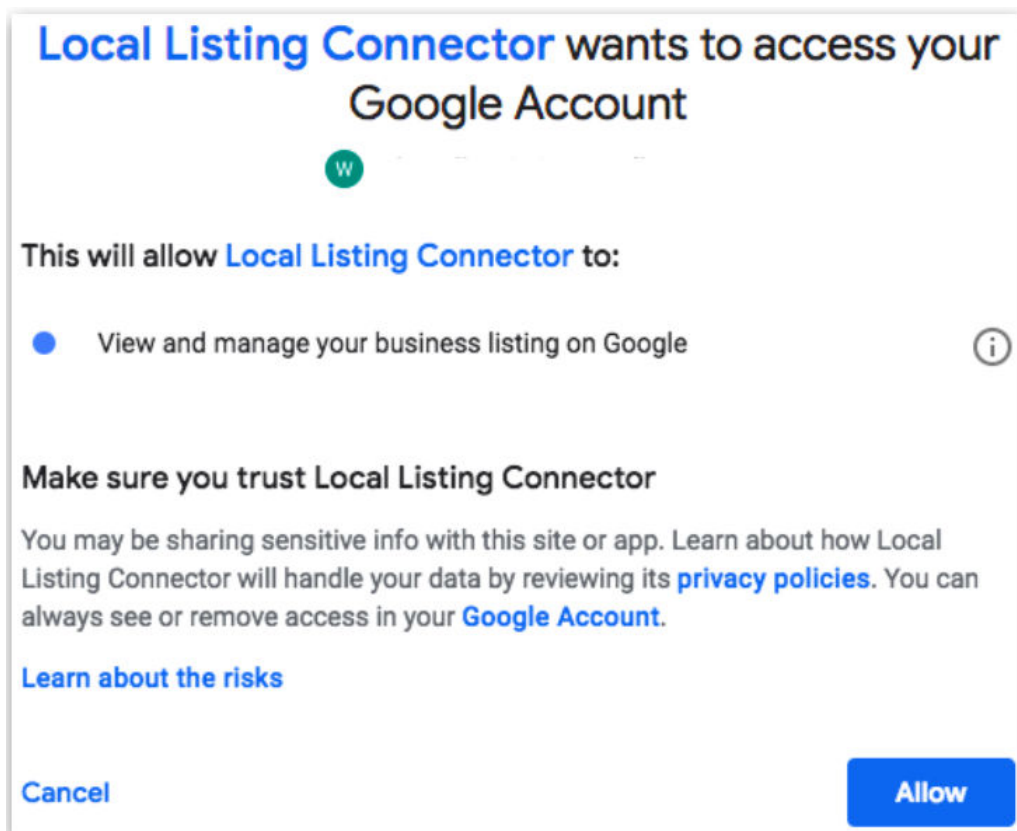


The image shows a Google sign-in interface. At the top, it says "Sign in with Google". Below that, the text "Sign in" is centered, followed by "to continue to Local Listing Connector". There is a text input field labeled "Email or phone". Below the input field is a link "Forgot email?". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next".

Step 4 Allow Access

A window will open in which you are asked to grant the Local Listing Connector access to the Google account.

Click **"Allow"**. If you have previously allowed access, this step will be skipped.



The image shows a Google account access request dialog. The title is "Local Listing Connector wants to access your Google Account". Below the title is a small circular icon with the letter 'W'. The text "This will allow Local Listing Connector to:" is followed by a single permission: "View and manage your business listing on Google". To the right of this permission is an information icon (i). Below this, the text "Make sure you trust Local Listing Connector" is followed by a paragraph: "You may be sharing sensitive info with this site or app. Learn about how Local Listing Connector will handle your data by reviewing its [privacy policies](#). You can always see or remove access in your [Google Account](#)." Below this paragraph is a link "Learn about the risks". At the bottom left is a link "Cancel", and at the bottom right is a blue button labeled "Allow".

- 1) If you are connecting a verified location which you are managing, move on to step 7.
- 2) If you are **creating and connecting a new location**, move on to step 5a.
- 3) If you are connecting a location **managed by you that is unverified**, move on to step 5b.
- 4) If you are connecting a location that exists but **you do not manage at the moment**, move on to step 5c.

Step 5 Select Location

Step 5A: Create and Connect New Location

If you are creating and connecting a location that does not have an existing listing, click "Create and connect".

Create Google My Business location

You are about to create a new Google My Business listing for this location. It will be automatically connected to your location.

Test
Museumstraße 38, 6020 Innsbruck

Create and connect

◀ Back

Create Google My Business location

A profile corresponding to this location is currently being created in your Google My Business account. This should only take a few moments.

You can then verify your location and make sure all your information is present and up-to-date on Google.



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The location is now created and connected.

Move on to step **6** to verify the location.

Step 5B: Connect Unverified Location

To connect an unverified listing that is managed by you, click on "**Confirm**" next to the location name.

Move on to step **6** to verify the location.

Step 5C: Connecting a Verified Location Managed by a Third Party (Request Access)

If you wish to connect a location that is managed by a third party, you can also request access to this location directly in the Connect Flow!

For more information on requesting access via our platform, please follow the steps below:

1. A connect flow will pop up. Click [here](#) as shown below

Connect Google My Business

Your location is already present and verified on Google! Connect the Google My Business account you manage it through to make sure your information is always up-to-date on Google Maps and Google Plus.

Is someone else taking care of your Google My Business page?

Click [here](#) to request admin rights to your location from your Google My Business admin and be able to then directly connect your account.



2. You will be prompted with the Google Request Access Form.

Someone else manages this business on Google

Share your info with the current owner to continue

☐ Listing owners and/or managers can see my public profile information and email address

What level of access would you like? [Learn more](#)

☐ Management

☐ Ownership

What's your relationship to the business?

☐ Owner

☐ Employee

☐ Agency

Your contact name

Your phone number

By submitting this request you agree to the following [Terms of Service](#).

Submit

Cancel

3. Fill the form accordingly and click 'Submit'. We suggest you request 'Ownership' access to your listing. Once your request is sent, the current owner will have the possibility to accept, ignore or deny your request. If the user denies or ignores our request, Google will give you the option to manually verify the location and gain access. This option might take up to 7 days to be provided. Continue to manage your location's status easily through the platform. Once you are given the possibility to verify the location, the location will be automatically moved to the status 'Verification required'

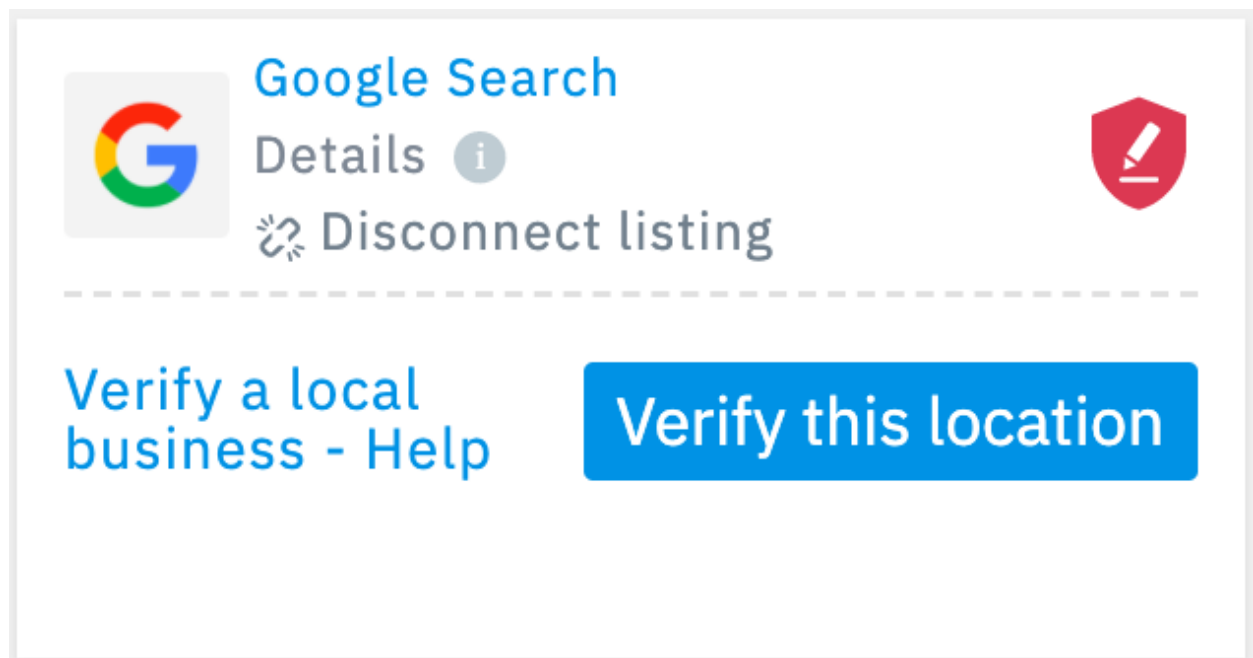
Step 6 Verify Location/ Continue Verification

Click on "**Verify this location**" in the Connect Flow. You can request the verification code directly in the Connect Flow!

You will be prompted with the verification methods available for your location.

Phone verification is not always available.

If you choose the phone option, you will immediately receive the verification code on the provided phone number. If you choose the option "by mail" a postcard with the verification code will be sent to the relevant business address. The postcard should arrive within 10 days. **Verification codes are valid for 30 days.**



Step 7 Connecting a Verified Location Owned by You

If you manage multiple locations groups, you will be asked to select a location group first, otherwise, this step will be skipped.

If you have a bulk verified GBP account, you will see the option to "Connect only one location" or "Connect all locations", otherwise this step will be skipped. Please select "**Connect only one location**" if you have this option.

You will be able to see the location and click on the "**Confirm**" button next to it.

If you have not moved the location to a location group, the location will be found in the **personal** section

of your Google Business Profile account. To search the **personal, ungrouped** section when trying to

connect to Google Business Profile, click on the highlighted message "**Manage this location in your**

ungrouped location" where you can select the location you wish to connect.



You don't want to use a Google Location Group for this location?
[Manage this location in your ungrouped locations](#)

Step 8 Sending the

If the Google Business Profile is owned or administered by someone else and they do not have access to the Uberall platform, you are able to send them the link that will guide them through the connection.

Connect Flow Link

Connect Google My Business

Connect your Google My Business account to make sure your information is always up to date on Google Maps and Google Search.

Test

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Someone else is taking care of your Google My Business page?

Click [here](#) and send the link that appears to your Google My Business Admin.



They can then sign in to the respective Google account and confirm with a few clicks that the platform is granted the access to successfully update the profile.

As soon as the owner/administrator has approved the account connection the process is completed.

In case the profile is not verified yet, they can also start the verification process and follow the process

as stated Step 6.

NRS FindMyBiz Program subject to terms and conditions. Services provided by third parties. Monthly fee based on package. For more information, call 973-363-4241 or visit <https://nrsplus.com/findmybiz/>.