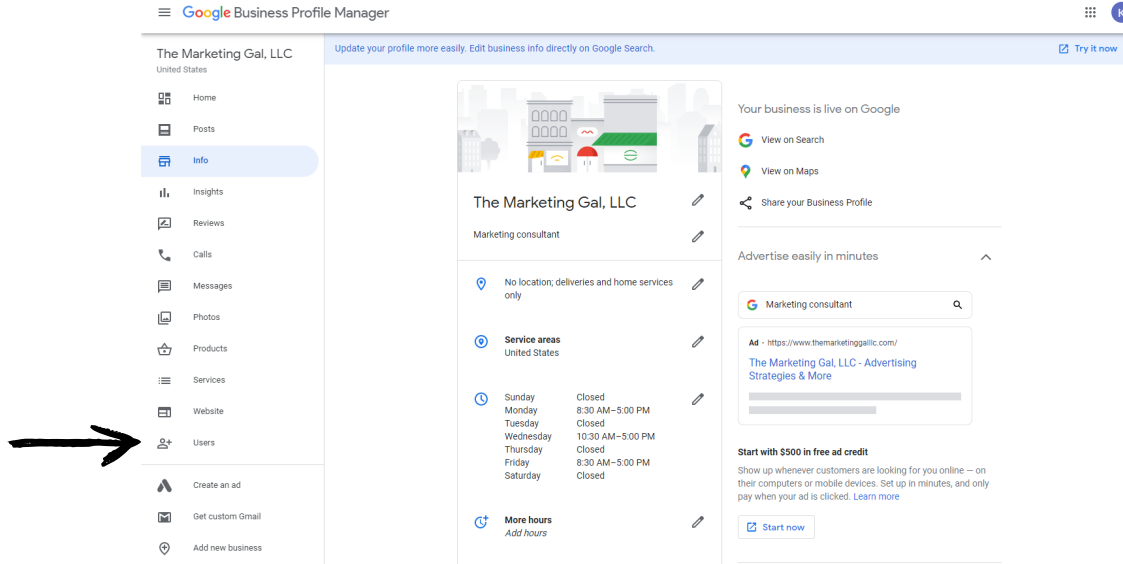


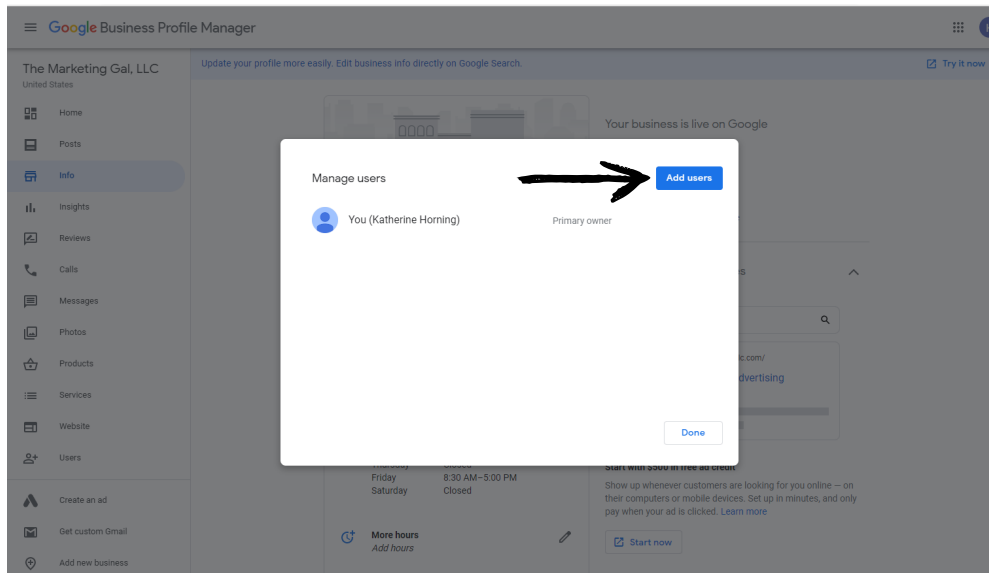
Instructions for Adding a User in Google My Business (GMB)

STEP 1: Log into your GMB dashboard.

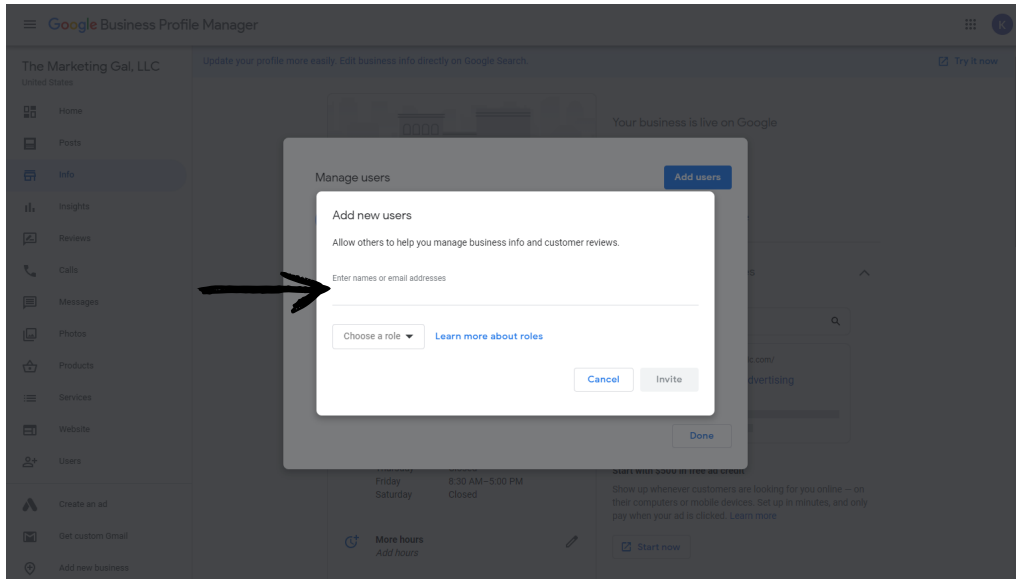
STEP 2: Click on **Users** on the left-hand side.



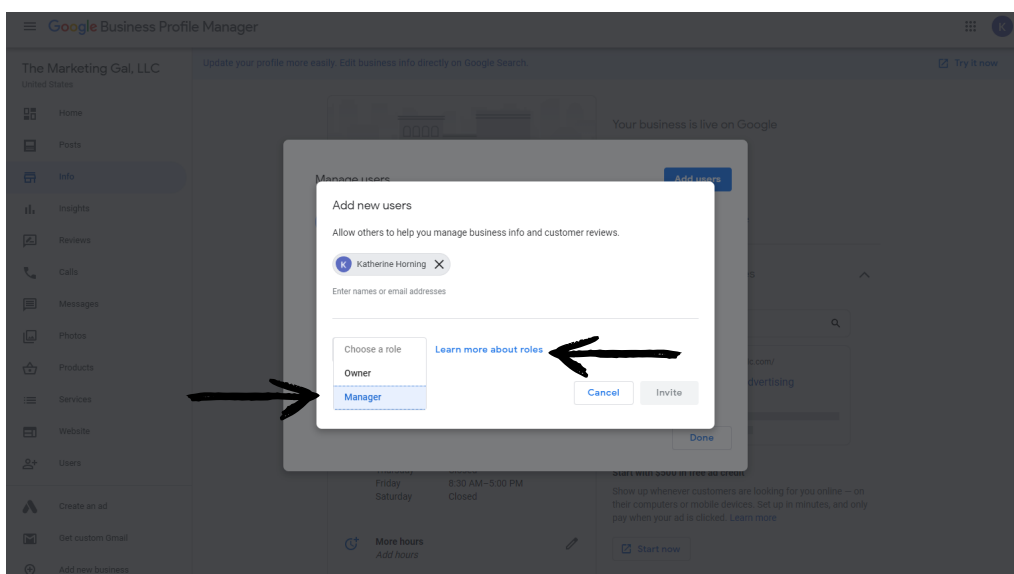
STEP 3: A box will appear. Click on the blue **Add Users** button.



STEP 4: Another box will appear. Type in the user's email. A list will populate. Select the correct user, and that user will appear in a bubble above where you were typing.



STEP 5: Click on **Choose a role**. Select **Manager**. If interested, click on **Learn more about roles** to see what the differences are between Owners and Managers.



STEP 6: Click the blue **Invite** button.

