Granting access to Google My Business

SEO · https://kyzoe.be/en/docs/granting-access-to-google-my-business/

- Go to https://business.google.com and log in with the Google account linked to your business.
- Find your business location and click it to open it.
- In the top right-hand corner, click the three dots or the menu icon and choose 'Business Profile settings'.
- Click 'People and access' or 'Users'.
- Click 'Add' or the plus icon.
- Enter the email address of the person you want to give access to.
- Select the right role: owner, manager or site manager. Note: only give someone the owner role if necessary, as this role grants maximum rights.
- Click 'Invite'. The person will now receive an invitation by email and must accept it.

Important tips

- Only the owner of the Business Profile can add other owners or managers.
- Roles differ in rights: a manager can edit business information but cannot manage other managers. An owner can do everything, including removing accounts.
- You can change roles or remove users from your profile at any time.

With these steps, you can quickly and securely give others access to your Google My Business account.