



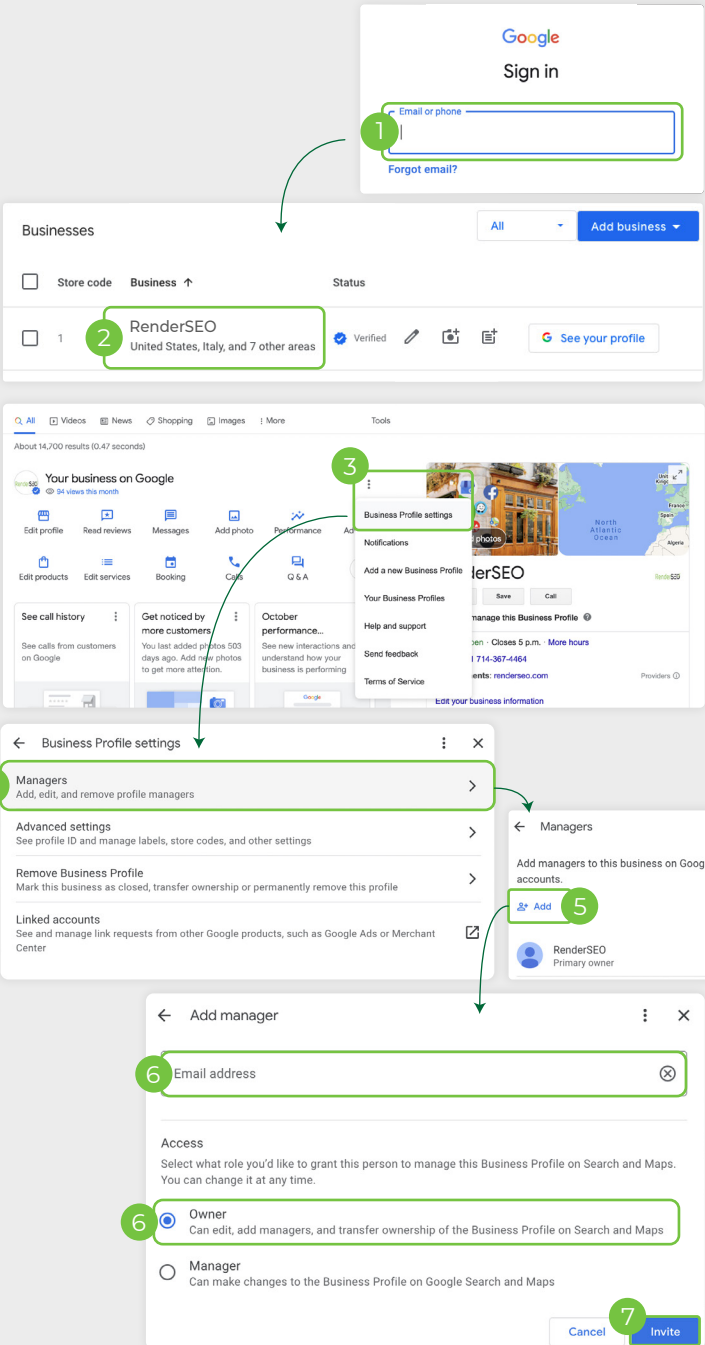
Google Business Profile.

HOW TO GRANT ACCESS

Granting us ownership access to your Google Business Profiles¹ is the first step in allowing us to manage your listings and getting you set up on our platform. This document reviews steps for those with **Individual or a Selection of Listings** and those with a **Group of Listings**.

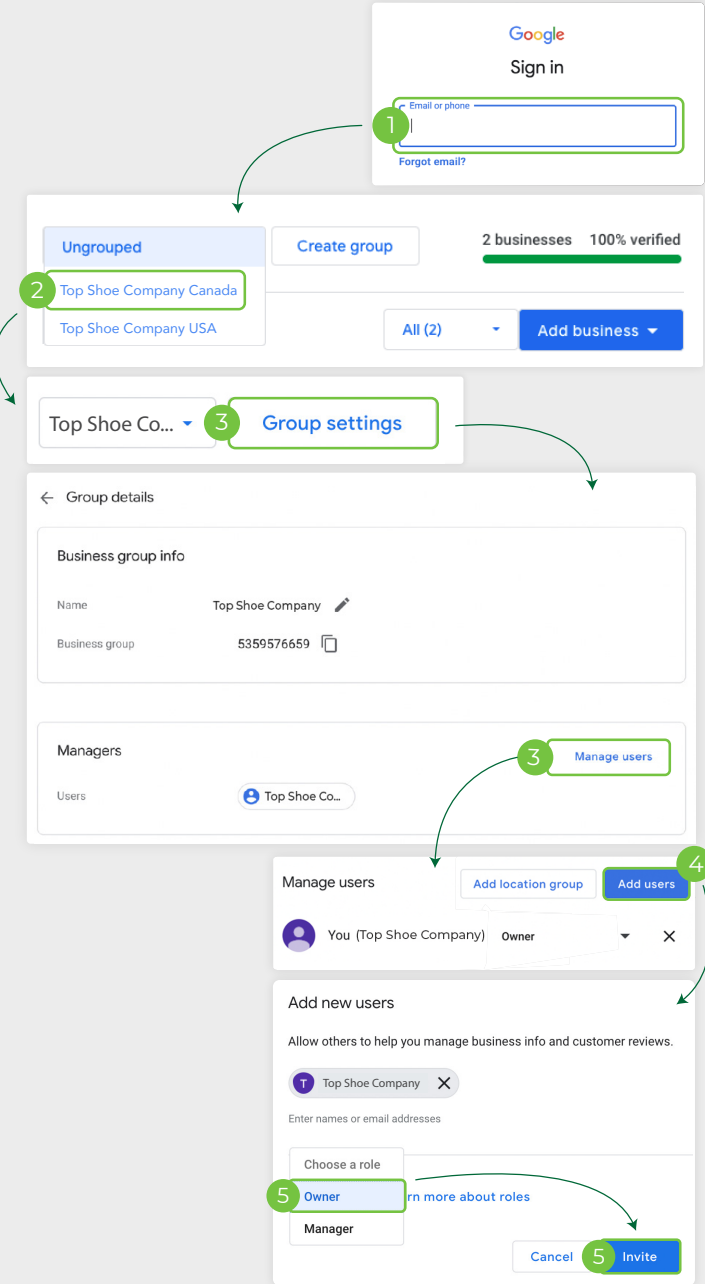
Individual / Selection of Listings.

- 1 **Log into** your Google Business Profile account at business.google.com
- 2 **Click on the location** to which you wish to grant access. This will redirect you to your listing on Google search
- 3 Click on the 3 dot menu next to **“Your Business on Google”** and select **“Business Profile Settings”** from the dropdown menu
- 4 Click on **“Managers”** from the pop-up window that will appear
- 5 Click on the **“+Add”** and enter local@renderseo.com
- 6 In the **“Access”** section, select **“Owner”** then click **“Invite”**
- 7 We will then **receive your invitation** by email and promptly accept



Group of Listings.

- 1 **Log into** your Google Business Profile account at business.google.com
- 2 **Select the group (or folder) of locations** to which you wish to grant access from the drop-down menu
- 3 Next to the group name, click on **“Group Settings”** and then select **“Manage Users”**
- 4 Click **“Add users”** and enter local@renderseo.com
- 5 From the **“Choose a role”** dropdown, select **“Owner”** then click **“Invite”**
- 6 We will then **receive your invitation** by email and promptly accept



Need help? Our team is here to help every step of the way— don’t hesitate to reach out to your Customer Success Manager if you need assistance with any of the elements above.

¹ Previously known as Google My Business