

# GOOGLE BUSINESS PAGE 101

## HOW TO SETUP YOUR BUSINESS PAGE



The following steps will walk you through the process of creating your Google Business page from creation to verification.

1. Sign into your Google account
2. Go to [business.google.com](https://business.google.com) and select "Sign In"
3. Choose a business name that is consistent with your other accounts like Facebook, Instagram, LinkedIn, etc.
4. Select the type of business as "Service Business"
5. Next search categories for "Real Estate Agent" and select it from the dropdown
6. Enter the zip codes/cities you serve and choose each of them from the dropdown
7. Add your phone number and website URL
8. Input the address of the office you work in, but DO NOT select the address from the dropdown
9. Add services you offer (EX. Buyer Agent Services, Seller Agent Services, etc.)
10. Add business hours (optional to do open 24 hours)
11. Add a description for your business, add photos, and a logo in the last few steps
12. Finally, verify your business by video:



Steps to verify your business with a video recording  
[support.google.com/business/answer/14271705](https://support.google.com/business/answer/14271705)

