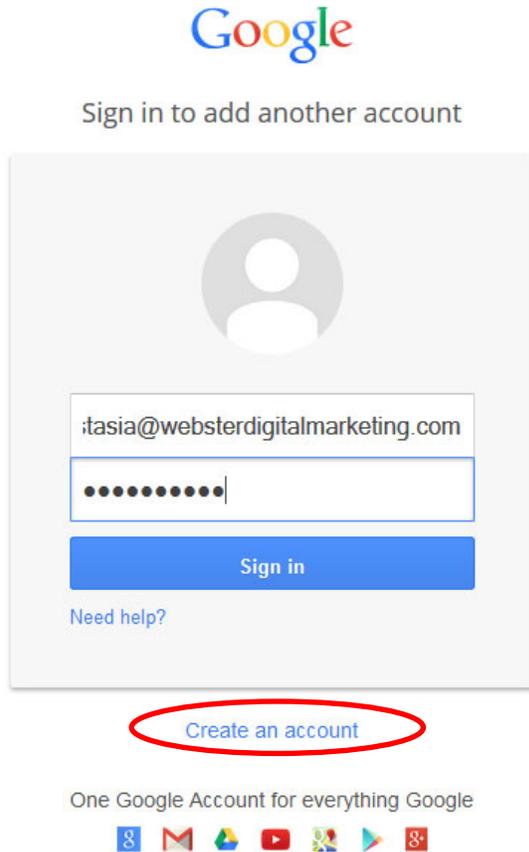


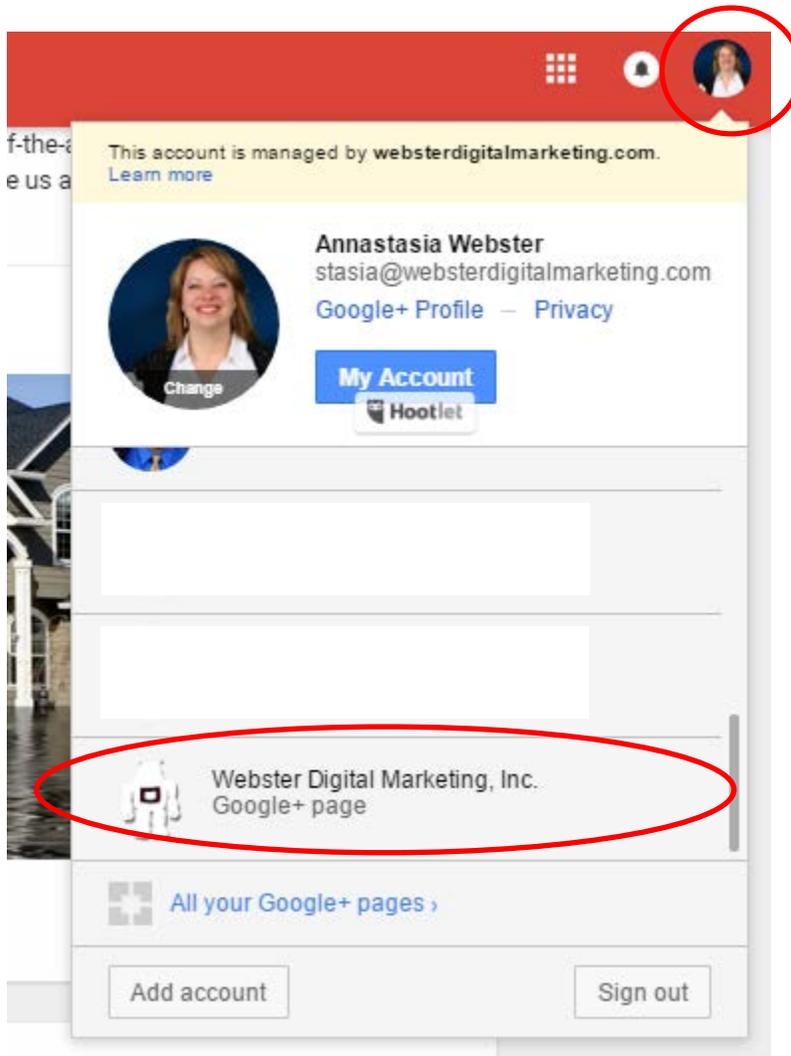
How to Add a Google My Business Admin

1. Go to business.google.com and sign in with your Google ID. This is likely to be the same login information you use for Gmail, Adwords and/or Google Analytics. **If you don't have a Google Account**, create one by clicking on "Create an Account".

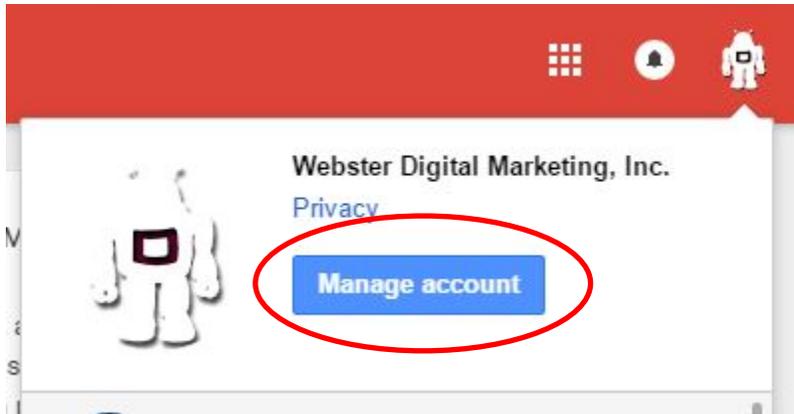


The screenshot shows the Google sign-in interface. At the top is the Google logo. Below it is the text "Sign in to add another account". A large grey box contains a circular profile picture placeholder, a text input field with the email address "tasia@websterdigitalmarketing.com", a password input field with ten dots, and a blue "Sign in" button. Below the sign-in box is a link "Need help?". At the bottom of the sign-in box is a link "Create an account" which is circled in red. Below the sign-in box is the text "One Google Account for everything Google" followed by icons for Google, Gmail, Google Drive, YouTube, Google Maps, and Google+.

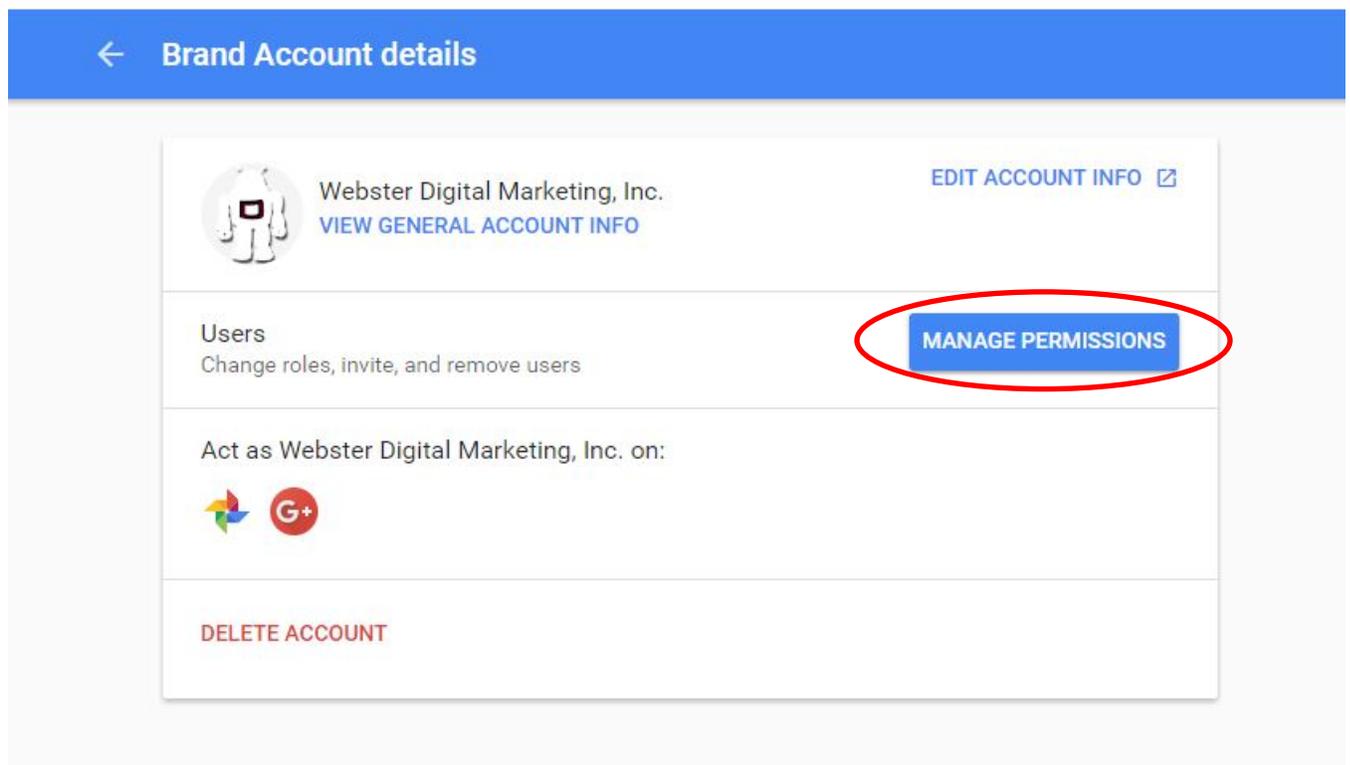
2. Click on your image at the top right of the page (it may be a generic picture if you haven't uploaded one, which is a grey and white outline of a person). Then click on the name of your page. If you manage a lot of pages, you may need to click on "All your Google+ Pages" to see your page.



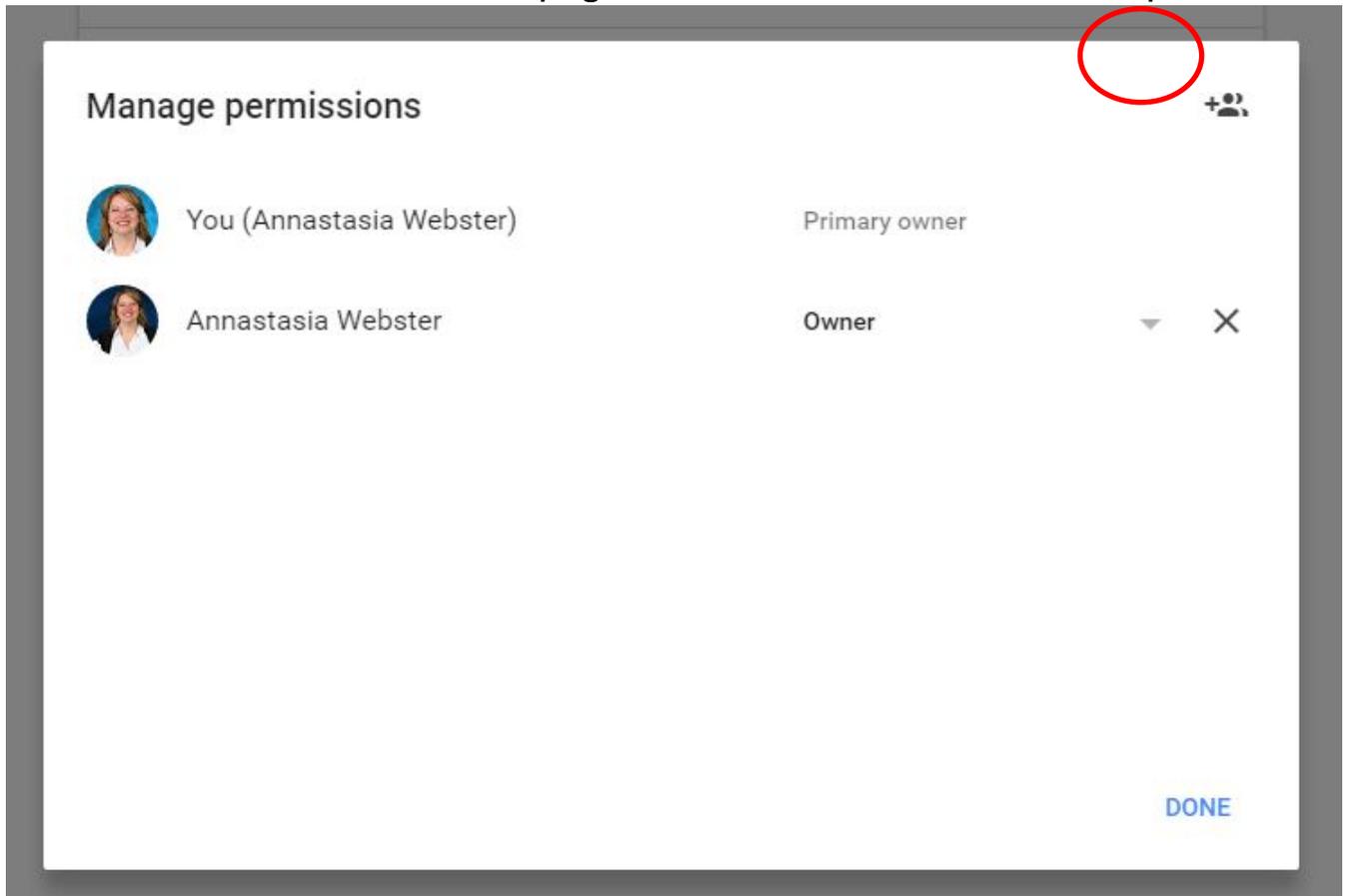
3. Click on your icon at the top right again (it should be your brand icon now) and click on “Manage Account”.



4. Click on “Manage Permissions”. This will open a new window.



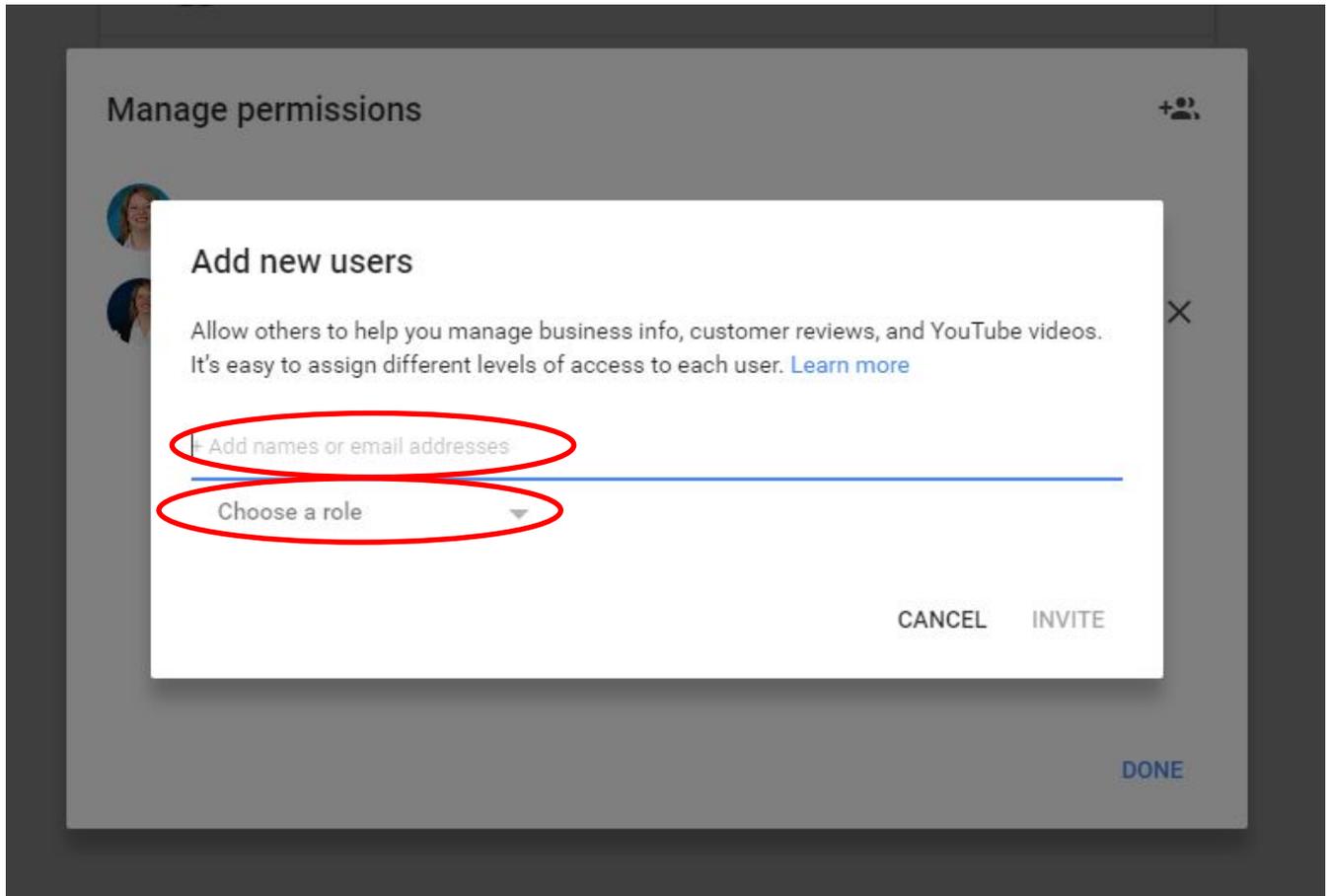
5. Click on the icon to add a user at the top right of the box. Another new window will open.



The screenshot shows a 'Manage permissions' dialog box. The title 'Manage permissions' is at the top left. In the top right corner, there is a '+ users' icon, which is circled in red. Below the title, there is a list of users with their names and roles. The first user is 'You (Annastasia Webster)' with the role 'Primary owner'. The second user is 'Annastasia Webster' with the role 'Owner'. To the right of the 'Annastasia Webster' entry, there is a dropdown arrow and an 'X' icon. At the bottom right of the dialog box, there is a blue 'DONE' button.

User	Role	Actions
You (Annastasia Webster)	Primary owner	
Annastasia Webster	Owner	Dropdown arrow, X

6. Type my name, “Annastasia Webster” into the box and select me when I appear in the list. This click under my name where is says “Choose a role” and select “Manager”. Then click “Invite”.



Manage permissions + 0

Add new users

Allow others to help you manage business info, customer reviews, and YouTube videos. It's easy to assign different levels of access to each user. [Learn more](#)

 **Annastasia Webster** × + Add names or email addresses

Manager ▼

CANCEL **INVITE**

DONE