



## Editing Business Listings

There are multiple ways to update your business information and make your business more visible on Google Maps. By editing your business, you affirm that you are the owner or authorized representative of the business. Persons not authorized should not make changes through a Google Places account. Such changes may be suggested by selecting Edit this place from the business listing at Google Maps (<http://maps.google.com/>).

To **add or edit** a listing on Google Places, you will need to be logged into your Google account. If you do not have a Google account, you may set up a free account at <https://www.google.com/accounts/NewAccount>. Google recommends using an e-mail address that reflects your business domain if you have one (their example: if your website is [www.google.com](http://www.google.com), then you might use [you@google.com](mailto:you@google.com)). Google also recommends that, if you would like other people to be able to update your information, you use a web address you willing to share (e.g., [info@google.com](mailto:info@google.com)).

Go to Google Places at <http://www.google.com/places/>. Click Get Started under Get Your Business Found on Google and enter your Google account information. Indicate that you would like to add a business. Enter your business main phone number and click Find business information. Fill in the information about your business and add photos or videos.

OR

Go to Google Maps at <http://maps.google.com/> and search for your business. You can usually locate your business by typing your business name and your city/state into the search box. Click your business name in the left panel of the screen to pull up information about the business. Select Edit this place for basic editing options or select Business owner? from the top blue bar to provide more comprehensive information or to suspend or remove the listing. If you have not logged into Google, you will be asked to do so. This option allows you to see what information comes up about your business prior to updating the profile.

When you update your business data as a business owner, you will be contacted by Google via phone or mail to approve and publish the listing. You will then be able to update your listing in the future.