


How to Set Up Your Google My Business Account

It's important to us that you have full control over your Google My Business listing. For this reason, the best way to handle this account is for you to use your own Google account to set up or claim your business, then give us rights to manage your profile.

Here's how:

1. Go to google.com/business
2. Click "SIGN IN" in the top right corner of the page and sign in. *If you do not yet have a Google login, you'll need to create one here. Just click "Start Now."*



3. When you're logged, in, click the three dash menu icon in  the top left corner of the page.

4. Click  **Create business account**

5. Enter a business account name and click **Done**.

6. Select the  icon beside your business name.

7. In the top right corner, click the Invite New Users icon. 

8. Type in franklinwater@fai2.com, select the "Manager" role, and click Invite. *For a summary of the different capabilities of owners, managers and communication managers, [click here](#).*

That's it! We'll take it from there and be in touch with you as needed.