



Register your Work On Google

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For more information: <https://wp.wpi.edu/puertorico/projects/2023-mar-may-2/fondita/>

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Preface

This document was created as a part of our project centered around Community Mapping in a community in Old San Juan, Puerto Rico, named La Perla. While talking to business owners around the community, we learned some are not shown on Google Maps. A restaurant in La Perla may come up when some search “Food in Old San Juan”, registering on Google would allow this restaurant to appear and gain more business. This document is to be used by businesses and organizations in La Perla wanting to be searchable and found on Google Maps. The process to create a Google Business Profile and register a business on Google is outlined below.

For more information on Google Business, visit this URL:

<https://support.google.com/business/answer/2911778?hl=en&co=GENIE.Platform%3DDesktop>

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Creating Google Business Profile

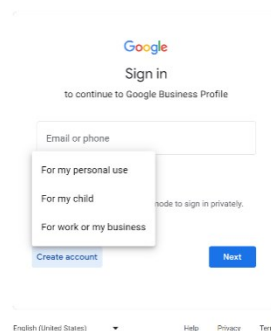
****The steps below were outlined by creating a test account using a tablet, if using a computer or smartphone, the layout may differ. Use this link provided above and scroll down for guidance, if needed****

You need a Google account to register your business on Google. If you DO have Google Business Account, log in on your browser and skip this step. If you DO NOT have a Google Account, follow the directions below:

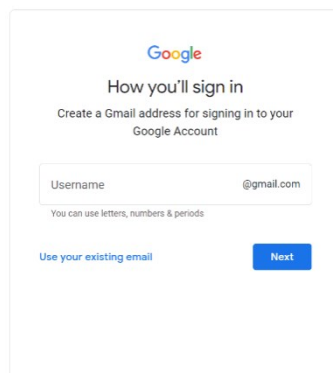
To begin, search this URL:

<https://support.google.com/business/answer/2911778?hl=en&co=GENIE.Platform%3DDesktop>. There is a video tutorial to claim your Business Profile on Google and Step by Step instructions for reference, if needed.

1. After using the URL above, click where it says “Get Business Profile” it will redirect to a new page.
2. Click “Create Account”, and select the option that says “For work or my business”



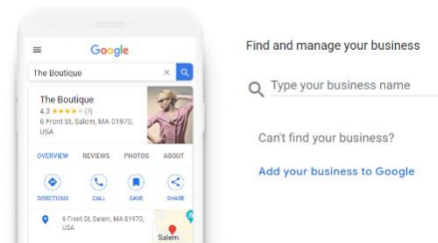
3. Enter your first and last name
4. Click “Next”
5. Enter date of birth and gender
6. Click “Next”
7. When entering a username for your email make sure you click the prompt that says “Get a Gmail address instead” Screen should look like this:



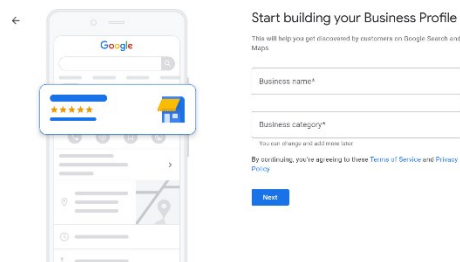
8. Create a Gmail address and click “Next”
9. After creating a password, click “Next”
10. Entering a recovery email is optional, if you WOULD like to then add the second email address and click “Next”, if you WOULD NOT like to add a recovery email click “skip”
11. Enter a phone number, make sure your phone is close by to enter a code that will be texted to the number given
12. When the phone number is verified, click “next”
13. Read the “Privacy and Terms”
14. Click “I Agree”

Adding Business to Google Maps

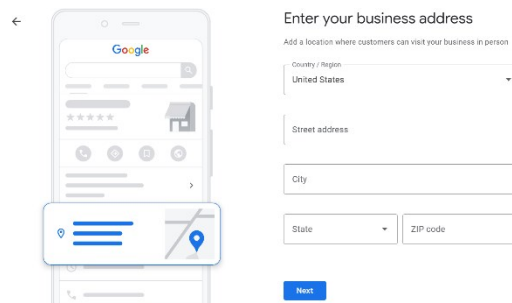
1. Go to <https://business.google.com/create>
2. Click “Add your business to Google”



3. Enter your “Business Name” and “Business Category”. Click “Next”

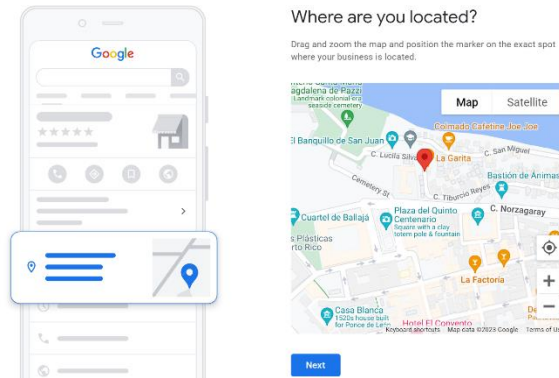


4. Confirm if you want to add a physical location to your business. If you do, click “yes”
5. Click “Next”
6. Enter an address for your business location



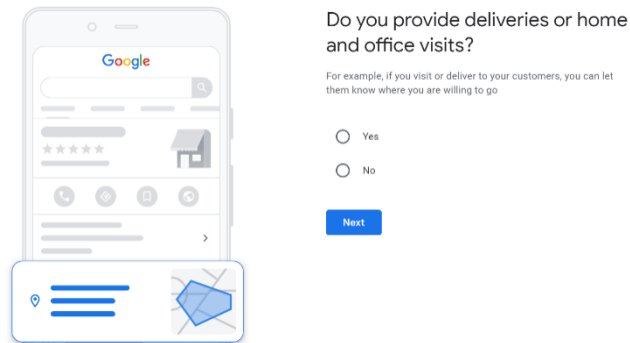
7. Click “Next”

8. Your screen should then look like this:



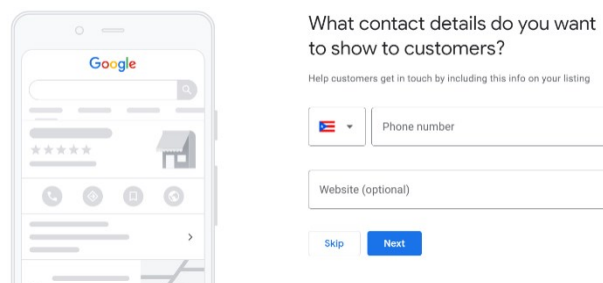
9. Zoom in on the map and move the red marker to the exact building in which your business is located. Click "Next"

10. Confirm if your business provides deliveries, or home and office visits



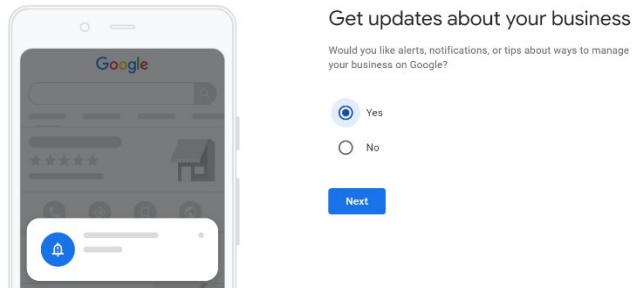
11. Click "Next"

12. Enter a business phone number and website if available



13. Click "Next"

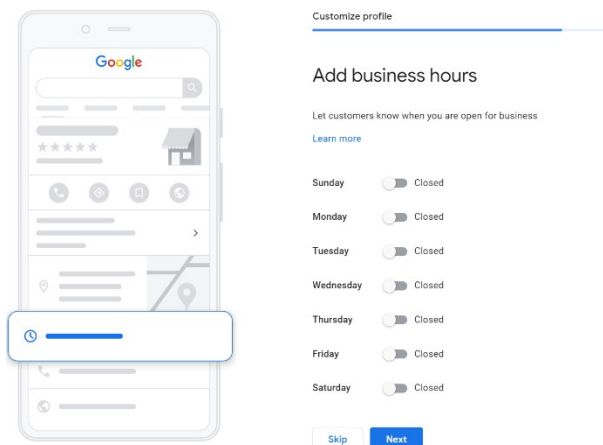
14. Confirm that you want to get updates and tips to manage your business on Google.



15. Click "Next"

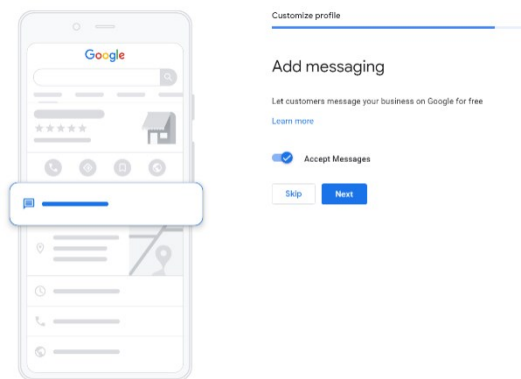
16. You will be brought to the verification process to register your business on Google. Click "Next"

17. Once you verify your account, you will be instructed to outline business' hours of operation



18. Click "Next":

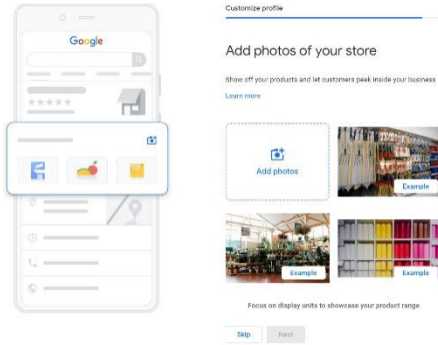
19. Confirm if you want to accept messages to your business profile



20. Click "Next"

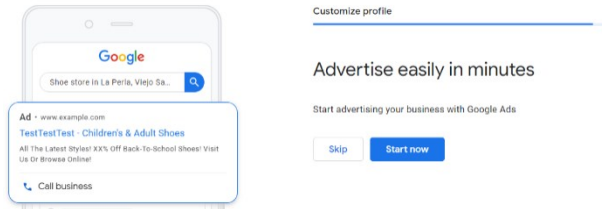
21. Adding a business description is optional, if wanted to add some information that helps describe what your business does. Click "Next"

22. Add any pictures of your store or business



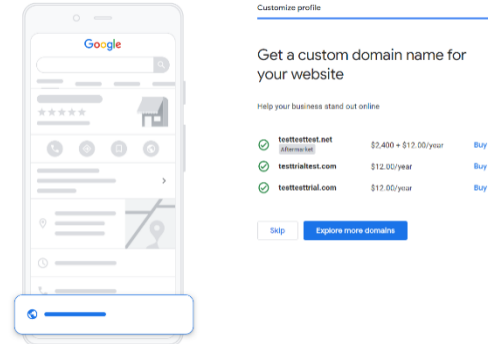
23. Click “Next”

24. If you would like to begin advertising your business immediately click “Start now” or “Skip” if you want to wait



25. Click “Next”

26. Confirm if you want to buy or explore more domain options for your business’ website



27. Click “Next”

If you verified your business in Step 18, your business should now be added to Google. If not, you will have to verify your business before customers will be able to see your account on Google.