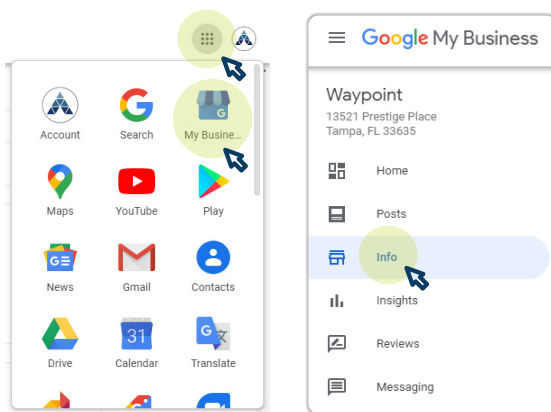


# HOW TO SET UP YOUR GOOGLE BUSINESS PAGE

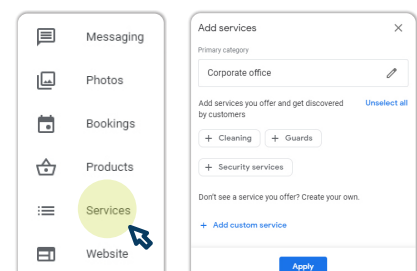
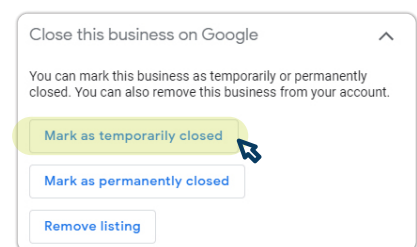


1. Make sure that you've claimed your Google Business page. To begin, search for your restaurant on Google. If any of the results match your business information, check to see if the **ARE YOU THE BUSINESS OWNER?** link appears. If it does, it means the business page has not been claimed and you can claim it and manage the page by clicking the link.
2. If you see your restaurant but you don't see the **ARE YOU THE BUSINESS OWNER?** link then you'll need to go to [www.google.com/business](http://www.google.com/business) and click the **MANAGE NOW** button. Then you can create your Google account. Once you create your account, a map will appear and prompt you to search for your business. You can also click the magnifying glass to add your business if it's not showing up.
3. Enter the most current and accurate information for your restaurant, then click **CONTINUE**. You'll need to verify the information and tell Google that you are authorized to manage this business page and that you agree to their terms and services. Google will send you a verification code for you to verify your information.



4. If you already have a business claimed and a Google account set up, sign into your account and go to your Google Business page by going to [www.google.com](http://www.google.com), clicking on the Google Apps menu next to your photo, and clicking the **MY BUSINESS** icon. Once there, in the left-hand menu, click on **INFO**. This is where you can update your restaurant's information so that customers will know your correct phone number, website link, and see your hours of operation.

5. If your restaurant is temporarily closed due to the Coronavirus, make sure to mark **TEMPORARILY CLOSED** on your Google Business page, under **INFO**. Do not select permanently closed, as this can confuse customers.
6. In the left-hand menu you'll also see a **MESSAGING** tab. Click on **MESSAGING** to have customers message you directly about any questions they may have.
7. In this same left-hand menu, you'll also see a **SERVICES** tab. This is where you can update your service options to takeout and delivery.



*We care about your business and we are here to help.*

Email us at: [contactus@asmwaypoint.com](mailto:contactus@asmwaypoint.com)

