

To add Authority Solutions® to Google Business Profile:

1. Sign in to <https://business.google.com/>.

2. Click on the "See your profile" button on the location you want to manage in your Google Business Profile dashboard.



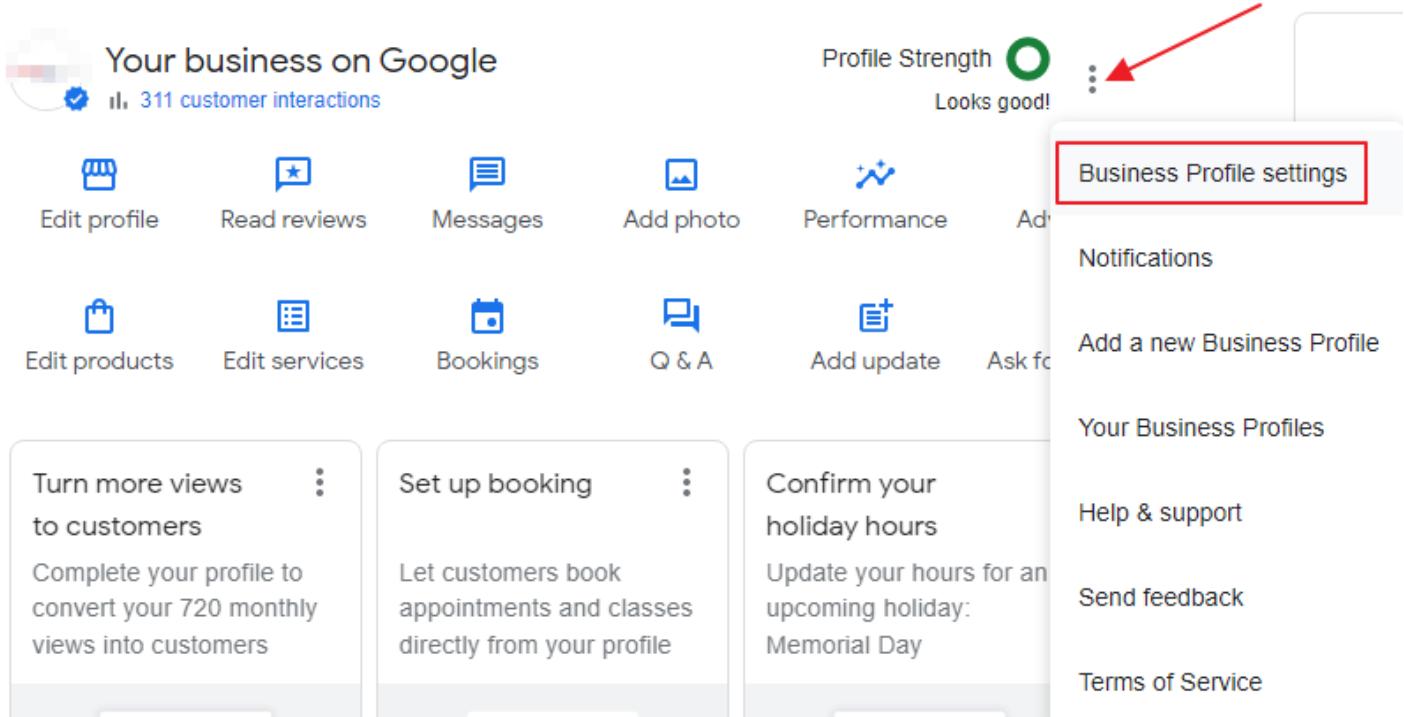
Businesses

All (19) Add business

Store code Business Status

Verified See your profile

3. On the next screen, click the three dots then **Business Profile Settings**



Your business on Google

Profile Strength Looks good!

311 customer interactions

Edit profile Read reviews Messages Add photo Performance

Edit products Edit services Bookings Q & A Add update Ask for reviews

Turn more views to customers

Complete your profile to convert your 720 monthly views into customers

Set up booking

Let customers book appointments and classes directly from your profile

Confirm your holiday hours

Update your hours for an upcoming holiday: Memorial Day

Business Profile settings

Notifications

Add a new Business Profile

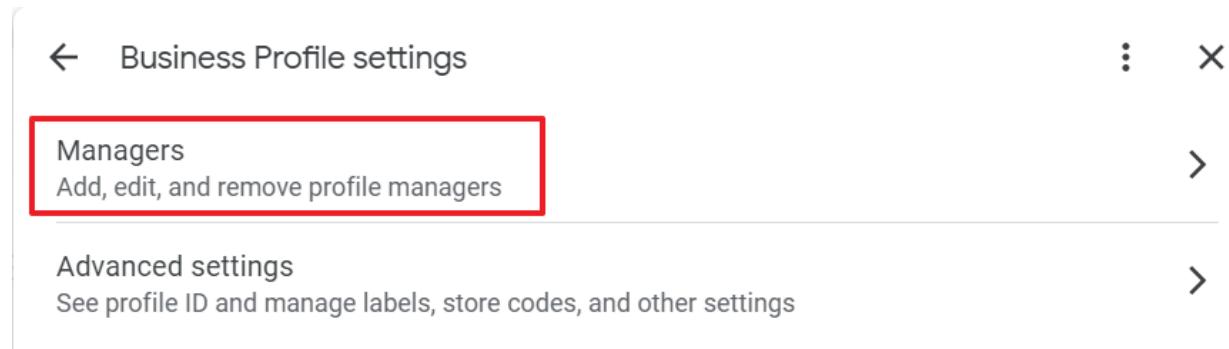
Your Business Profiles

Help & support

Send feedback

Terms of Service

4. Click **Managers**

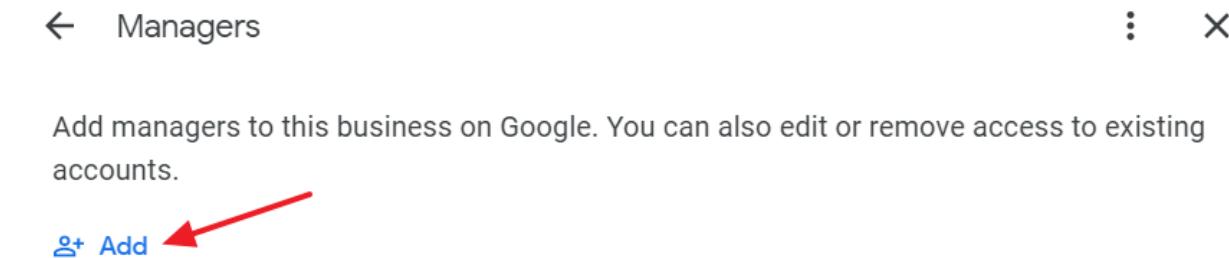


Business Profile settings

Managers Add, edit, and remove profile managers

Advanced settings See profile ID and manage labels, store codes, and other settings

5. Click **Add**



Managers

Add managers to this business on Google. You can also edit or remove access to existing accounts.

+ Add

6. In the email address field, add the business group **5499341260 (Authority Solutions Clients)**.
Select Owner and click Invite

← Add manager ⋮ X

Email address X

Access

Select what role you'd like to grant this person to manage this Business Profile on Search and Maps.
You can change it at any time.

Owner
Can edit, add managers, and transfer ownership of the Business Profile on Search and Maps

Manager
Can make changes to the Business Profile on Google Search and Maps

Cancel Invite