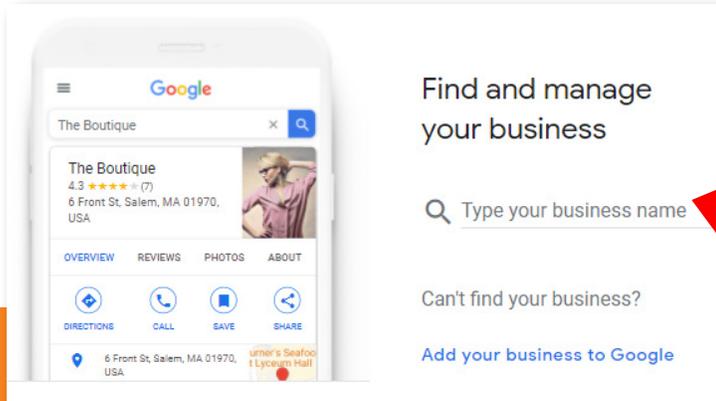


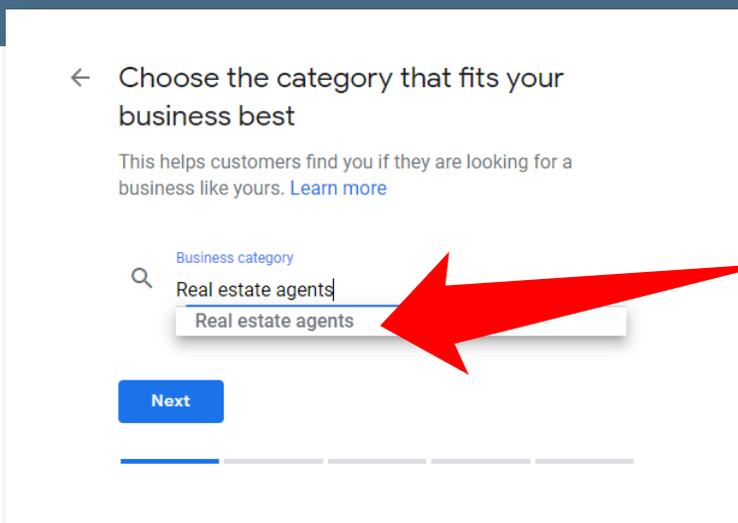
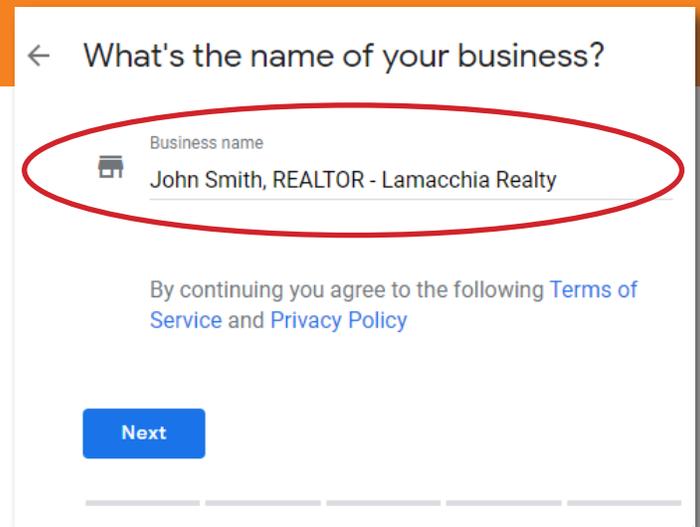
Account Set Up Instructions

To begin, in your browser type:
business.google.com/create



Type the name of your business that you want to appear on the Google My Business page

Type First Name, Last Name, Title - Brokerage Name then click "next". Do not use any emojis or trademark characters, Google will potentially reject the page. click "next"



Search your business category "Real estate agent" click "next"

Account Set Up Instructions

← Do you want to add a location customers can visit, like a store or office?

This location will show up on Google Maps and Search when customers are looking for your business

Yes

No

Next

Select "No" then click "next"
(DO NOT use the brokerage address unless you are making this page for an office)

You can **enter up to 20 service areas** by town name, make sure you select the correct state as the towns populate in the drop down menu. (If the town does not populate, type in a comma then space and state)

← Where do you serve your customers? (optional)

You can list your service areas below. They will show up on your listing and help bring relevant customers.

Search and select areas

Waltham

- Waltham MA, USA
- Waltham MN, USA
- Waltham County MS, USA
- Waltham ME, USA
- Waltham MS, USA

← What contact details do you want to show to customers?

Help customers get in touch by including this info on your listing

Contact phone number

978.978.9789

Current website URL

www.JohnSmith.com

I don't need a website

Get a free website based on your info.

[See details](#)

Next

Type in your cell phone number as this is how they will contact you. **(DO NOT use your office number)** If you have your own website with your contact information listed, enter the URL.

Please note: We suggest to not select "get a free website" – this is an upsell from google.

Hit "finish" to manage your listing then hit "new"

← Finish and manage this listing

You'll be able to manage John Smith, REALTOR - Lamacchia Realty on Google.

- ✓ Promote your business with photos and posts
- ✓ Track business analytics to understand your customers
- Respond to customer reviews

Finish

Account Set Up Instructions

Please enter your mailing address to verify

The address you provide here will be hidden from the public. Post office boxes are not eligible.

Country / Region
United States

Street address

City

State ZIP code

Verify later **Next**

Type in your **home address**, this will not be public. This is **ONLY** for Google to be able to verify your page. Please click “next” so that it can verify right away. Click “next”

Choose a way to verify your page. We suggest the best way is **via text or call** because it can be done on the spot. If you do not get the option to verify by phone then do the verification by mail. They will send you a postcard and within 5 business days you will get that postcard to your house and can verify your page.

Enter the code

Enter the 6-digit verification code from the text message

862681 **Verify**

Having problems?

[Text again](#) [Change method](#)

Enter verification code and click “verify”

you should then get a message “You are now verified”

Add your services

Select the services your business provides and get matched with the right customers

Real estate agents

+ Appraisals

Don't see a service you offer? Create your own.

Buying Real Estate

Selling Real Estate

19 / 120

+ Add custom service

Save

This page will ask to **Add your services**. We suggest clicking both Buying Real Estate and Selling Real Estate then click “save”

Next, select your business hours- Please click on every day and “all hours” or enter “specific hours” then click “save”

Select “24 hours” unless you enter specific hours, click next

Adding Messaging
We recommend you turn this **OFF** and hit “save” because you don't want to have it on and then realize later that you missed messages.

← Add messaging

Let customers message your business on Google for free

[Learn more](#)

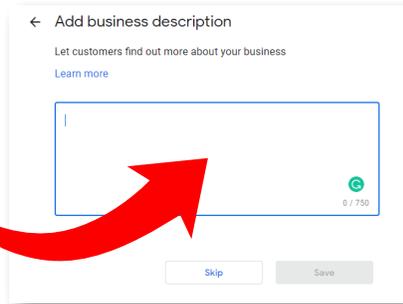
Accept Messages

Skip **Save**

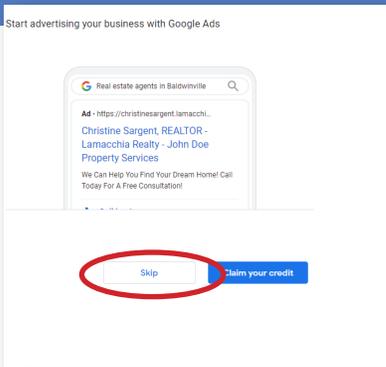
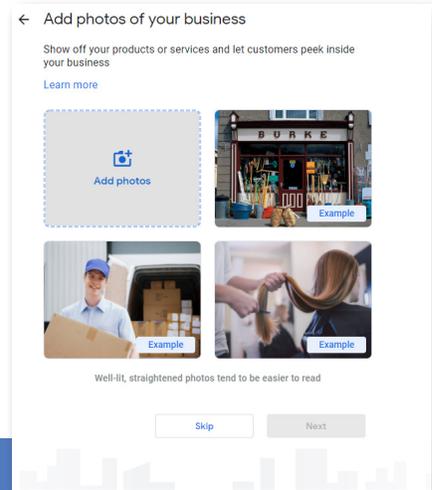
Account Set Up Instructions

Add Business Description:

This is a simple paragraph all about you. If you have one you have used for your website or company bio that would work great. Keep in mind you have to do 750 characters or less.



Upload a business headshot, your logo if you have one and photos of you conducting business then click "next"

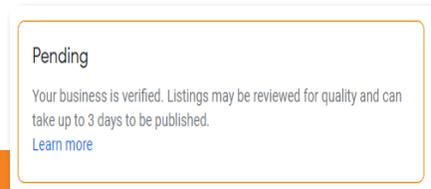


Skip this section

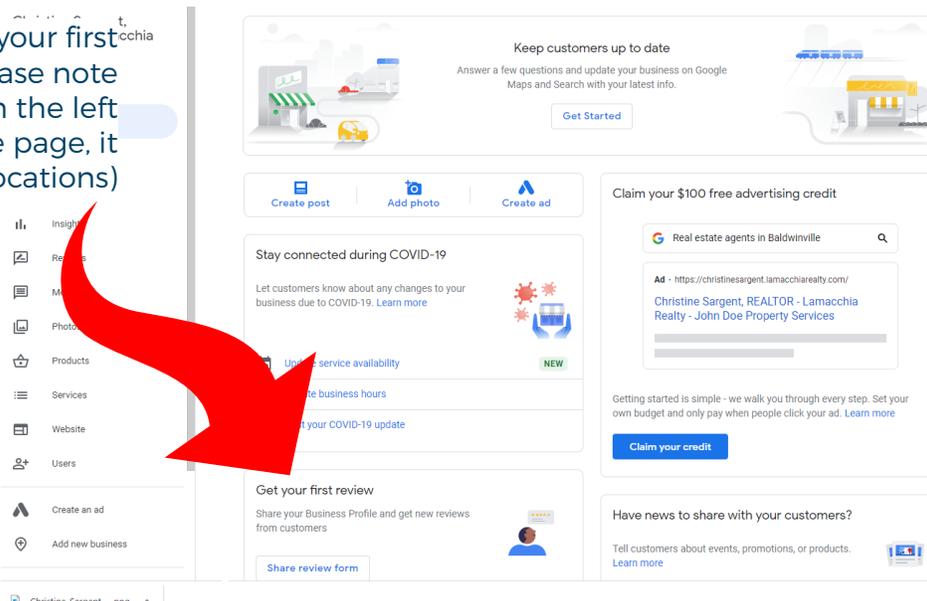
(DO NOT claim free credit) Google will try to upsell you on ads, hold off for now.

You will notice it says "pending". Once confirmed (up to 3 days) you will then be able to share your review form. If they change this to suspended it is because they do not agree with what you have entered click more and dispute the suspension. If you followed the steps of this though you should have no problem.

Click "Skip" then the "Continue" button



Select "Get your first review box" (please note this could be on the left or right of the page, it moves locations)



Google wants you to have a legitimate business page and in order to do that, you have to get customers reviews! Once you have created your page, go in a grab the share review form link. Send it to as many friends, family and loyal clients as you can and ask them to put a review on your business page. The more reviews you have will get you ranked higher and higher above your competition.