How do I claim a location in Google My Business?

Tell Me

These instructions are for claiming a location found on Google Maps

1. From google.com/maps, find your location
2. Click on the location so the location details show on the left
3. Click **Claim this business**

![Claim this business](image)

4. On the Google Sign in, enter your university **email address** and click **Next**
5. You will be redirected to university Single Sign On - **login** with your NinerNET username and password
6. Verify or enter the **name of the location** - click **Next**

![What's the name of your business?](image)

7. Verify or enter the **address of the location** - click **Next**

![Where are you located?](image)
8. Enter a business category - **University Department** is appropriate for most campus locations - click Next

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Choose the category that fits your business best
This helps customers find you if they are looking for a business like yours. Learn more

Business category
University Department

Next
```

9. Verify or enter an appropriate **phone number** and **website for the location** - click Next

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Make connections (optional)
Providing current info will help customers get in touch and learn more about your business.

Phone number

Website

Next
```

10. Click Finish

```
Finish and verify this business
To manage your listing, you'll need to verify your connection with this business. What you'll get with verification:

- Allow new customers to find you on Google Search & Maps
- Promote your business with photos and posts
- Track business analytics to understand your customers
- Respond to customer reviews

Finish
```
11. Click Mail

Success! Your listing has been created. Choose a way to verify.

Select how you'd like to get a verification code. Learn more

- Postcard by mail
  Have a postcard with your code mailed to this address
  Contact name

  Kennedy Hall
  9201 University City Blvd, Kennedy Building, Charlotte, NC 28223-0001, United States

- Verify later
  You can't fully manage your listing until you're verified

12. A post card will be mailed to the location that was claimed

Postcard is on the way
You'll get a postcard with your verification code and instructions in about 5 days.

13. On receipt of the postcard, visit google.com/verifymybusiness
14. Sign in to your university Google account
15. Enter your verification code and click Verify
16. You're now verified - click Get started to edit your location

You're now verified
The account [account name] is now authorized to manage Kennedy Hall on Google

Get started adding photos, replying to reviews, creating posts, and more

Get started
Related FAQs

- What is Google My Business?
- How do I claim a location in Google My Business?
- How do I add permissions to manage Google My Business locations?
- Why would I want to claim a building in Google My Business?