

How to Give Someone Access to Google Business Profile

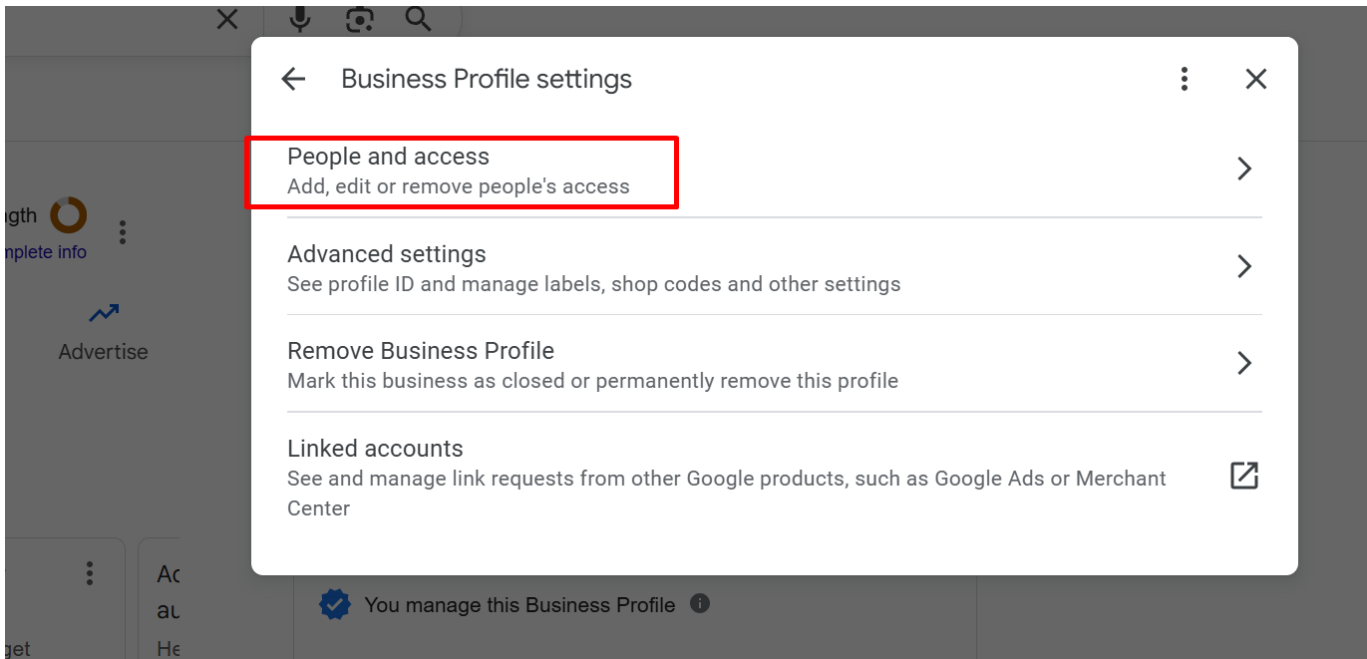
Step 1: Go to your Business Profile on Google

The screenshot shows the Google Business Profile interface for 'flick media ltd'. At the top, there is a search bar with the text 'flick media ltd' and a search icon. Below the search bar, there are navigation tabs for 'All', 'Images', 'News', 'Maps', 'Videos', 'Short videos', 'Forums', and 'More'. The main content area is divided into several sections. On the left, there is a 'Your business on Google' section with a profile strength indicator and a 'Complete info' button. Below this are several action buttons: 'Edit profile', 'Read reviews', 'Photos', 'Add update', 'Performance', 'Add a new Business Profile', 'Your Business Profiles', 'Help & support', 'Send feedback', and 'Terms of Service'. The 'Business Profile settings' option is highlighted with a red box and a red arrow. To the right, there is a 'Business Website' section with a photo of a woman holding an orange. Below that is a 'Costa Coffee' location card with a map and address. The address is 'Londoneast-UK Business & Technical Park, Yew Tree Avenue, Dagenham East RM10 7FN'. The phone number is '020 3740 2750'. The hours are 'Open · Closes 5:30 pm'. There are also buttons for 'Directions', 'Reviews', 'Saved', and 'Call'.

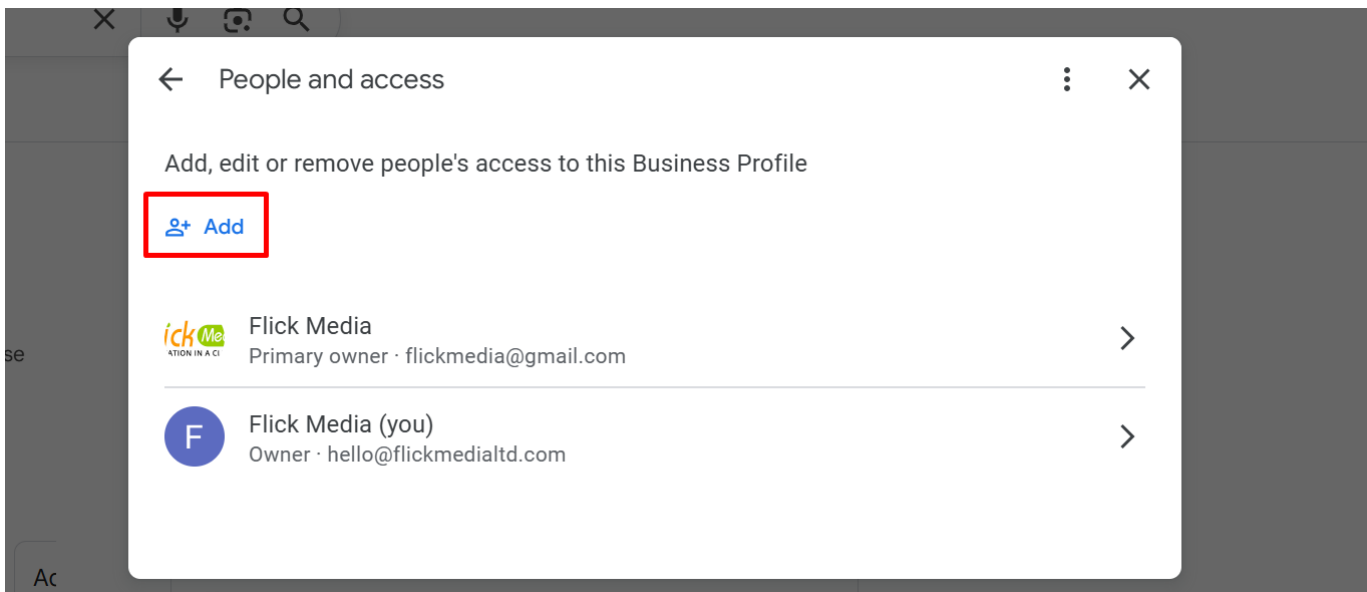
Step 2: Click on the three-dot menu, then select 'Business Profile settings'

This screenshot is identical to the one above, showing the Google Business Profile interface for 'flick media ltd'. The 'Business Profile settings' option is highlighted with a red box and a red arrow, indicating the next step in the process.

Step 3: In the popup, click 'People and access'



Step 4: Click the 'Add' button to invite a new user



Step 5: Enter the person's email address, choose a role (Manager is recommended for limited control), and click 'Invite'.

