

#### 4 Steps to Set Up Your Google My Business Account

Don't have a GMB profile yet? Here's a step-by-step guide to publishing your pharmacy's own listing.





### Claim

Go to <u>Google's GMB page</u> and select "Manage Now." Type your pharmacy name into the search bar so Google can pull the correct information. If it doesn't come up, you may need to add it manually by clicking the blue "Add your business to Google" link.





## Describe

Next, pick your business category, which will most likely be "Pharmacy," as Google doesn't distinguish between most different pharmacy types. You can always <u>change it later or add a</u> <u>new one</u>, if applicable.

Add at least 5-7 service offerings and try to get as specific as possible. If you offer retail products, specialty services, or other services that aren't listed, you <u>can create and edit</u> <u>custom services</u>, add descriptions, pricing, and group services into sections.





## Locate

Add your pharmacy's location so Google can promote your business on Google Map listings and make you easily findable for local searchers. If you have more than one pharmacy, pick your main or current location.

The next screen will ask about your business's mobility and whether you serve customers outside your geographic location. If you offer online, virtual telehealth, delivery services, mail-in prescriptions, or off-site services like health clinics, you can answer "Yes." Include additional contact information for your pharmacy, such as your website address and location phone number.





# Verify

Once all your pharmacy and contact information has been completed, Google will need to verify your business. You may get a postcard in the mail at your business address, which can take several days, or you could be asked to verify your business by phone.

After that, your listing will appear in Google Maps and on the right side of Google search pages when people search for your pharmacy.

