

Add Marquee as a Manager on your Google Business Profile

Takes about two minutes on a phone or a computer. Manager access lets us answer reviews, add photos and fix the listing for you. It does **not** let us remove you or delete anything — you stay the Owner. You can remove us any time from the same screen.

Before you start: sign in to Google with the account that owns the business listing — usually the Gmail you used when you first claimed the business. (If you're not sure which one, it's the account that gets the "new review" emails.)

The **red box** in each picture is exactly what to tap.

1

Search your own business on Google

Open google.com (any browser, phone or computer). Type your business name and city — **Biaggio Pizzeria Allentown**. Because you're signed in as the owner, a panel appears at the top that says "**Your business on Google**." Tap the three dots : on the right of that panel.

google.com

 Biaggio Pizzeria Allentown

Biaggio Pizzeria & Family Restaurant

Your business on Google

Edit profile

Read reviews

Add photo



2

Open Business Profile settings

In the menu that drops down, tap **Business Profile settings**.

Menu

Add update

Ask for reviews

Edit products

Business Profile settings

Help & support

3

Tap "People and access"

This is the screen that controls who can manage the listing.

Business Profile settings

Advanced settings

People and access

Notifications

Linked accounts

Remove Business Profile

4

Tap "Add"

Top-left of the People and access screen. A form opens.

People and access

+ Add

Sal ___ · Primary owner

5

Type our email and pick Manager

Email: **jeff@marqueebusinesssolutions.com**

Access: choose **Manager** (not Owner). Tap **Invite**.

Add people

Email address

jeff@marqueebusinesssolutions.com

Access

Owner

Manager ✓

Invite

6

Done — we accept the invite on our end

You'll get a Google email once we accept. We start answering reviews the same day. To remove us later: same screen → our name → Remove.

People and access

Sal ___ · Primary owner

Jeff Schaeffer · Manager ✓ accepted

You get an email when Jeff accepts. Nothing else to do.

If you don't see "Your business on Google": you're signed into the wrong Google account. Tap your profile picture (top right of Google) → switch to the account that owns the listing → search again. Or go straight to **business.google.com**, sign in, pick the business, then the : menu → Business Profile settings → People and access.