



with Google



## What you need to know about the upcoming Get Your Business Online event.

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Coming to a Zeekee led Get Your Business Online Event? Great! We can't wait to meet you and help get your business online with Google and teach you how to control what others see about you in Google Search and Maps.

### WHY SHOULD YOU VERIFY YOUR BUSINESS?

If you want to manage and control how your business info appears across Google Search and Maps, read and respond to customer reviews, publish pictures, help customers find you, and track information on how people are interacting with your business on Google, then you want to be verified. A verified business can do all of these things, and we will show you how.

**Zeekee Tip:** We recommend the business owner or designated marketing employee attend this meeting. Only business owners or authorized representatives may verify and manage their business information.

### WHAT SHOULD I BRING?

- » **Laptop or tablet** - This is a working session, so bring your own device so you can walk through the process with us and have it set up when you leave the meeting.
- » **Proof of ownership of business** - We will need this to instantly verify your business with Google. Proof of ownership can include a utility bill, tax letter, or business registration certificate. Copies are not acceptable and all must be originals.

### Before you come, get access to your company Google Account or set one up.

Make sure you have access to your Google account, and if you don't have one, create one ahead of the meeting. Not sure what your Google account is? Your Google account could be your gmail address or your business address. This is the email address that you use to control your Google applications like Google Drive. Go to [www.google.com/accounts](http://www.google.com/accounts) to start the process. If you are having trouble logging in, you can click here to troubleshoot your issue.

**Zeekee Tip:** Are you setting up your Google Account for the first time? We recommend using an email address that is one several people in your company can use. For instance, use an [info@yourcompanyname.com](mailto:info@yourcompanyname.com) email address so you can control access to the account easily.

### Recommended Reading:

Guidelines for Representing Your Business on Google

**WE LOOK FORWARD TO SEEING YOU THERE AND GETTING YOUR BUSINESS ONLINE!**