

How to let someone manage your Google Profile

To allow someone else to help manage your Google Business Profile, go to your Business Profile, click the menu, select "Business Profile settings," then "People and access," and click "Add" to invite a new user, choosing their access level as "Manager" and entering their email address to send them an invitation to join.

Key steps:

Access your Google Business Profile: Log in to your Google account and navigate to your business profile.

Open settings: Click the menu icon and select "Business Profile settings".

Manage access: Select "People and access".

Add a new user: Click "Add" and enter the email address of the person you want to add as a manager.

Assign access level: Choose "Manager" as their access level.

Send invitation: Click "Invite" to send them a notification email.

Important points:

Only the owner of the Google Business Profile can add new managers.

You can choose to give someone "Owner" access, which allows them to make more significant changes, including adding or removing other users.

Once invited, the new manager will need to accept the invitation via email to gain access.

Or

<https://support.google.com/business/answer/3403100?hl=en>