Springboard Digital

How to Grant Access In Your Google Business Profile

- 1. Sign into your Google Business Profile Manager
- 2. Select the relevant location/business
- Use the three small dots to navigate to Business Profile Settings, then click on People and Users



- 4. Click Add
- 5. Type in access1@springboard-digital.com.au and select 'Manager' access
- 6. Click Invite, then click Done

←	Add person		: ×
Er	mail address		
a	iccess1@springboard-digital.com.au		\otimes
Acc	cess		
Sele You	ect the role you'd like to grant this person to manage this Busines I can change it at any time.	s Profile on Search	and Maps.
Sele You	ect the role you'd like to grant this person to manage this Busines i can change it at any time. Owner Can edit, add people and transfer ownership of the Business Pr	s Profile on Search ofile on Search and	and Maps. I Maps
Sele You	ect the role you'd like to grant this person to manage this Busines i can change it at any time. Owner Can edit, add people and transfer ownership of the Business Pr Manager Can make changes to the Business Profile on Google Search at	s Profile on Search ofile on Search and nd Maps	and Maps. I Maps