Adding ODM to Google Listings

Step 1: Go to your Google listing control panel by going to https://www.google.com/
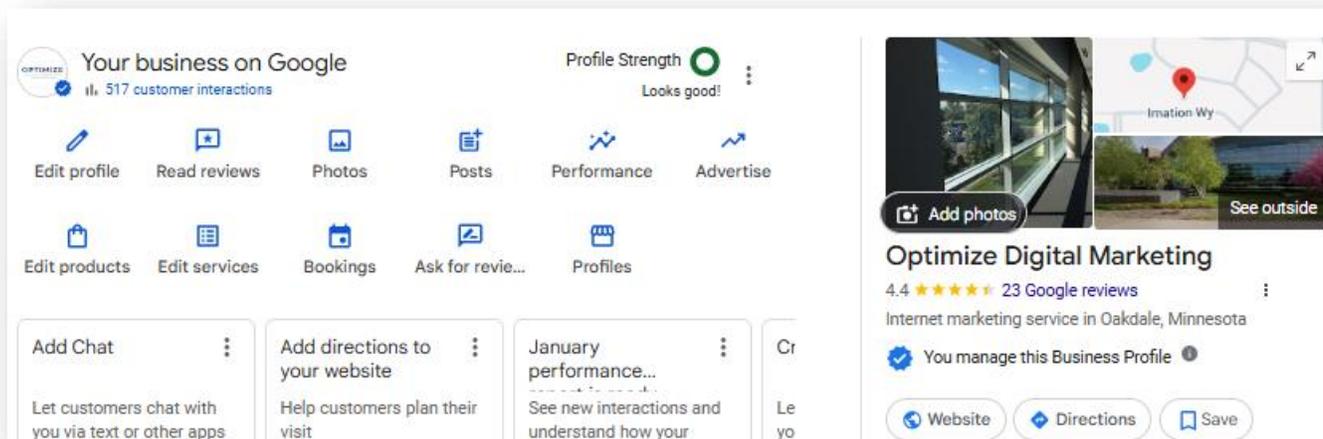
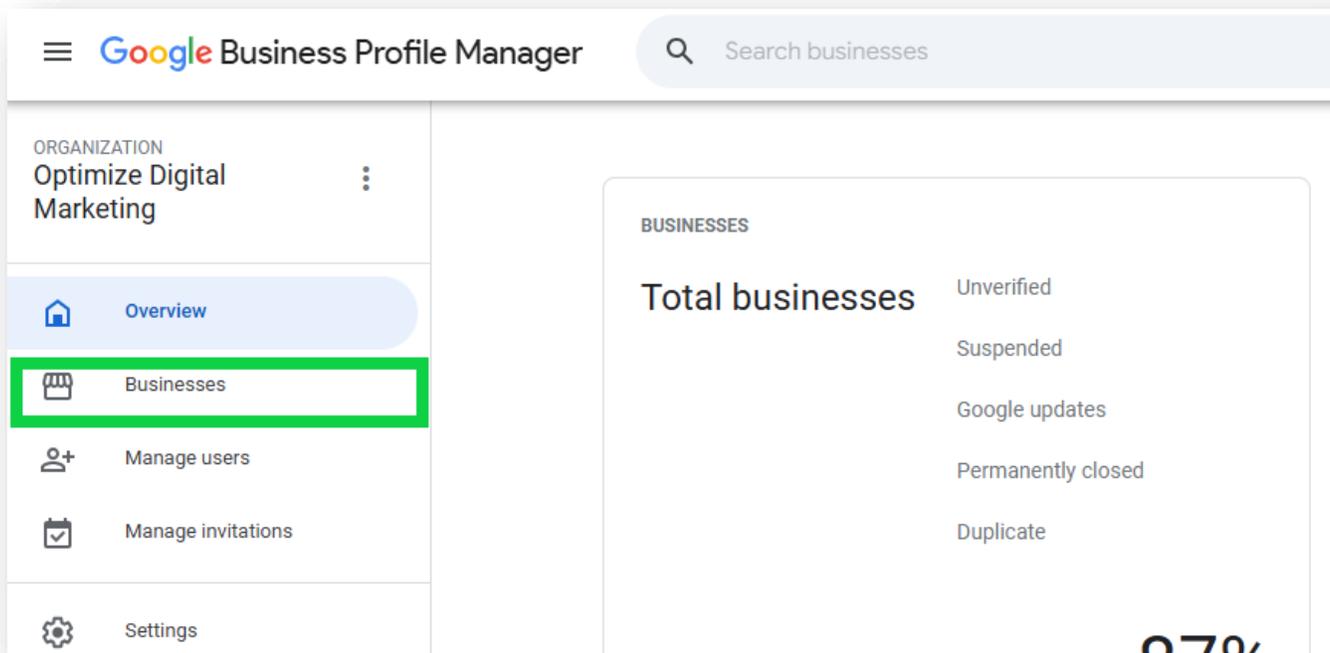**Step 2:** In the upper right corner of your screen select the Google Apps menu
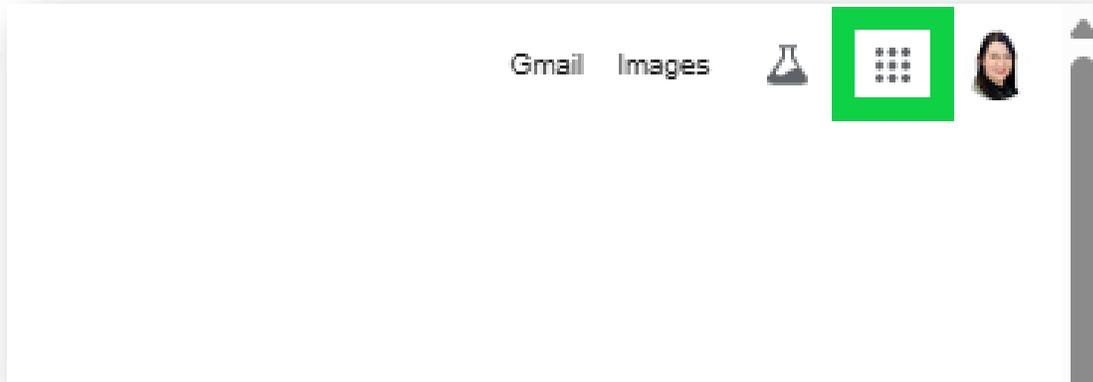
Step 3: The menu often appears different based on user, look for the Blue Business icon and select that.
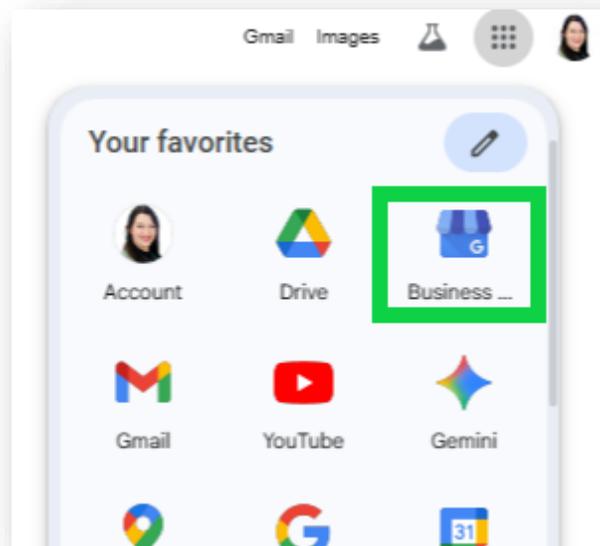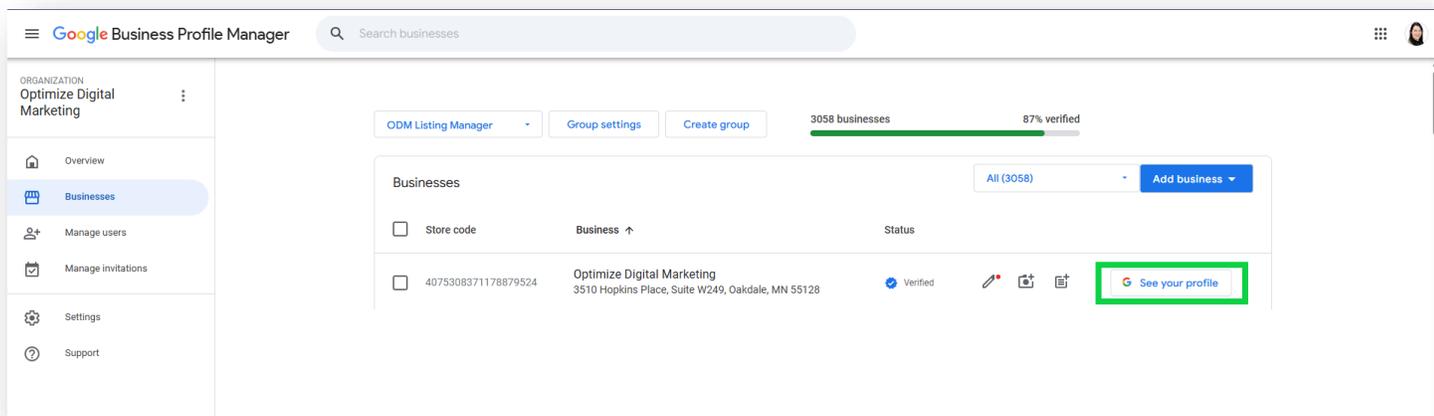
Step 4: If you are brought to the screen below skip to **Step 7**, if you are brought to the Google Business Profile Manager please move on to **Step 5**

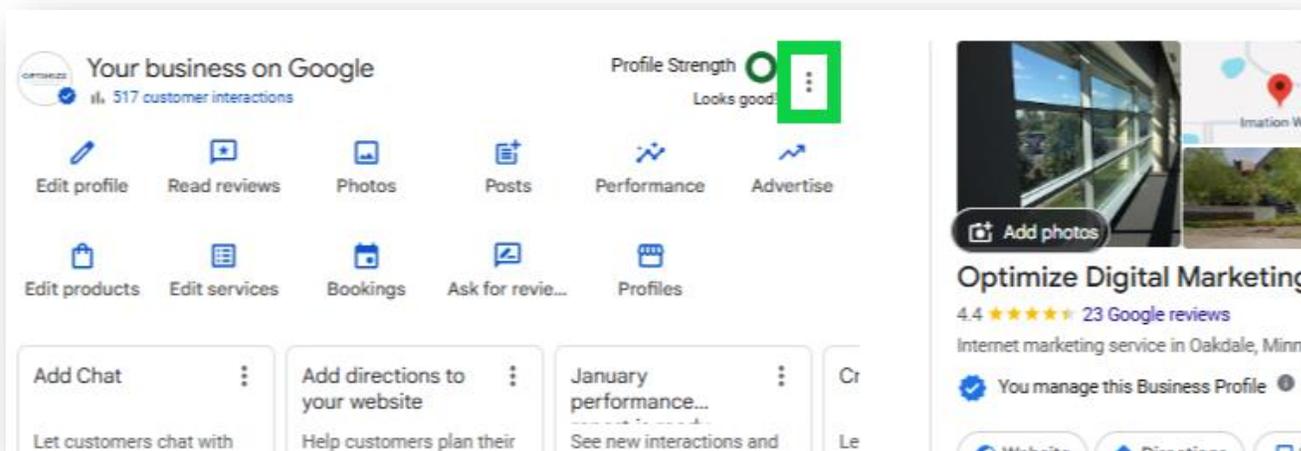**Step 5:** On the left side, select **Businesses**

Step 6: Select the location you want to proceed with, and select **See Your Profile**
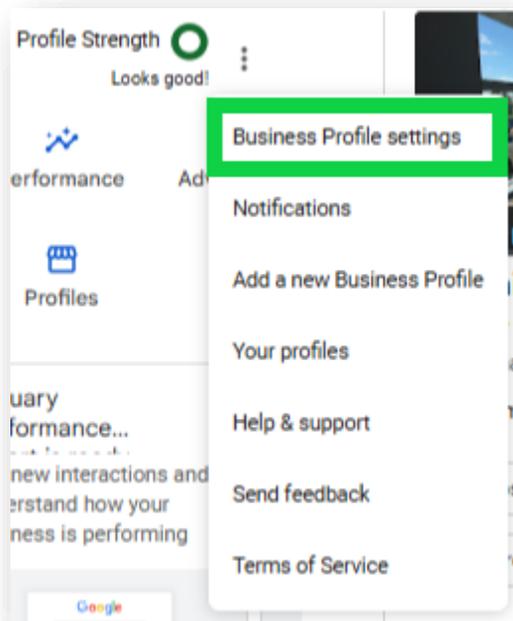

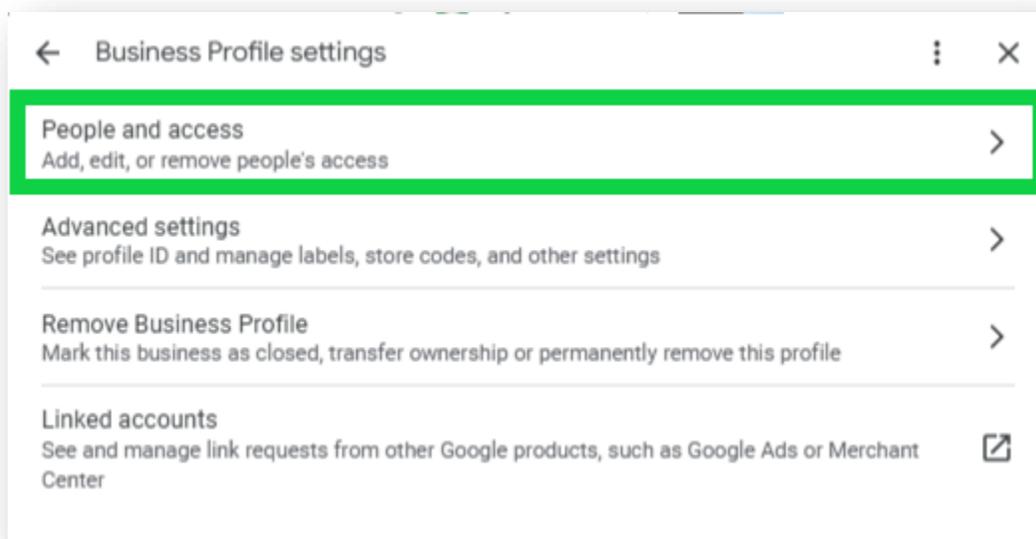Steps 7-12 will need to be repeated for individual locations.

Step 7: Once on the Google Control Panel select the 3 dots next to "Profile Strength"

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Step 8: Select **Business Profile Settings** from the drop down that appears.
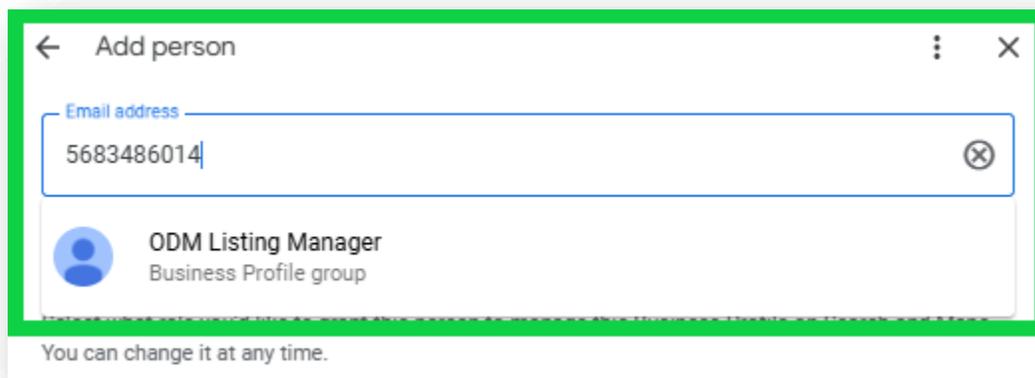

**Step 9:** Select **People and Access**

Step 10: Click on the **Add User** button

Step 11: In the email address section enter ODM's agency code (5683486014), once the code is entered the "ODM Listing Manager" will pop up below allowing you to select it from the drop down.

Step 12: Once you select the agency it will look like this, confirm you have selected "Manager" for level of access and select the "Add" button when complete.
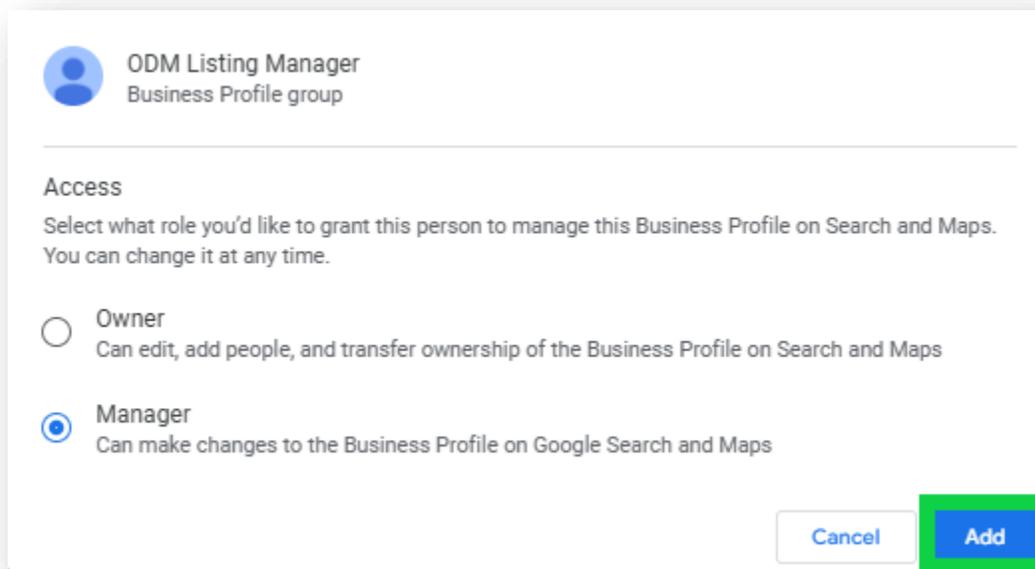
*ODM is not notified when added to listings, please click the acknowledgment link in the email to confirm you have added all locations.