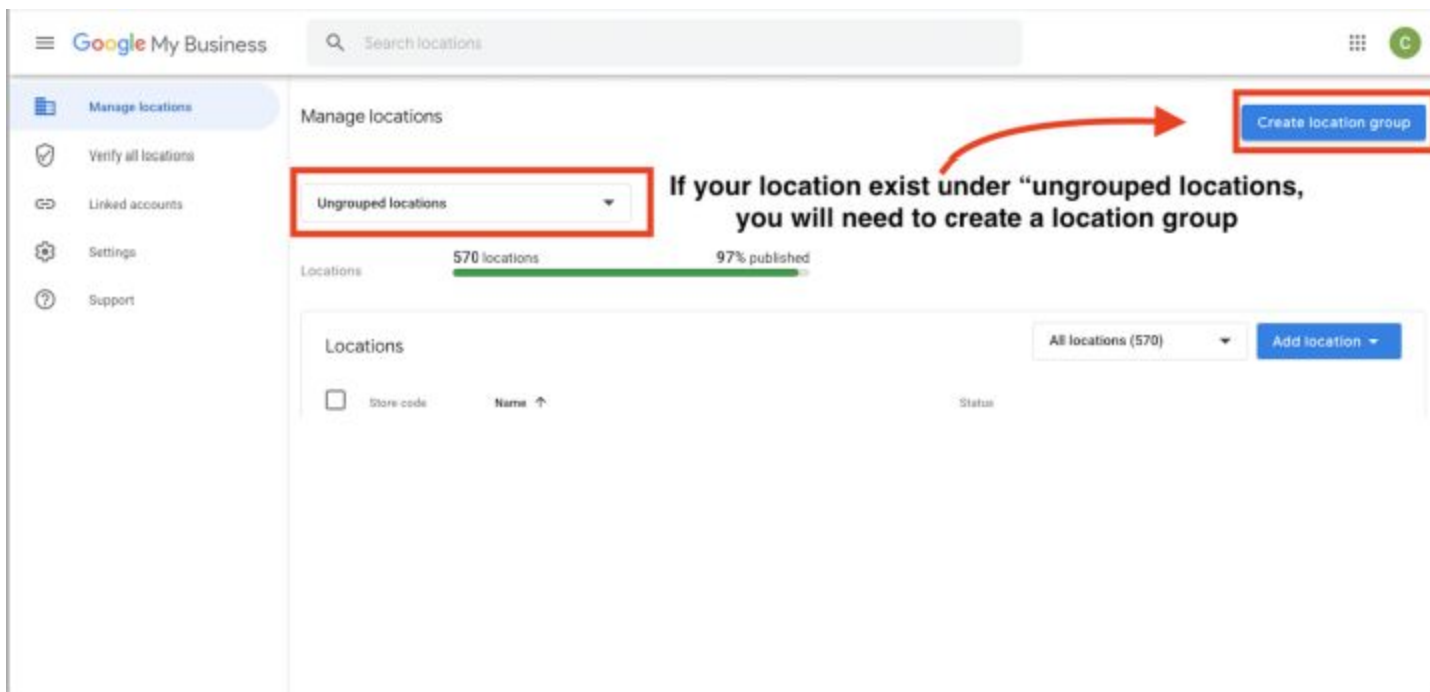


How to Extend Google My Business Access to Reputation

Move your locations into a “Location Group” in your Google My Business Account



Google My Business

Search locations

Manage locations

Verify all locations

Linked accounts

Settings

Support

Manage locations

Ungrouped locations

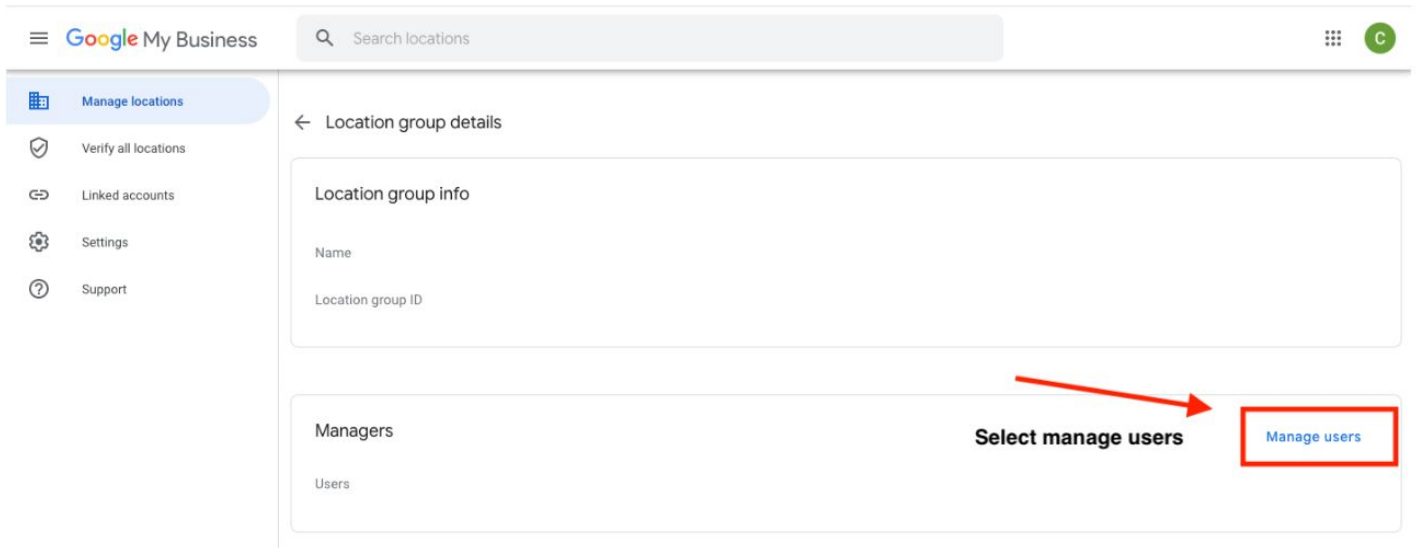
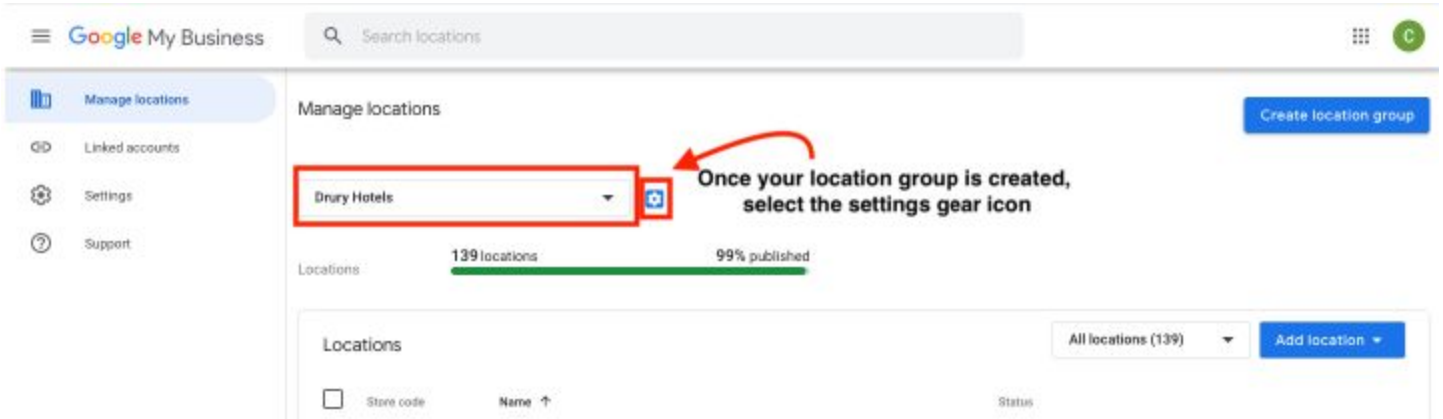
If your location exist under “ungrouped locations, you will need to create a location group

Locations 570 locations 97% published



All locations (570) Add location

Store code Name Status


Give Reputation Access to the Location Group



Manage permissions



Primary owner

 You

Owner

▼ ×

▼ ×

▼ ×

▼ ×

Add new users

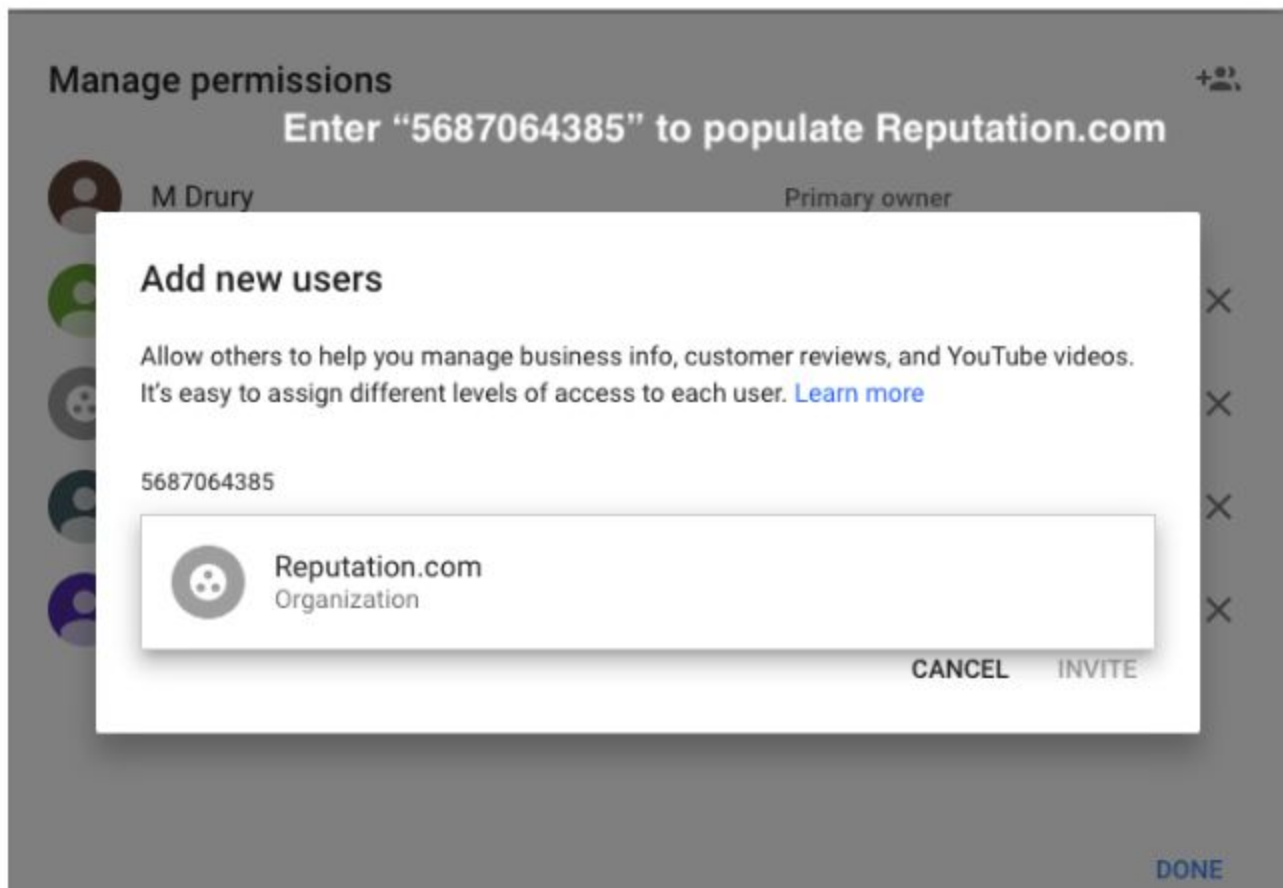
Allow others to help you manage business info, customer reviews, and YouTube videos. It's easy to assign different levels of access to each user. [Learn more](#)

+ Add names or email addresses

Owner ▼

Ensure the "owner" role is selected

CANCEL INVITE



The screenshot shows the 'Manage permissions' interface. At the top, it says 'Enter "5687064385" to populate Reputation.com'. Below this, a list of users is visible, with 'M Drury' listed as the 'Primary owner'. An 'Add new users' modal is overlaid on the screen. The modal contains the same 'Add new users' heading and introductory text as seen in the top section. Below the text, the ID '5687064385' is entered. A search result for 'Reputation.com Organization' is displayed with its logo. At the bottom of the modal, 'CANCEL' and 'INVITE' buttons are visible. In the bottom right corner of the background dialog, a 'DONE' button is present.