



# How to *Transfer* Your Google My Business Profile

## Step By Step Guide

### 1 The current Primary Owner will:

- Log in to Google Business Profile Manager
- Select the business
- Go to "People and Access"
- Click "Add" and enter your email
- Assign you the role of Owner
- Click Invite

### 2 The New Owner will

- Check your email for an invitation from Google
- Click Accept Invitation
- You are now added as an Owner

### 3 Transfer Primary Ownership

- Once the **new owner** accepted:
  - The current owner returns to "People and Access"
  - Selects new owner's name
  - Assigns new owner as Primary Owner
  - Clicks Save

### \* Important to Know

- 7-Day Waiting Period
  - Full control is granted after 7 days (including managing/removing users).
- Ownership Control
  - Only the current Primary Owner can transfer ownership.



**NEED MORE HELP?**

Reach out to our support team

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