Site in Hand

siteinhand.com/help/google-business-profile/

Add us to your Google Business Profile

About 2 minutes | Before your new website goes live | Steps checked October 2026

This lets us keep your Google listing up to date (hours, holiday hours, your website link) and bring all your Google reviews into your dashboard and monthly report. You stay the owner, and you never share a password.

We need it before your new website goes live.

Invite this email as a Manager

team@siteinhand.com

Before you start: Sign in to the Google account that looks after your business listing. It's usually the address Google sends your "Business Profile" emails to.

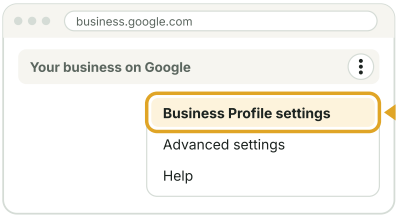
Send the invite

These steps work on a computer, and on a phone in your web browser.

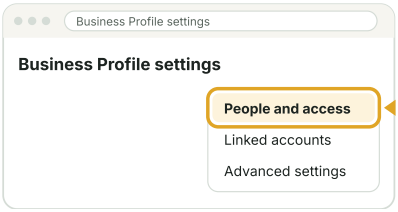
1. Go to **business.google.com**, or search Google for your business name and town. Your business shows with buttons for editing it.



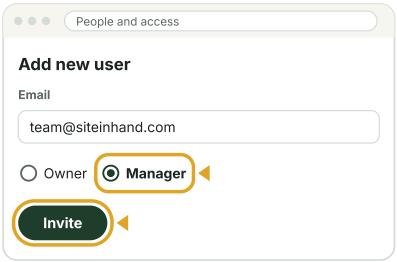
2. Select ⋮ **More**, then **Business Profile settings**.



3. Select **People and access**, then **Add** (the person-with-a-plus button at the top left).



4. Type `team@siteinhand.com`. Under **Access**, choose **Manager** (not Owner), then select **Invite**.



That's it. We accept the invitation on our side, usually the same business day, and let you know when we're connected. Until then it shows as **Pending** under People and access, which is normal.

Good to know

What can a manager do?
Almost everything an owner can: update your hours, photos and details, and see and answer reviews. A manager can't add or remove people, and can't remove your profile.

Do you need my password?
Never. This invite is the safe way to give access.

Can I undo it?
Yes, any time. Open **People and access**, choose Site in Hand and remove us.

If something looks different

You see "Claim this business" or "Own this business?"
You're signed in to a different Google account, or someone else set up the listing (a family member, a past employee, an old web company). Whoever owns it needs to send the invite. Our guide **Claim and verify your Google Business Profile** shows how to get it back.

It says "Get verified"
Google needs to verify your listing before you can add anyone. See **Claim and verify your Google Business Profile**.

There's no People and access, or no Add button
You're a manager, not an owner. Ask the owner to send the invite.

You have no listing at all
Tell us. We'll help you create one and verify it.

Stuck?

Email us at **hello@siteinhand.com**, or send us a note from your dashboard or the app (**Ask for a change**). We'll help, or do it with you.

Where these steps come from

Steps checked October 2026 against each company's own help pages. Screens change now and then; if yours looks different, we'll help.

- Google's own instructions: manage your Business Profile owners and managers