

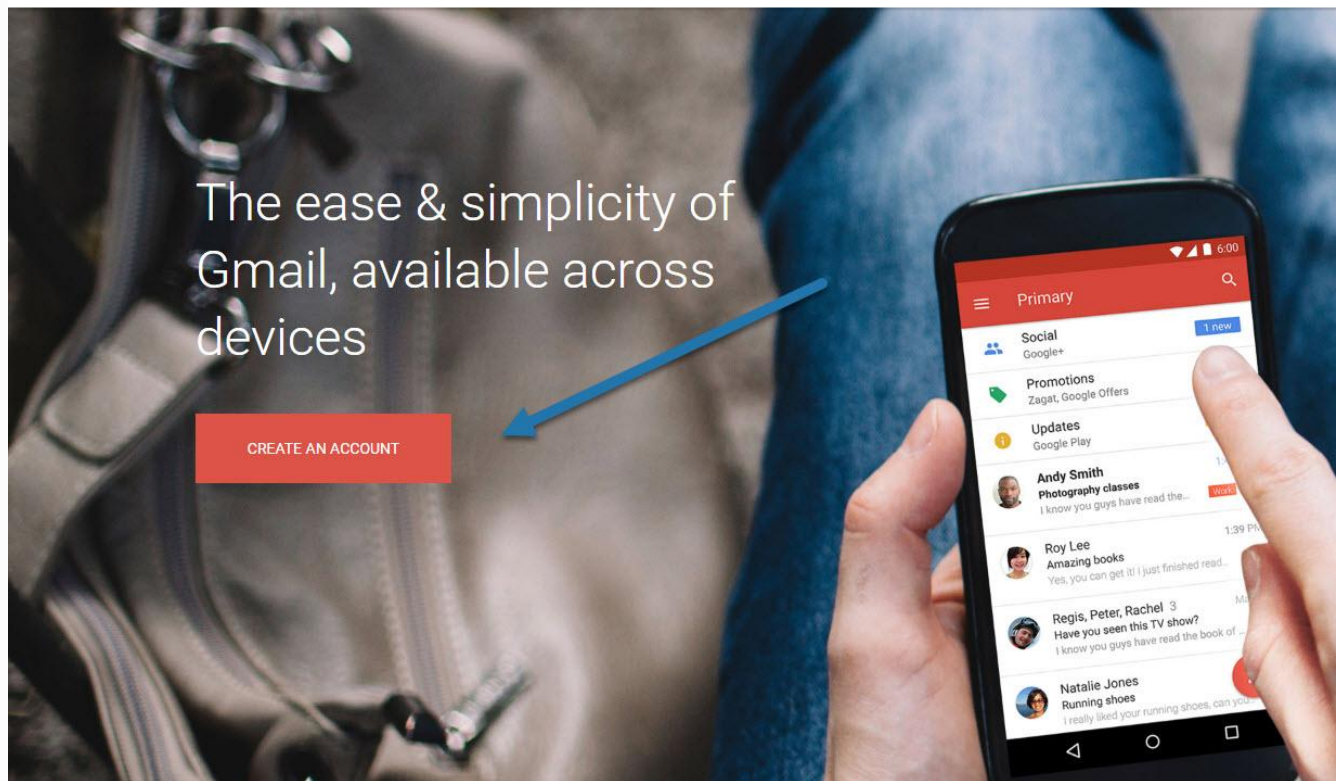
5 Step guide on how to write a Google review

Now for the step by step guide you can physically hand to your customers, or print off as a PDF to host on your own business website. For the sake of this guide, we will use our own company Google+ page as the example.

Skip step 1 & 2 if you already have a Google account.

Step 1) Create an account on Gmail, it can be anonymous, or you can put your real name. Go to www.gmail.com to do this a click the link that says "create an account"

 Gmail




Enter your website address here.


Step 2) Fill out the details within the form found on the next page. Within this page, you can enter your real first and last name, you can keep it anonymous by just typing in, "Anonymous" into the fields. Your username will effectively be your email address, so for example if your username is "sherpas" your address will be sherpas@gmail.com. All this information is confidential, so you don't have to worry about your information being shared.

Create your Google Account

One account is all you need
One free account gets you into everything Google.



Take it all with you
Switch between devices, and pick up wherever you left off.



Name

Choose your username

 @gmail.com

Create a password

Confirm your password

Birthday

Month Day Year

Gender

I am...

Mobile phone

Your current email address

Location

Canada

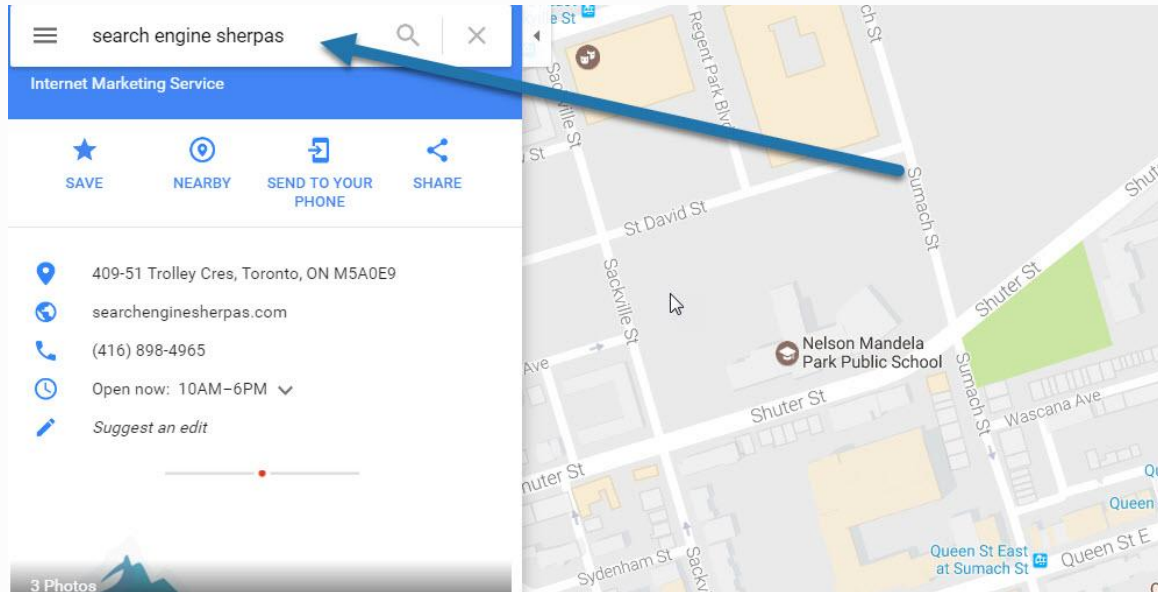
[Next step](#)

[Learn more](#) about why we ask for this information.

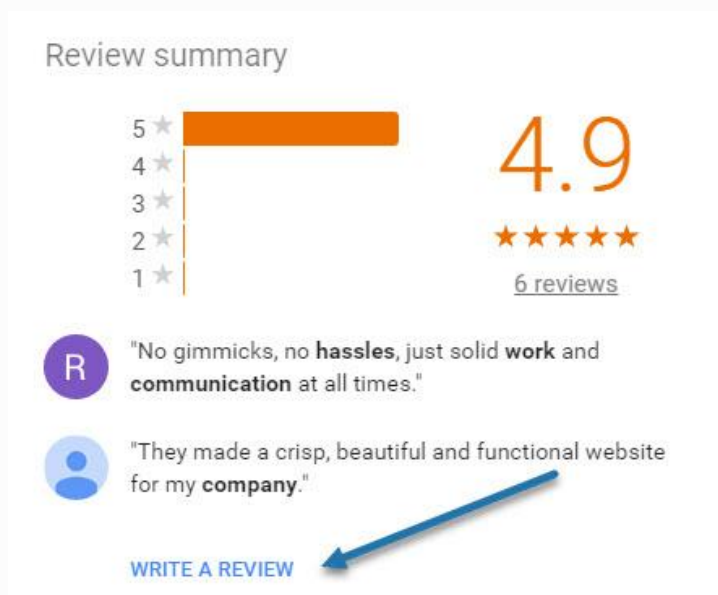
Note that by signing up with Gmail, you get access to all the other apps shown in the picture above including Google+, Maps, Google Drive, etc.

Enter your website address here.

Step 3) Once the account has been created, or you have logged into your existing account, go to Google Maps (www.google.ca/maps) and type in the business name "Your business name" to see the results:



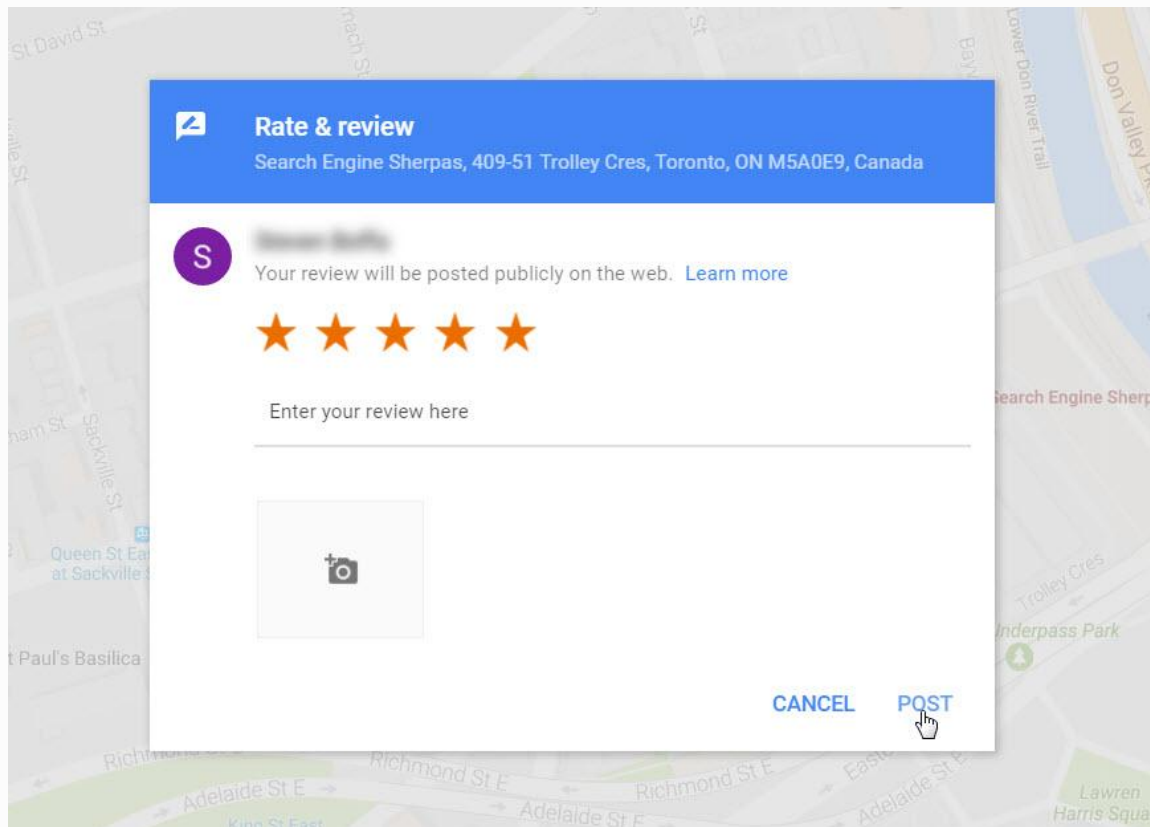
Step 4) At the bottom of the page, there should be a "WRITE A REVIEW" button visible for you to click.



Enter your website address here.

Step 5) After clicking the button to write a review, a box will pop-up with space for you to write the review and add a rating based out of 1-5 stars. The ability to post the star rating is only enabled after comments have been entered into the text field, and a score of zero cannot be given.

This step is very important because the amount of stars given will obviously affect your overall score. While we encourage everyone to give 5 stars, you can only hope your customer will feel generous to do so.



After posting the review, it may or may not become available right away.

Sometimes, with new Google accounts, the reviews need to be verified through their algorithm. Additionally, a visible star rating will not be available on your Google+ business page until you have a total of 5 reviews.

Enter your website address here.