



HOW TO BECOME COMMUNICATION MANAGER OF YOUR GOOGLE MY BUSINESS PAGE?

1. The E-Commerce central team in charge of SEO will open access to all hotels using the AccorHotels' GM generic email address - **EXAMPLE** H9221-GM@accor.com
2. Each hotel will receive an automatic email sent by Google: an invitation to become Communication Manager.

Email Subject: *Accor Admin invites you to become a manager of the xxx Hotel Google+ page.*

You will be notified by your E-commerce local team of the approximate date when those emails will be sent.

Warning! Before proceeding to the next step, you have to disconnect from any Google account (Gmail, Google Calendar, etc.) in your browser.


3. Click to start: <https://accounts.google.com/signup?lp=1&hl=en>




Create your Google Account

One account is all you need
A single username and password gets you into everything Google.

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





I prefer to use my current email address

Create a password

Confirm your password


Birthday
Day Month Year

Gender
I am...

Mobile phone
+33

Your current email address

Prove that you're not a robot
☐ Skip this verification (phone verification may be required)

Type the text: 

Location
France

[Next step](#)

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

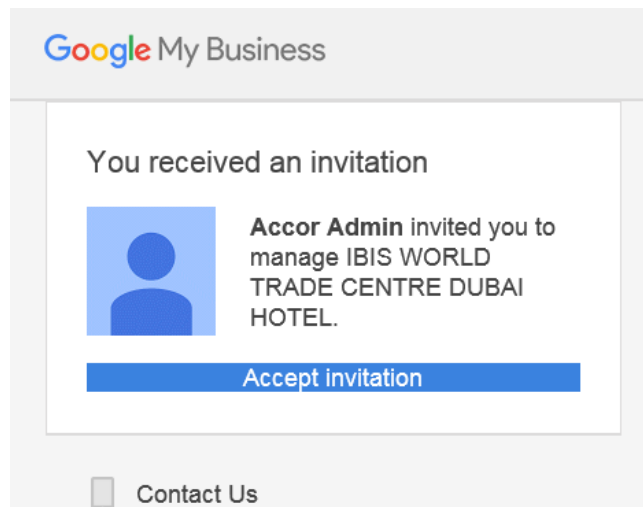
CLICK ON "I PREFER TO USE MY CURRENT EMAIL ADDRESS" AND INSERT THE SAME E-MAIL ADDRESS THAT WAS USED TO RECEIVE THE INVITATION. YOUR GM'S GENERIC E-MAIL ADDRESS.

Hotel Phone: beware a verification code may be sent to this phone

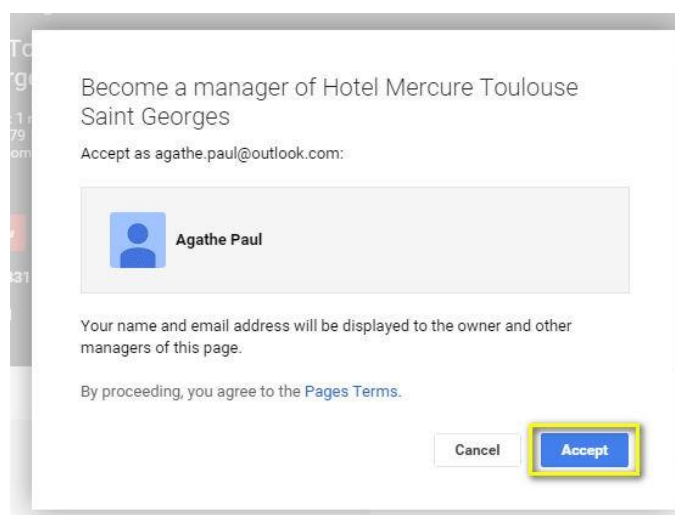
It is very important that the rest of the registration information are not personal and can be easily transmitted in the case of job/position changes.



4. After completing step 3 and verifying your e-mail address, accept invitation that was sent by central team



5. Accept to become Communication Manager for your Google My Business page:



You can now log in as Communication Manager of your hotel on Google My Business: Please refer to "Google My Business - Practical information of the platform" for more information

To sign in to your Google My Business hotel page as Communication Manager:

Access : google.com/local/manage/

Email: e-mail address @accor.com

Password : chosen password in step 3