

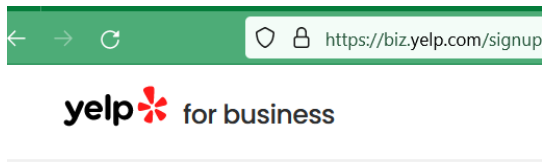
HOW TO SET UP YOUR BUSINESS ON YELP

If you don't have a Yelp Business account and have not set up any other Costa Oil shop location on Yelp, start here.



Watch Video – Steps 1-4

1. <https://biz.yelp.com/signup> - Use this signup link, it's different than a personal Yelp account.



2. Complete the form. Use your costaoils.com email address.
Click **Create a free business account**.

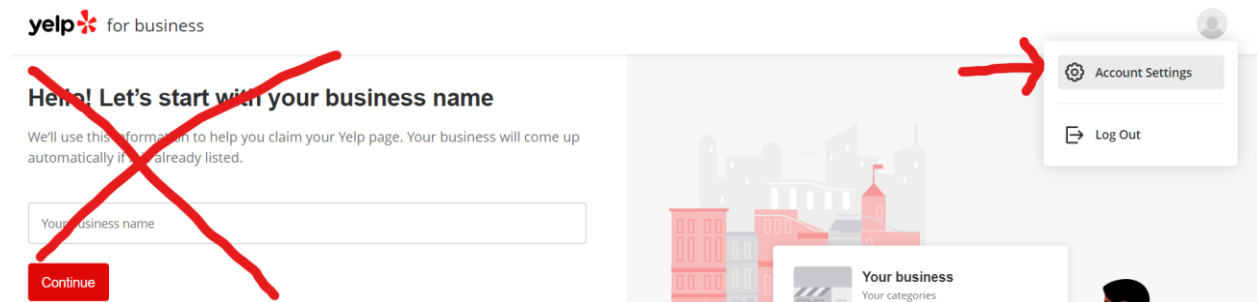
Create a free account to manage your Yelp page

First name	Last name
Email address	
Password	

By continuing, you agree to Yelp's [Terms of Service](#) and acknowledge our [Privacy Policy](#). We may send you marketing emails about Yelp's products, services and local events. Unsubscribe at any time.

Create a free business account

3. Ignore the business search section and click on the profile icon, then **Account Settings**.



4. On your Account Settings page, scroll down and click **Add another location to your account.** (Click here even though it's your first location.)

Additional options

[Add another location](#) to your account.

[Download a copy](#) of your Yelp business account data.



[Watch Video – Steps 5-8](#)

5. Enter the full address of your Costa Oil shop.

Enter the business name using this format:

Costa Oil – 10 Minute Oil Change – **Denver** (put your city if you have 1 location)

-OR-

Costa Oil – 10 Minute Oil Change – **Denver West Colfax** (put your city and street name if there will be more than 1 location in the same city)

Add a Location

Start by searching for your business to see if it's already listed on Yelp. Adding a location is completely free and only takes a minute.



Street Address 123 Main St., City, State

Business Name Mel's Diner

[Get Started](#)

Click **Get Started**.

6. Since you haven't created your business yet, it won't be found. Click **Add Your Business**.

Sorry, there were no matches. Please try adjusting your search.

Your business is not on Yelp?

[Add Your Business](#)

7. Complete the form using your specific location information.

Get started by telling us how customers can reach you

Business name
Costa Oil - 10 Minute Oil Change - Denver

City
Denver

State
CO

ZIP Code
80701

For **Business Categories**, use Oil Change Stations.

Business categories
Oil

- Automotive — **Oil** Change Stations
- Specialty Food — Olive **Oil**
- Local Services — Portable **Toilet** Services

For **Business phone number**, use your shop's phone number. If you don't have a shop number yet, set up a Google Voice number (free) so you can get calls.

Business phone number

For **Website**, use the main website – www.costaoils.com

Website
www.costaoils.com

Enter your shop's street address, choose how many locations you have, then click **Continue**.

My business has 1-4 locations

My business has 5+ locations

By continuing, you agree to Yelp's [Business Terms](#) and acknowledge our [Privacy Policy](#). We may email you about Yelp's products, services and local events. You can unsubscribe at any time.

Continue

8. Choose a verification method – your Costa email or the phone number you entered on the previous screen.

Choose a way to complete your claim

By continuing, you agree to Yelp's [Business Terms](#) and acknowledge our [Privacy Policy](#). You (costakapothanasis@gmail.com) are about to claim Costa Oil - 10 Minute Oil Change - Avon. [Change?](#)

Recommended

Receive a code at business email

Work email
 Send

Receive a text at [redacted]

Answer a call at [redacted]

9. After verification, you may see information about advertising on Yelp, including a free credit offer. You will also receive a call from a Yelp salesperson. At this time, we don't recommend spending advertising money on Yelp.

Once your location is set up on Yelp, complete any other FREE sections that will help customers understand who you are and how you're better than the competition. Beware of features that Yelp will charge for – you can sign up for these at your own discretion, but again, they are not needed or recommended.