

# Create your account in Apple Business Connect

Get discovered everywhere businesses appear on Apple devices—in Maps, Apple Wallet, Siri, and more. In just a few easy steps, you can add your business to Apple Business Connect. From there, personalize your business to stand out, and attract and engage customers.



The instructions below are customized based on information here:

<https://support.apple.com/guide/apple-business-connect/create-your-small-business-account-abcbccfd5fcb/web>

## Part 1: Add Your Location

1. Search for an existing location of your business by entering its name, then select Next. If your location isn't shown in the search results, select "Add location with this name."

If the location you entered is already claimed by another company, you'll see a note stating "This location is already managed." Follow the "Claimed Location" steps below. **NOTE:** [Your location should not be listed yet, so you shouldn't see this message.](#)

2. If you need to add a line to your address, such as a suite number, select Add Line, then enter the information.
3. Drag the map so the pin  is over your building. You can zoom the map using the + or - buttons in the lower right corner. To make it easier to see your entrance, switch to Hybrid or Satellite view by selecting the Map Mode button  in the upper right corner.

If you have precise latitude and longitude for the entrance to your location, you can enter them directly by selecting Enter Coordinates. See [Latitude and longitude coordinates](#).

4. Review the location and if the pin isn't over the correct building, select Reset.
5. When the pin is over the correct building, select Next.

### **Claimed Location Steps** – [only do this if your location is already claimed by someone else, but it shouldn't be.](#)

If the location you entered is already claimed by another company, you'll see a note stating "This location is already managed." You can:

- Continue through the process. When you get to Step 5: Verify a claimed location, you can request a location transfer to your business.
- Select "Ask to join the team," fill out the request form, then select Send. The request is sent to the current Business Admin of that claimed location to deny or add you to as a team member. If they add you, your role will be Business Admin or Business Read-Only for specific businesses. You receive an email letting you know whether your request was denied or approved.

## Part 2: Add Your Business Details

1. Select the default language for this location, and enter the business name as follows:  
Costa Oil – 10 Minute Oil Change – **Your Location**
2. Confirm or change the primary category and, optionally, add an additional category.
3. Enter your store phone number (will be publicly visible).
4. Enter your location's website – use **yourlocation**.costaoils.com not the corporate site.
5. Add your hours - select the days of the week and the open and close times.  
If necessary, add more details about different hours for different days.  
Select Next.
6. Add your legal company name – **use your LLC** or other business name, not Costa Oil name.  
Add the address and contact information for this business entity.
7. If necessary, add your website and DUNS number.
8. Read the Apple Business Connect Terms of Use.  
When you agree, select the box next to “I have the legal authority to agree on behalf of the Business and confirm that the Business agrees to the Terms of Service.”  
Select Next.

## Part 3: Request verification from Apple

Have Apple review and verify that you own or manage this business. Choose from the options available, which may include:

**Phone Option:** Have Apple call the store number. You will receive an automated call with a 4-digit code that you need to input into Apple Business Connect. This is a faster and easier verification method.

**Documentation Option:** Select Upload document and upload an official document (such as a lease, insurance policy, or utility bill) that shows this location's name and address. You can also add a short description of the document. Select Send. Documentation verification can take up to 5 business days.

After your business is verified, you can [upload photos](#), [create your Place Card](#), [add a Showcase](#), and more. No public information about your location is shown until your business is verified.

## Part 4 – Add Corporate User to Your Team

There is an option to add other users to your Apple Business Connect team. Further information will be provided later regarding adding a Costa corporate user.

If you get this message, follow the steps below.

# Unable to add a location

A location couldn't be added based on the information provided. You can update the location or remove it from Business Connect.

Location	Costa Oil - 10 Minute Oil Change - Port Charlotte
Address	1182 Tamiami Trail, Port Charlotte, FL 33953
Reason	<b>Incorrect Details</b> The details about the location are incorrect.  <b>Note</b> It looks like your company may be eligible to onboard using an enterprise account type instead of as a small business. Please reach out to our team via Business Connect portal or directly using <a href="mailto:bc-business-support@apple.com">bc-business-support@apple.com</a> so we can assist you to onboard with the correct account type.

If you get the message above, or similar, contact Apple at the email provided and [tell them you are a franchisee setting up a single location](#).

If they respond with questions, see recommended responses below:

How many Businesses do you have? **1**

How many public locations does each business have? **1**

Are any of those locations a franchise? **Yes**

Is this business application made by the corporate parent company or is made by one franchisee? **One franchisee**

If this is the corporate parent company, are you planning on managing all of your locations (both company-owned and franchised locations) from this account? **N/A**

Do all the locations share the same website, name and logos? **N/A**