

## How to invite someone to manage your Yelp business page

1. Go to [Account Settings](https://biz.yelp.com/settings) - <https://biz.yelp.com/settings>
2. Click **User Management** in the left navigation menu. (Please note that if this option is not available, you will need to complete the form on our [share access request](#) page to invite a new user.)
3. Click **Invite a User**
4. Choose a Job Title for the user
5. Provide the new user's email address (info@ebsmodesto.com) This is where they will send the invitation to manage your Yelp page.
6. Select the business location(s) for which you would like to grant access
7. Click **Send Invite**