

# Adding Your Site To Google Search Console & Giving A New User Access

Created by Sean P. Twomey at [PosmayMedia.com](https://posmaymedia.com) — Need help? [Contact support](#)

To access Search Console, you will need a Google account, this can either be a free account or a GSuite account. Here is an overview of the steps to take to set this up.

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- 1. Log Into Your Google Account
  - 2. Visit Google Search Console
  - 3. Add Your Website
  - 4. Verify Domain Ownership
  - 5. Give Posmay Media Access
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## 1. Log Into Your Google Account

- Login to your Google account or (if needed) create a new Google account.

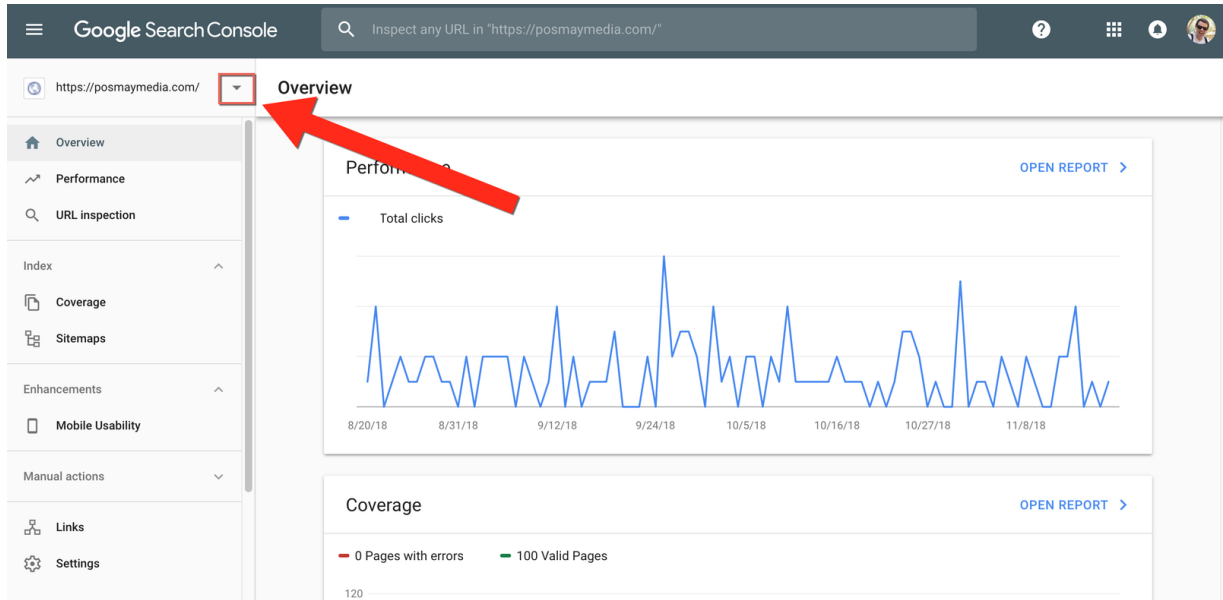
*Note: If you have multiple accounts, make sure you're logged into the correct account.*

## 2. Visit Google Search Console

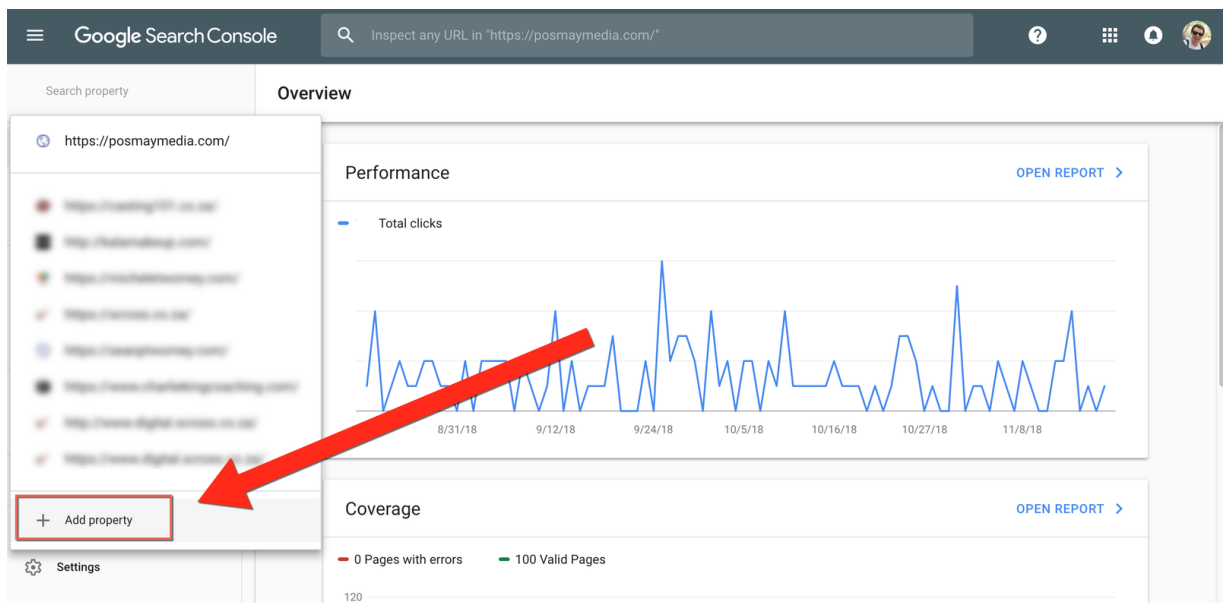
- Visit <https://search.google.com/search-console>

## 3. Add Your Website

- Click on the profiles selector arrow — see screenshot below



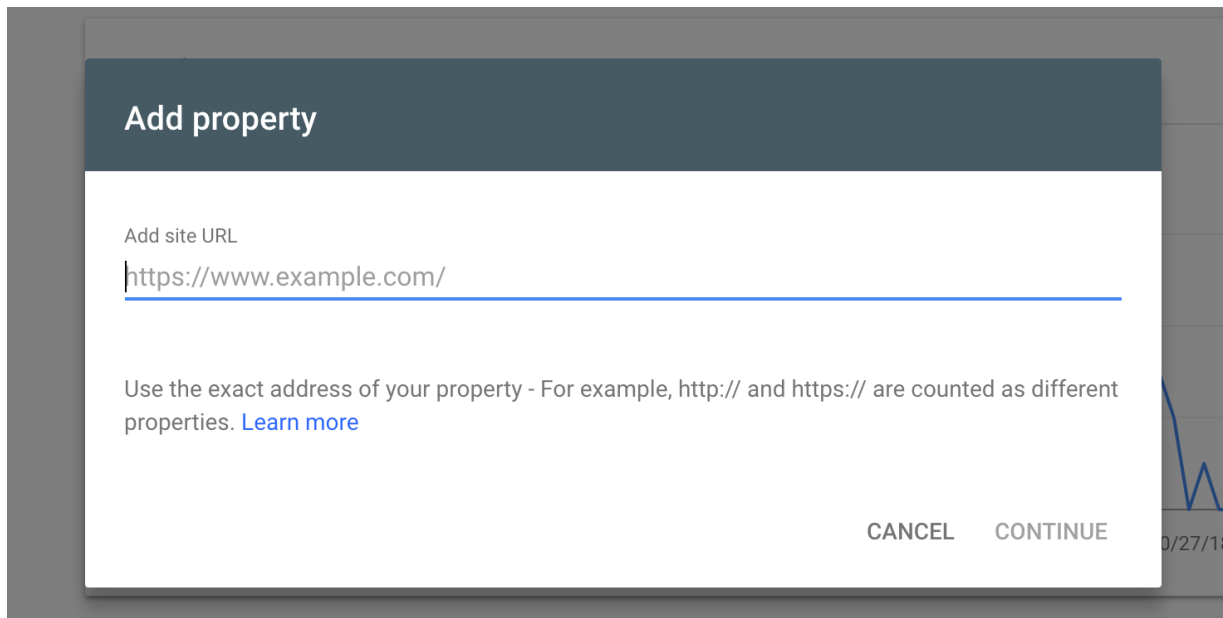
Click on + Add property



Enter your website URL and click **CONTINUE** — see screenshot below

*Note: Make sure to enter the correct version of your URL (www vs non-www, http vs https).*

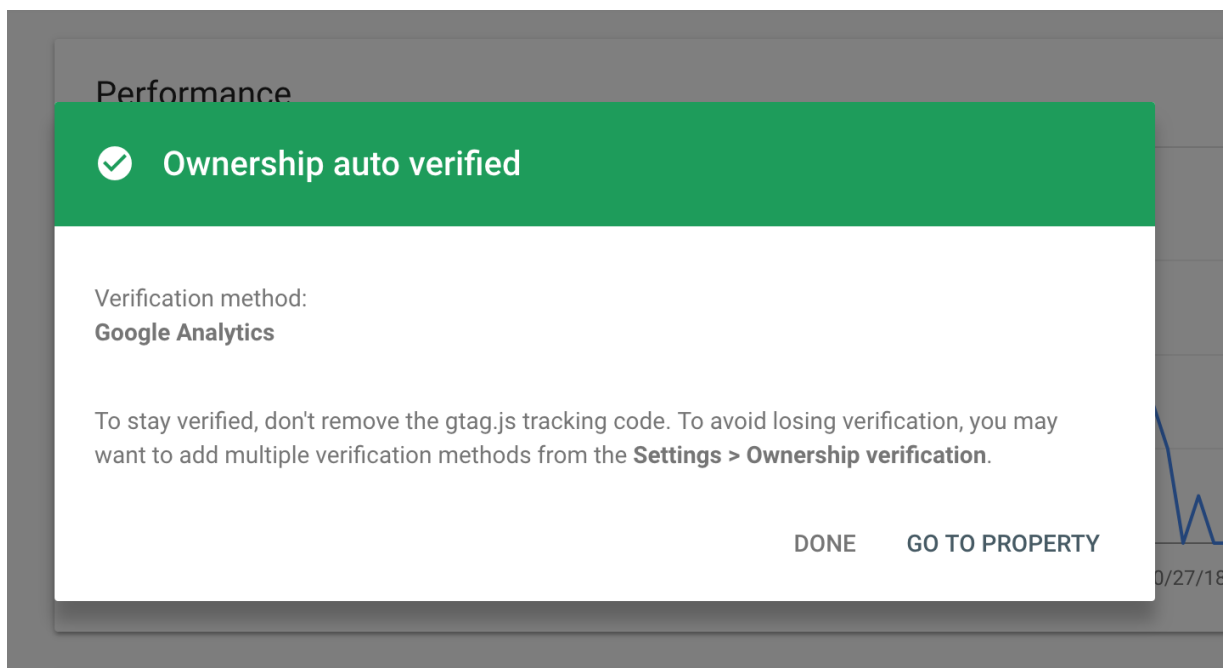
*If you are not sure or if your site is loading as http and not https, then contact support.*



## 4. Verify Domain Ownership

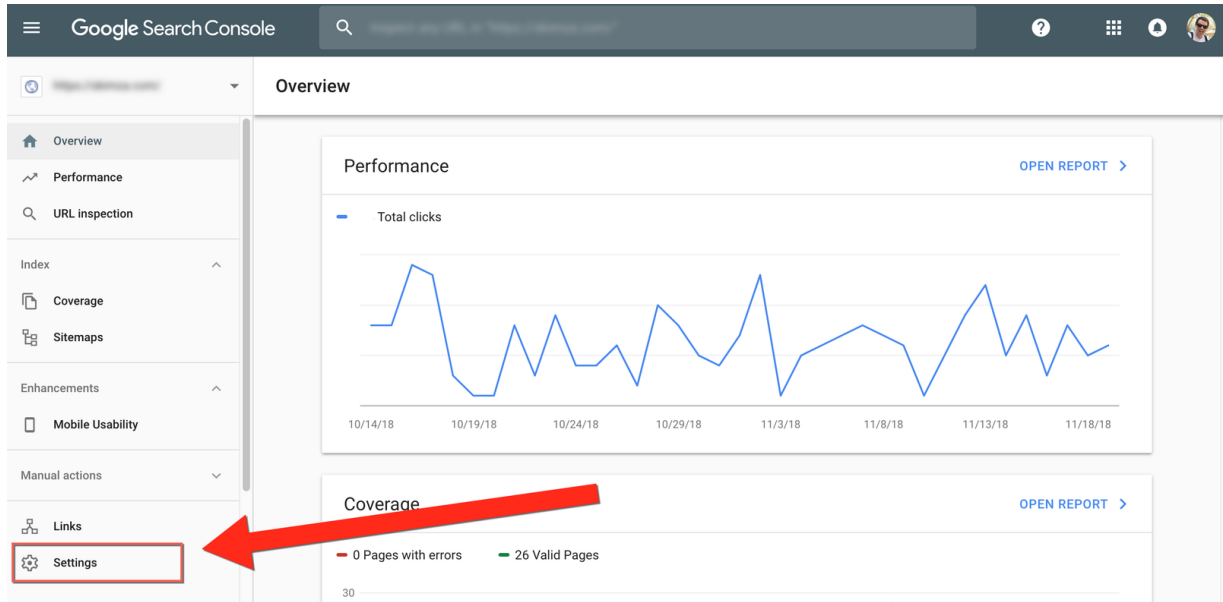
- Verify that you own the domain using one of the verification techniques.

Note: If Google Analytics is already installed on your domain, then you should see the Ownership auto verified message — see screenshot below . If you don't see this message, contact support.

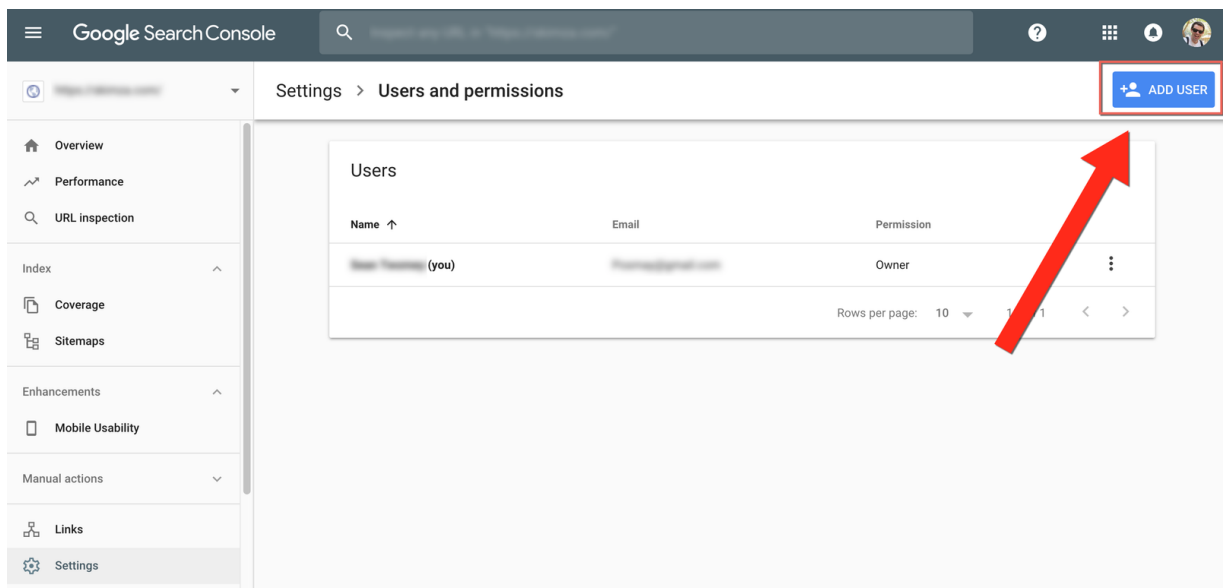


## 5. Give Posmay Media Access

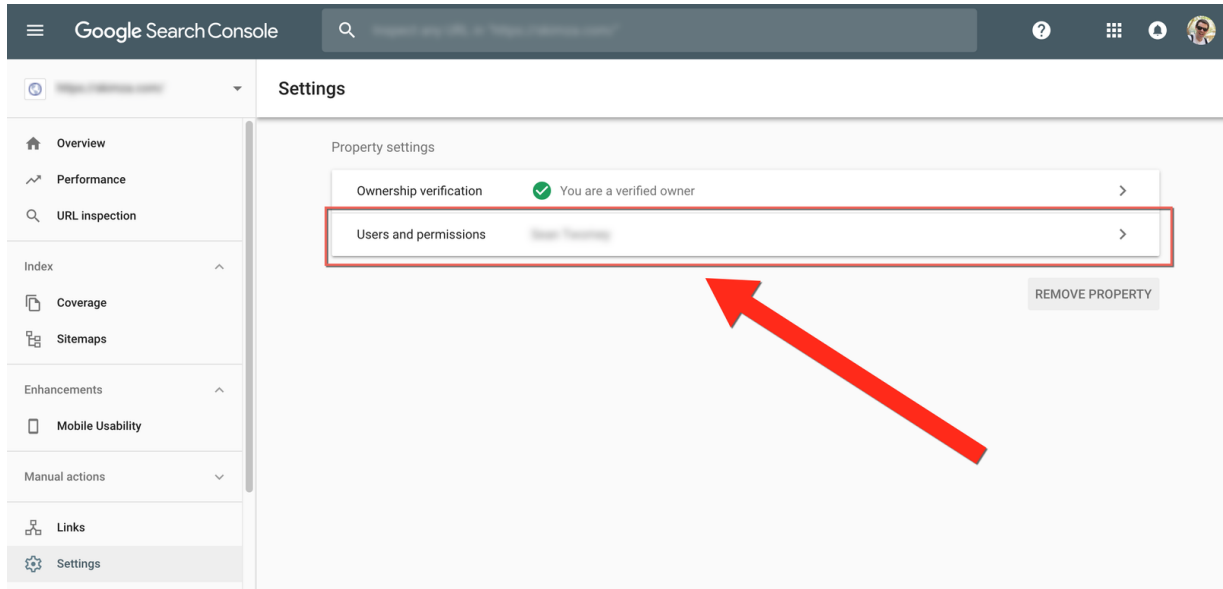
- Click on the **Settings** link — see screenshot below



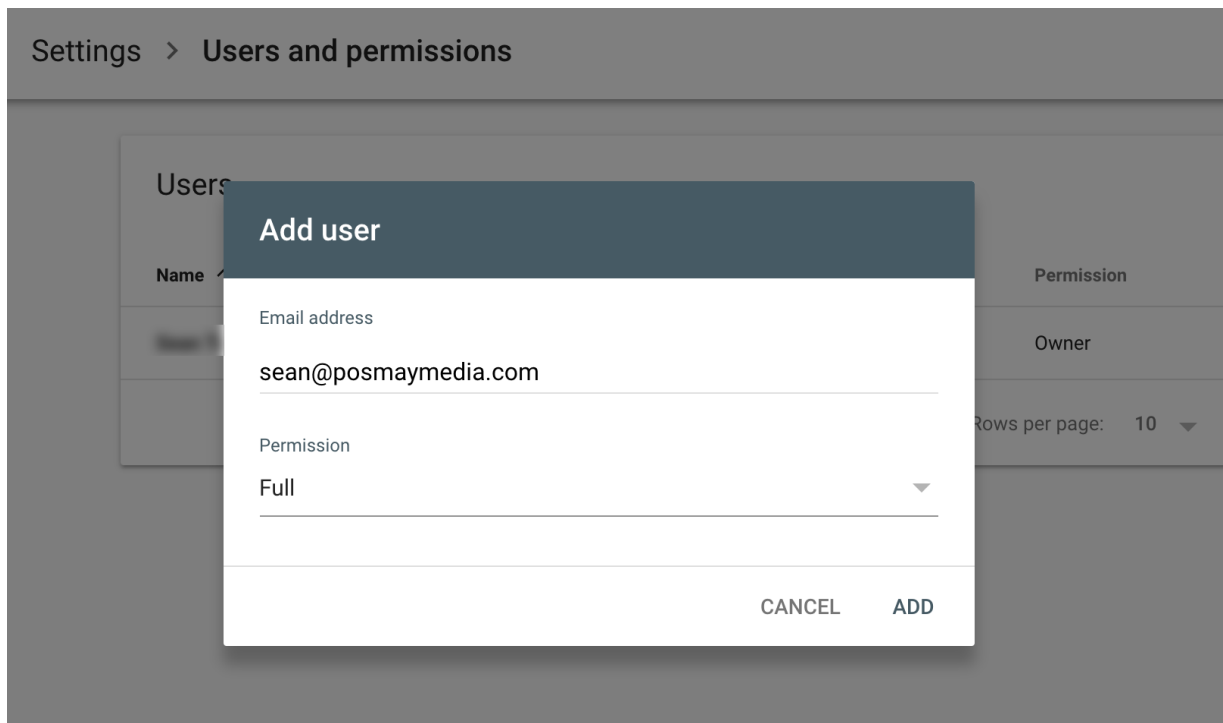
Click on the **ADD USER** button — see screenshot below



Click on **Users and permissions** tab — see screenshot below



- Enter **sean@posmaymedia.com**, select **Full** permission and click the **ADD** button — see screenshot below



**You're all set!**