Google Analytics

1. Sign in to Google Analytics.
2. Click **Admin**, and navigate to the desired **account/property/view**.
3. In the Account, Property, or View column (depending upon whether you want to add users at the account, property, or view level), click User Management. Please add at the account level
4. In the *Account users* list, click +, then click Add new users.
5. Enter the email address for the user's Google Account. (consultvseo@gmail.com)
6. Select Notify new users by email to send a message to the user.
7. Select the permissions you want. Learn more about permissions.
8. Click Add.

Google Search Console

1. Open Google Search Console's user admin
2. Select a verified property
   a. The property should match your preferred URL format including http or https and www or non-www. If your preferred URL format is not listed, add your preferred URL format to Google Search Console (formerly Google Webmaster Tools) by following the steps here.
3. Click 'Settings' on the left-hand side
4. Click 'Users and permissions'
5. Click 'Add a new user' on the top right
6. Enter the email address provided to you. (consultvseo@gmail.com)
7. Selected 'Full' under the permission drop down.
8. Click 'Add'.

Google My Business

1. Open Google My Business
2. If you have multiple locations, open the location you'd like to manage.
3. Tap Menu ☰ ⟩ Manage users.
4. At the top right, tap Add user ＋ .
5. Enter the email address of the user you'd like to add. (consultvseo@gmail.com)
6. Select the user's role by choosing Owner.
7. Confirm the email address, then tap Send.

Wordpress

1. Log in to your WordPress dashboard > Users > Add New
2. Enter your preferred username for the new admin user.
3. Enter the email address for the user. (consultvseo@gmail.com)
4. Enter the first name.
5. Enter the last name.
6. Enter a website (optional).
7. Change the password (optional).
8. Send the new administrator an email (optional).
9. Change the role to administrator.
10. Click the Add New User button