How to claim your business on ChatGPT

Find your business in ChatGPT Business Hub, verify it with your business phone and get your profile details right. Plan on about 20 minutes.

HAVE THIS READY FIRST

- A ChatGPT account the business will keep
- Your business name, website and address
- The business phone listed on your profile, within reach
- Photo ID and business registration

1 Open Business Hub and sign in

Go to `chatgpt.com/business-hub`, or to `openai.com/business/businesses-in-chatgpt` and click **Claim your business**.

Only use official OpenAI pages. Nobody needs your ChatGPT password.

2 Search for your business

Type your business name and read the address on each result before you pick one. Several locations can share a name. Not listed? Check the spelling first, and only use Create if no listing exists.

3 Confirm it and click Get started

Check the name on the "Claim [your business] in ChatGPT" panel, then click **Get started**. This starts the claim. It doesn't mean you're approved yet.

4 Choose Business phone to verify

Pick **Business phone**, then choose to get the code by **text (SMS)** or by **phone call**. It's the quickest route and needs no website changes.

If your line goes to a receptionist or phone menu, tell them a code is coming, or choose the call and answer it yourself.

5 Enter the code

Type the code you got by text or call and click **Verify**. Didn't arrive? Wait a minute, then request a new one or switch between text and call.

6 Complete identity verification

Click **Verify** on the banner in Business Hub. You may be asked for photo ID, business registration and proof you can act for the company.

Upload ID only inside Business Hub. Never email it to anyone, us included.

7 Open Edit business info

Once approved, open your profile and click **Edit business info** (top right). Tabs: About, Contact, Photos, Location and Hours.

8 Fill in your details

- **About:** the category that matches what customers buy, plus two or three plain sentences on what you do, who you help and where.
- **Contact, Location, Hours:** a public inbox someone checks, exact address with suite number, real opening hours.

9 Add real photos

In **Photos**, click the plus sign or **Upload a photo**, then **Submit**. Use your storefront, team, products or finished work, never stock images.

BEFORE YOU CALL IT DONE

- ☐ Right location and suite number
- ☐ Website link opens the right page
- ☐ Someone owns future updates
- ☐ Changes are reviewed, so allow time

Stuck? Send your Gilmedia team the step number and a screenshot with any codes or ID details hidden. Full walkthrough: **www.gilmedia.com/blog/how-to-claim-your-business-on-chatgpt**