

## How to Claim Your Location Using Facebook Places

Search for your company's Facebook Place in the search box. If you see it, there should be a link near the bottom that says "Is this Place Page your business?" Select the "is this your business" link, and you will see the following message:



The screenshot shows a dialog box titled "Is this your business?". It features a Facebook logo icon and the heading "Claim Your Business". Below the heading, there are two bullet points: "Claiming this Place will turn it into a Facebook Page, allowing you to post updates to people who like the Page, update your business information, and more." and "Places can only be claimed by official representatives." At the bottom of the dialog, there is a checkbox labeled "I certify that I am an official representative of?". Below the checkbox are two buttons: "Proceed with Verification" and "Cancel".

Follow the prompts as Facebook verifies that you are the official representative of this specific Facebook Place. You may be asked to verify your representation of the company over the phone, through scanned official documents or through your association with a specific company e-mail address.

After you have been approved and have claimed your Facebook Place, you will be able to edit your contact information, profile picture, business hours, and other settings.

Go to <http://www.facebook.com/places/> for more information regarding Facebook Places.



## I am the Authentic Representative of this Page and Wish to Gain Admin Rights

Facebook will only grant Page admin rights to users who are authentic representatives of that Page.

Name of the Page:

Page URL:   
(web address of the Facebook Page)

Your Relation to this Page:   
(the Page represents you, you work for the company, this is your blog, etc)

### Authentication Method:

Add an email address to your personal Facebook Profile that is officially affiliated with the Page you are trying to gain admin rights to. You can also add the email address of a company authorized to manage your brand (e.g., management or PR firm).

Email Address:

Name of official representative:

In addition, in order to give you control of this page, we will also need:

Full Name:

Mailing Address:

Telephone Number:

When you take over this Page, often we'll receive a complaint for removal from another claimed representative of the entity. Sometimes, this is caused by the complaining representative being unaware of the Page administrator's affiliation. As a courtesy to you, we forward your contact information in such circumstances to the complaining party in an effort to facilitate a quick resolution. In addition, you declare that the information in this notice is accurate. By submitting this notice, you declare under penalty of perjury that you are the owner of this copyrighted content described above, in the manner you have committed to.

I Agree

I declare under penalty of perjury that all of the information in this appeal is true and that I am the authentic representative of this entity.

I Agree

Electronic Signature:

Submit

Cancel

If you have any questions or would like more in depth information please contact UniPro's Manager of Digital Marketing, Tegan Gullikson, at [Gullikson@uniprofoodservice.com](mailto:Gullikson@uniprofoodservice.com) or by phone at 770.799.7476.