

Update your business details in one place

Keep your name, address, phone, email and social links in one spot in the editor, so a change reaches every part of your site connected to it.

Your name, address, phone number and email show up in several places on your site. The editor has one spot to keep them. Parts of your site connected to it pick up a change when you make it there, so you fix a detail once instead of hunting for it.

Open your business details

1. Log in to your site editor.
2. In the side panel, click **CMS**.
3. Click **Business Data**, then **Business Info**.

What you can fill in

- **Business name**, **Business type** and **Business logo**.
- **Address**: a location name, and the location's address. Type it, then pick it from the list that appears. You must pick from the list.
- **Area Served**: the cities, counties or regions you travel to, up to 20. Useful for trades and mobile businesses.
- **Phone Number** and **Email**.
- **Social Icons**: click an icon, then type only your account name, not the full link. The field holds up to 200 characters.
- **Business Hours**.

No storefront? Turn on **My business doesn't have a physical store front**. That hides your street address in the business details that search engines read. It doesn't change what shows on your pages.

Change a detail

1. Open **Business Info** as above.
2. Change the field.
3. Publish. Connected items don't change on the live site until you do. If you don't see a **Publish** button, tell us and we'll publish it for you.

Only items connected to these details change on their own. Words you typed by hand on a page stay as they are. To connect one, see Connect text or a photo to your business details. Your hours are the exception: change the hours on the page itself. See Update your hours.

More in the same place

- **Business Text** holds longer words, such as your About Us, and you can add more with **Add Another Text**.
- **Business Images** holds your logo and photos.
- There's also a button for connecting your Google profile. You connect your own account, and we never ask for your password. See Connect your Google profile to your site.
- Filling these in helps search engines read your business details correctly. We can't promise rankings, traffic, calls or sales.
- Another location? See Add a second location to your business details.

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Need a hand?

Email hello@zossoz.com with your business name and the new details, and we'll take care of it. It counts as one of your small changes for the month. We reply within one business day. See Request a change.

Related guides: Update your phone number or address · Connect text or a photo to your business details · Add a second location to your business details · Update your hours · Check the business details search engines read

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