

TRIP ADVISOR TIPS

Existing users checklist to add new users.

GIVE ACCESS TO USER TO ANSWER REVIEWS

- Go to your TripAdvisor profile.
- Click My Business then click Help & Settings.
- Under Manage User Access in the right margin select "Invite New User."

- Type the email address of the new user and send invite.
- You will be prompted to verify the business. Select by phone.
- Answer automated phone call. That's it!

Trip Advisor
MANAGE ACCESS



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For Business owners

Topics for Business owners

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Managing your business listing

Managing your business listing

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Updating my business opening hours

Changing the category of my accommodation

Rejected listing requests

Reporting a permanent closure of my business