

# 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."
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- ☐ 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



Q Search help topics

For Travelers

For Business owners

### Topics for Business owners

Managing your business listing

Growing your business

Managing reviews & responses

Business Owner > Managing your business listing

## Managing your business listing

### Tripadvisor

Removing my business from Tripadvisor

Definition of a listing

Updating my business opening hours

Changing the category of my accommodation

Rejected listing requests

Reporting a permanent closure of my business