STEP-BY-STEP GUIDE

How to get your business listed on ChatGPT

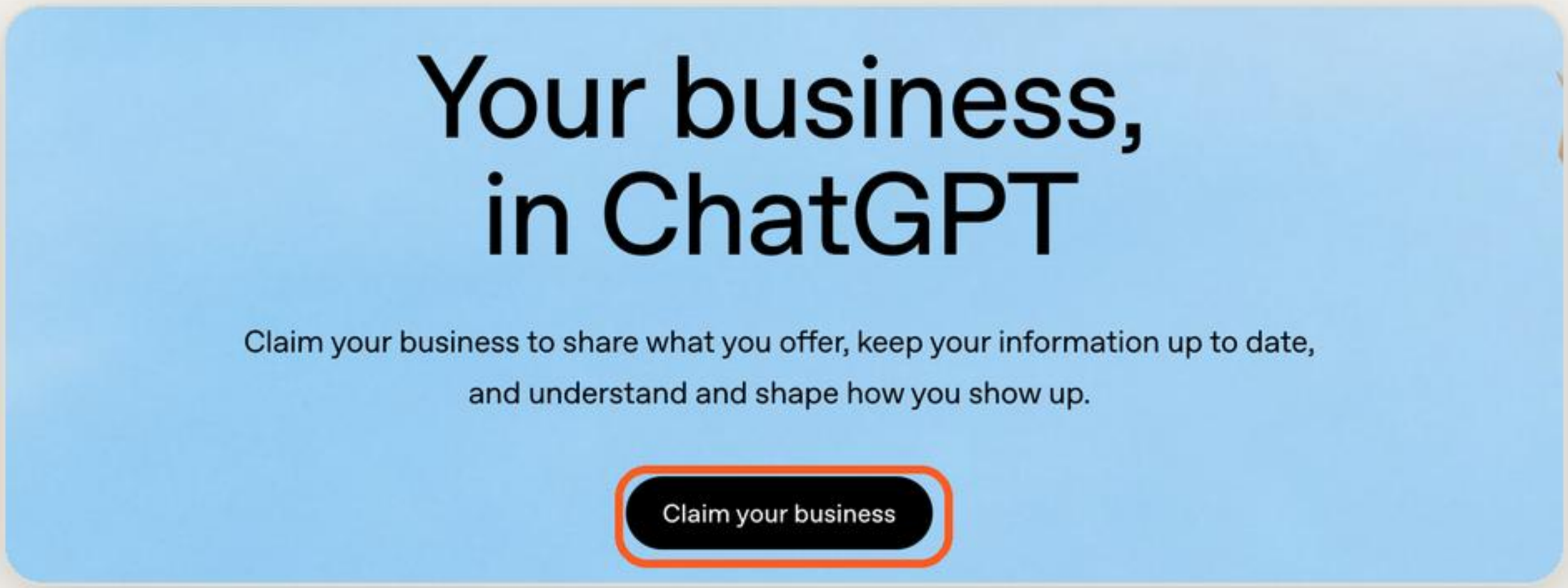
Claim your business in the ChatGPT Business Hub in 8 simple steps, with screenshots.



1 STEP 1 OF 8

Open the Businesses in ChatGPT page

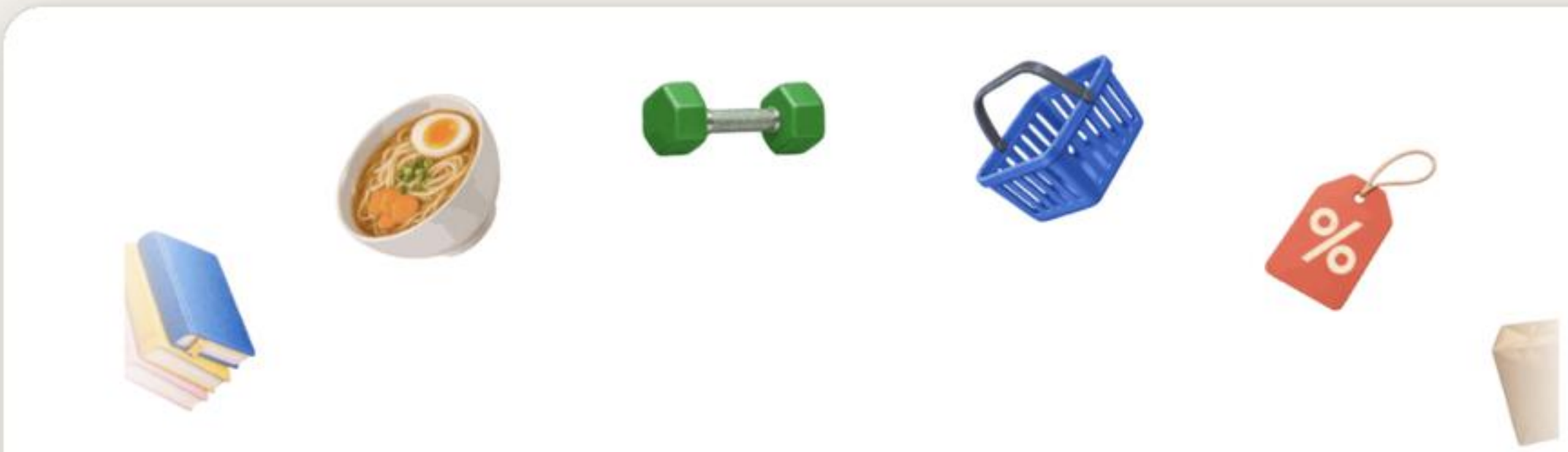
Go to openai.com/business/businesses-in-chatgpt and tap “Claim your business”.



2 STEP 2 OF 8

Log in and search for your business

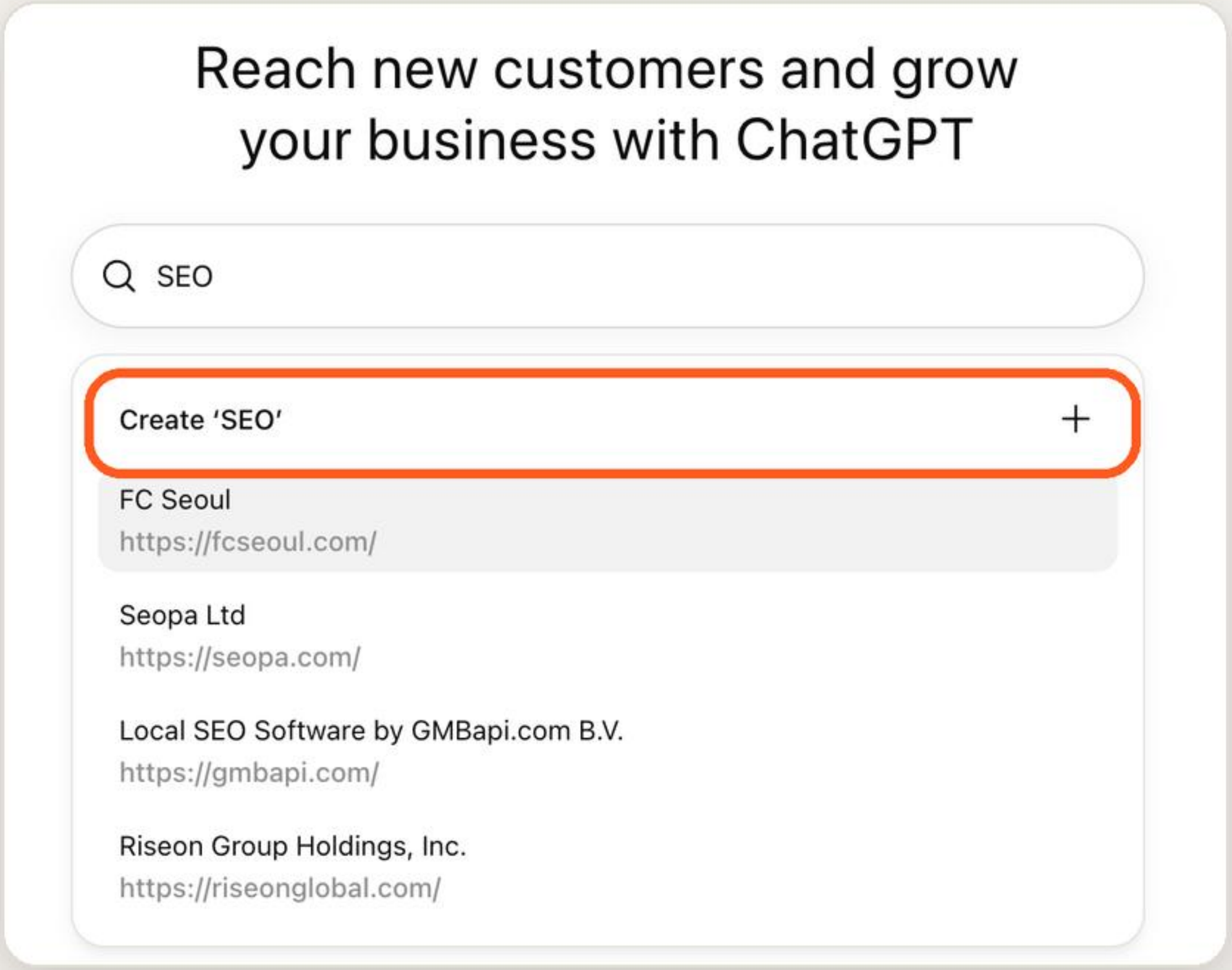
Sign in to ChatGPT. You'll land on the Business Hub.
Type your business name in the search bar.



3 STEP 3 OF 8

Select it or create a new listing

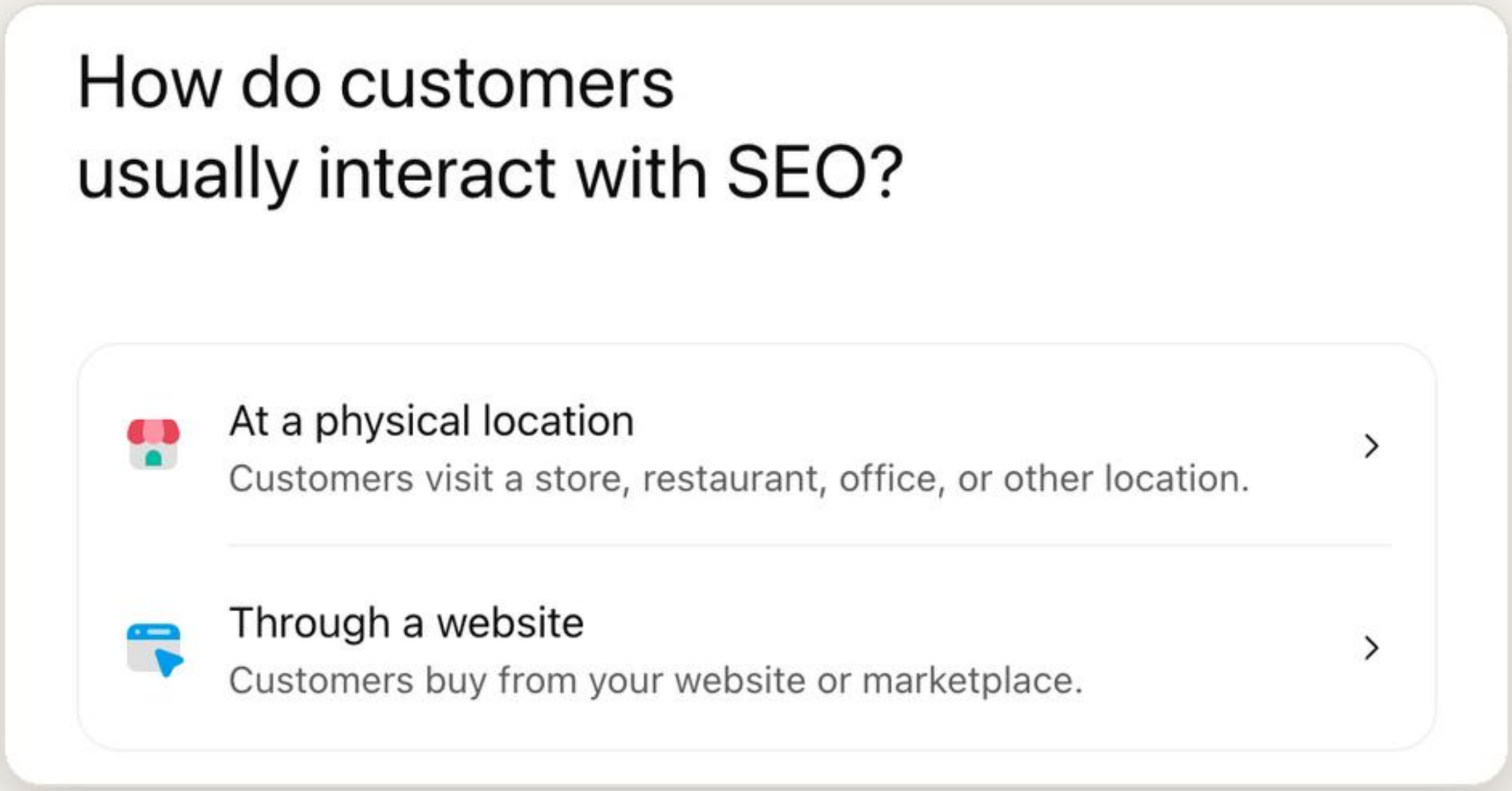
If your business shows up, select it. If not, tap “Create ‘Your Business’” to add it.



4 STEP 4 OF 8

Tell ChatGPT how customers find you

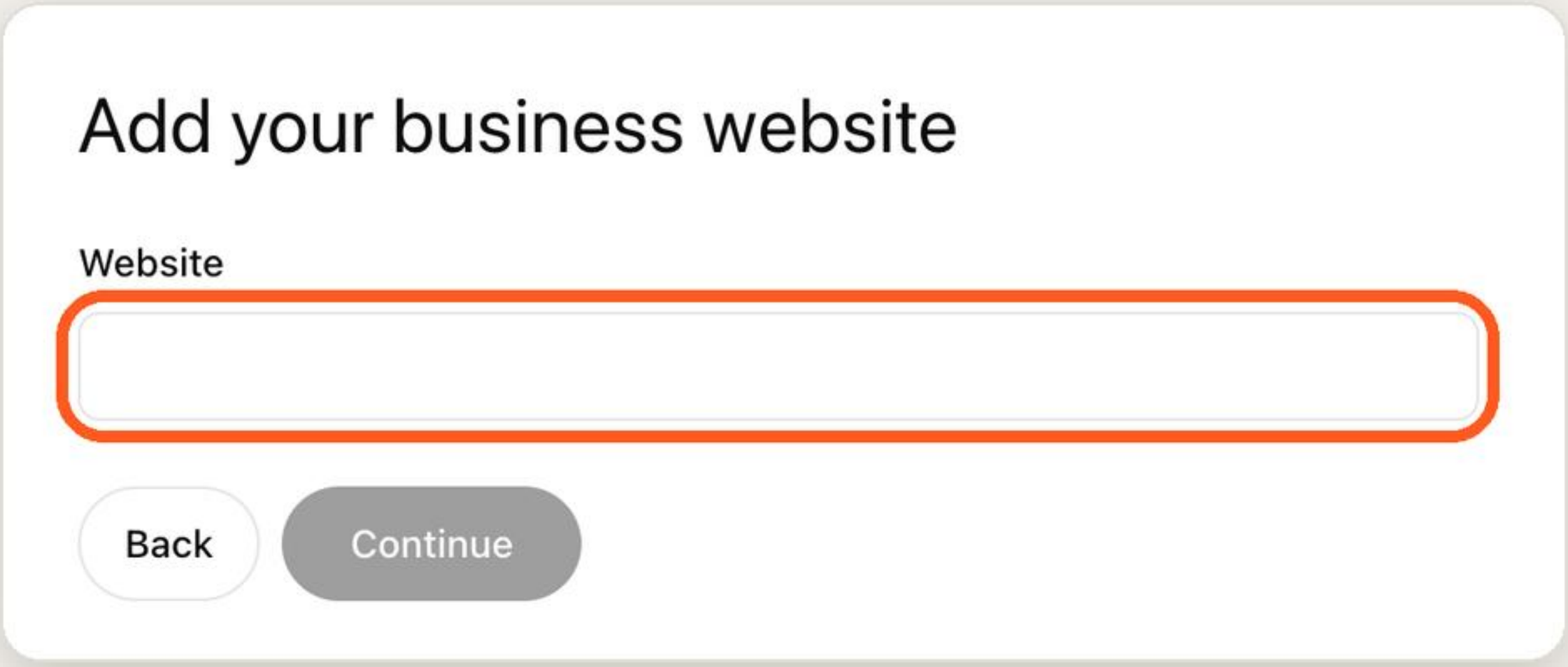
Choose “At a physical location” (store, restaurant, office) or “Through a website” (online store or marketplace).



5 STEP 5 OF 8

Add your business website

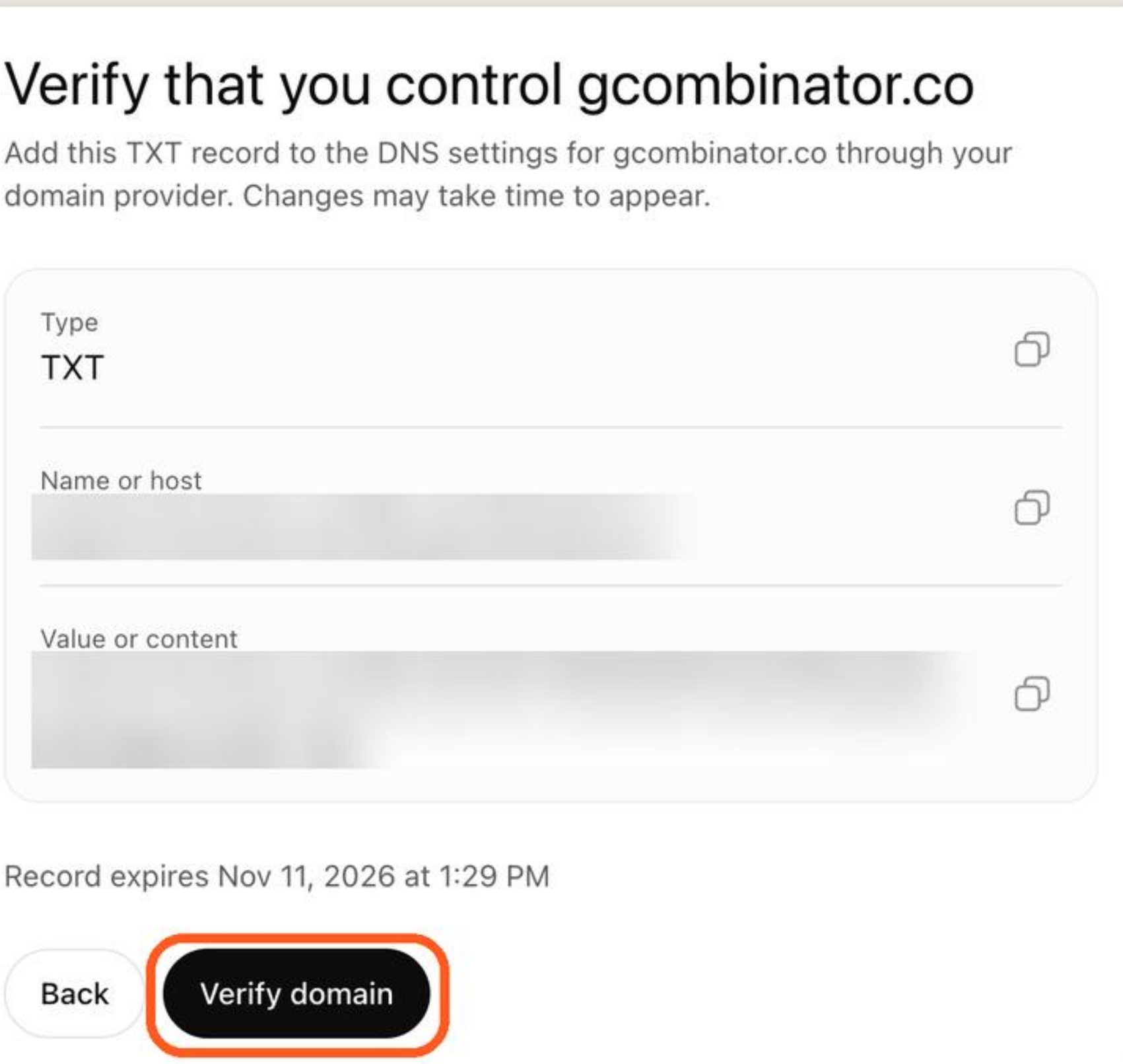
Enter your website URL (e.g. www.yourbusiness.com), then tap Continue.



6 STEP 6 OF 8

Verify you own the domain

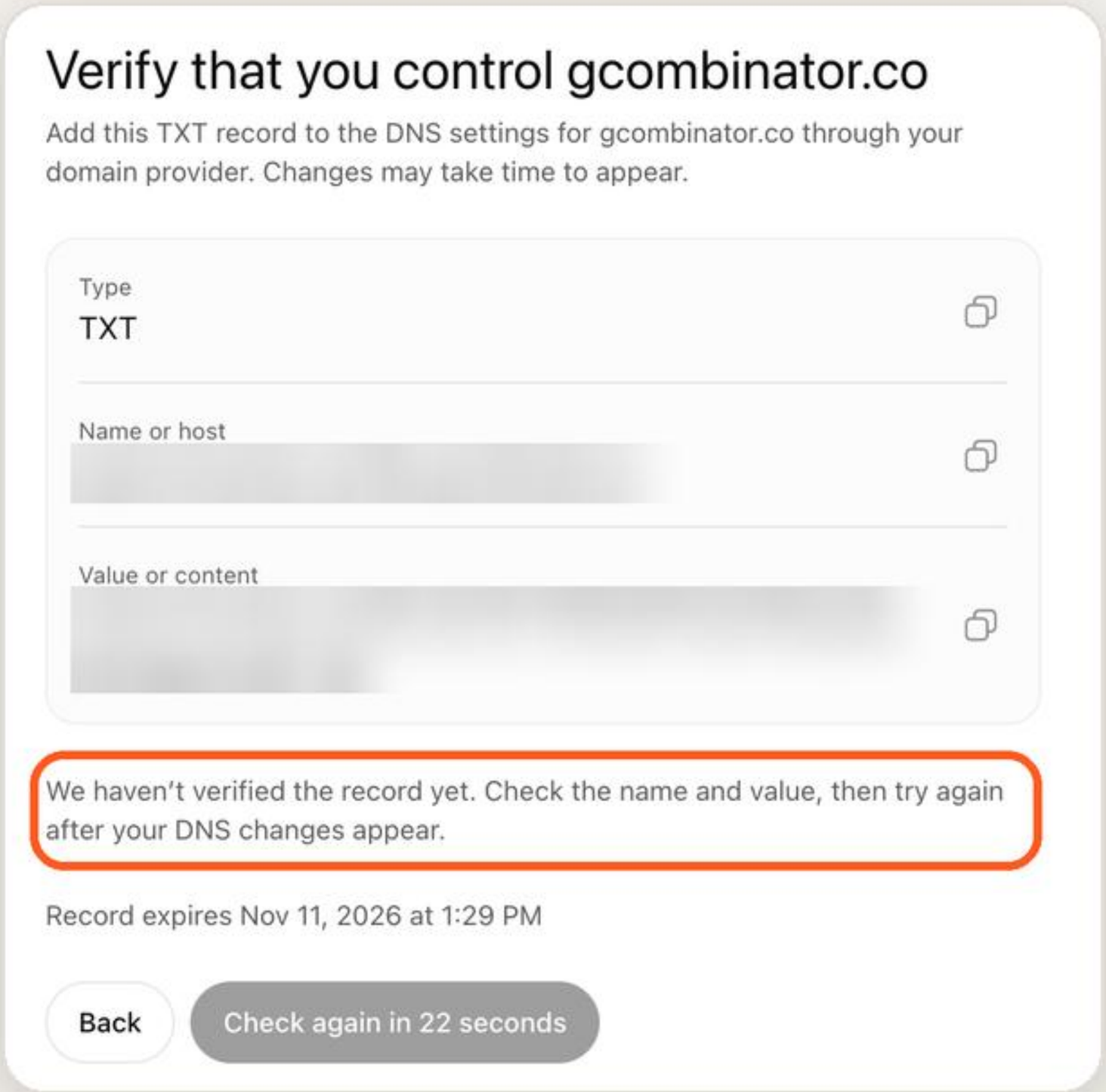
Copy the TXT record (Type, Name/host, Value) into your domain provider's DNS settings, then tap "Verify domain".



7 STEP 7 OF 8

Not verified yet? Give DNS time

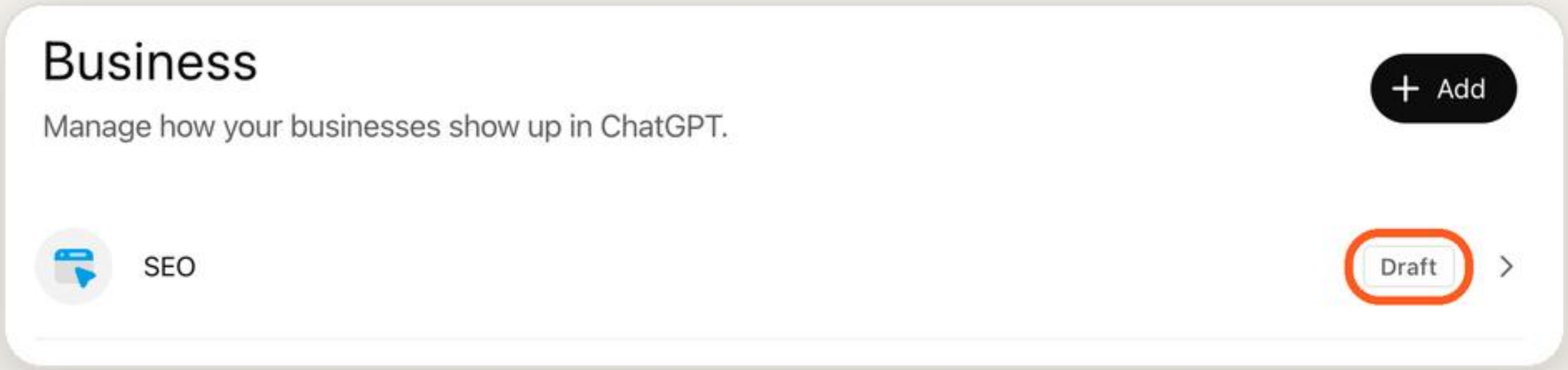
DNS changes can take a while to show up. Double-check the name and value, then tap “Check again”. Note the record’s expiry time.



8 STEP 8 OF 8

Check your registration status

Visit chatgpt.com/business-hub anytime to see your businesses and their status (e.g. Draft).



That's it. Your business is on its way into ChatGPT.

- Have access to your domain's DNS settings before you start.
- The TXT record expires, so add it soon after it's generated.
- Check chatgpt.com/business-hub to track your status.

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