Claim your business in ChatGPT checklist

Decide and prepare

- [ ] Terms read, and the business accepts them
- [ ] Worksheet filled in, every row
- [ ] Description counted: 300 characters or less
- [ ] Phone in hand, business email open, papers and ID on the table

Start the claim

- [ ] Signed in with the account the business will keep
- [ ] Searched the name, the legal name and the website
- [ ] Selected the listing, or Create if there was none
- [ ] Through a website chosen, website added

Verify the domain

- [ ] TXT record added: name openai-business-profile, value pasted whole
- [ ] Lookup from outside shows the value
- [ ] Verify domain passed before the 24 hours ran out

Profile and codes

- [ ] One category chosen
- [ ] Description pasted and not cut
- [ ] Business phone and email added, both codes entered
- [ ] Delivery and return answers match the website
- [ ] Advertising credit and paid plan skipped

Identity check

- [ ] Decided to continue, knowing a published profile stays
- [ ] Business type correct: Entity or Sole Proprietor
- [ ] Legal name, registration number and addresses from the papers
- [ ] ID and selfie sent

While it is pending

- [ ] Business list shows Pending
- [ ] Verify left alone
- [ ] Inbox and spam watched for the decision email