

In this usage guideline, we will be explaining how you can use Google Indexing API add-on to get your website's job pages crawled immediately rather than having to wait!

We are using the [Google Indexing API](#) in this add-on so you can read about the complete configuration process from [Prerequisites for the Indexing API](#).

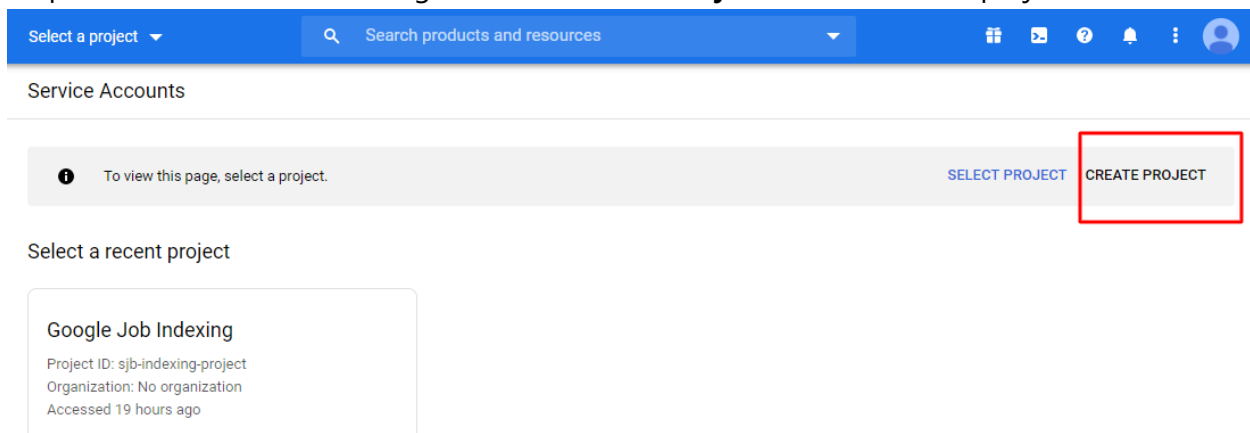
You can also read our guide below for the configuration of Google Indexing API add-on

## Step 1: Plugin Installation

Download and install the Google Indexing API add-on on your website.

## Step 2: Create a Service Account


- Open the Service Accounts Page. Click on **Create Project** to create a new project.



- Write a project name and then click on **Create button**

Google Cloud Platform Search products and resources


### New Project

 You have 7 projects remaining in your quota. Request an increase or delete projects. [Learn more](#)

[MANAGE QUOTAS](#)

Project name \*  
SJB Job Indexing ?

Project ID: sjb-job-indexing. It cannot be changed later. [EDIT](#)

Location \*  
 No organization [BROWSE](#)

Parent organization or folder

[CREATE](#) [CANCEL](#)

- Create a service account by clicking on the button **Create Service Account**.

SJB Job Indexing Search products and resources

Service accounts [+ CREATE SERVICE ACCOUNT](#) [DELETE](#) [SHOW INFO PANEL](#)

#### Service accounts for project "SJB Job Indexing"

A service account represents a Google Cloud service identity, such as code running on Compute Engine VMs, App Engine apps, or systems running outside Google. [Learn more about service accounts.](#)

Organization policies can be used to secure service accounts and block risky service account features, such as automatic IAM Grants, key creation/upload, or the creation of service accounts entirely. [Learn more about service account organization policies.](#)

Filter table ? ||

<input type="checkbox"/>	Email	Status	Name ↑	Description	Key ID	Key creation date	Actions
No rows to display							

- Enter service account name and description and then click a **Create** button.

SJB Job Indexing Search products and resources

Create service account

1 Service account details — 2 Grant this service account access to project (optional) — 3 Grant users access to this service account (optional)

### Service account details

Service account name  
SJB Job Service

Display name for this service account

Service account ID  
sjb-job-service @sjb-job-indexing.iam.gserviceaccount.com X ↺

Service account description  
This is service account for Google Job Indexing

Describe what this service account will do

CREATE CANCEL

- Select a role of owner and click on the **Continue** button.

SJB Job Indexing Search products and resources

Create service account

✓ 1 Service account details — 2 Grant this service account access to project (optional) — 3 Grant users access to this service account (optional)

### Service account permissions (optional)

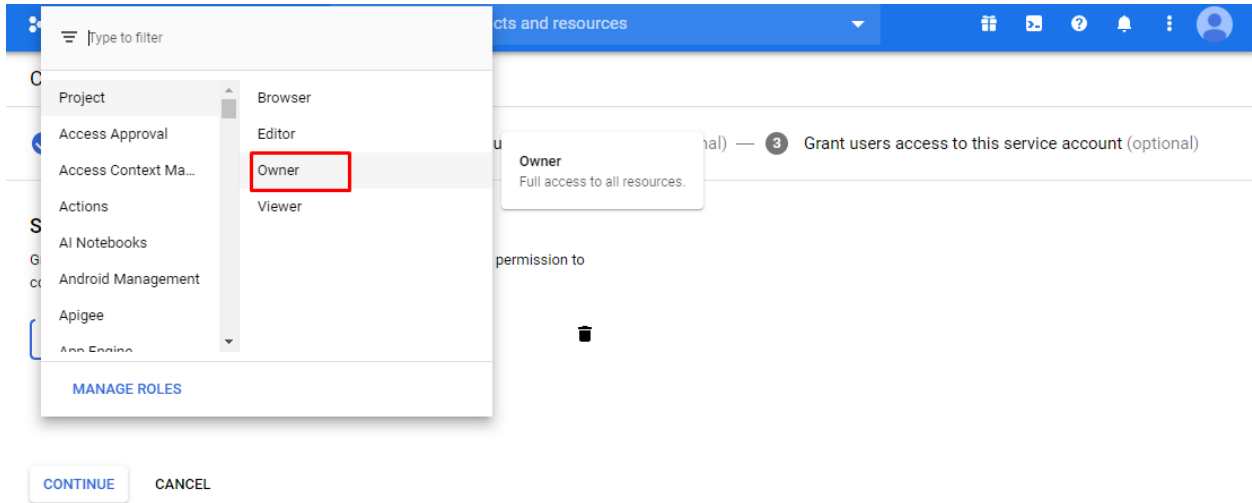
Grant this service account access to SJB Job Indexing so that it has permission to complete specific actions on the resources in your project. [Learn more](#)

Select a role

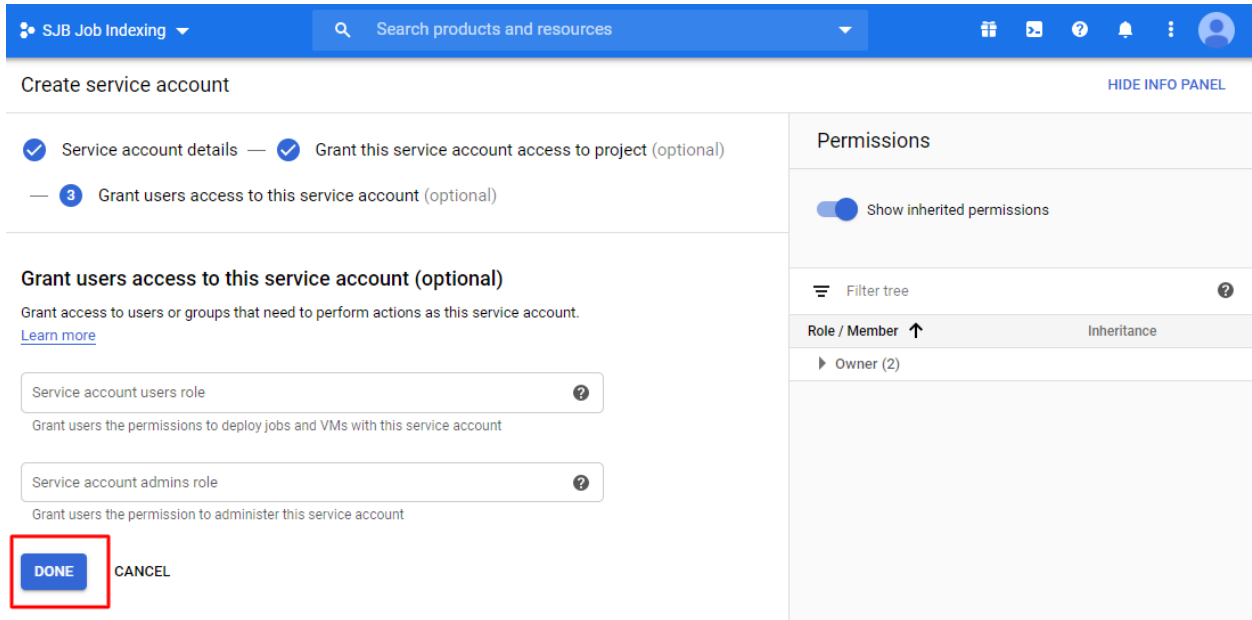
Condition  
[Add condition](#)

+ ADD ANOTHER ROLE

CONTINUE CANCEL



- On grant user access screen, click on **Done** button. This step is optional.



- Click on the service account details.

SJB Job Indexing Search products and resources

Service accounts + CREATE SERVICE ACCOUNT DELETE SHOW INFO PANEL

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Filter table

<input type="checkbox"/>	Email	Status	Name ↑	Description	Key ID	Key creation date	Actions
<input type="checkbox"/>	<a href="mailto:sjb-job-service@sjb-job-indexing.iam.gserviceaccount.com">sjb-job-service@sjb-job-indexing.iam.gserviceaccount.com</a>	✔	SJB Job Service	This is service account for Google Job Indexing	No keys		⋮

- Copy that email address and save it somewhere. You will need that email address later on.

SJB Job Indexing Search products and resources

SJB Job Service EDIT DELETE

Service account details

Name  
SJB Job Service

Description  
This is service account for Google Job Indexing

Email  
sjb-job-service@sjb-job-indexing.iam.gserviceaccount.com

Unique ID  
111152667516461265734

Service account status

Disabling your account allows you to preserve your policies without having to delete it.

✔ Account currently active

DISABLE SERVICE ACCOUNT

SHOW DOMAIN-WIDE DELEGATION

Copy this email and Save it somewhere

- Click on **Create new key** button.

SJB Job Indexing ▾ Search products and resources ▾

← SJB Job Service EDIT DELETE

Unique ID  
111152667516461265734

### Service account status

Disabling your account allows you to preserve your policies without having to delete it.

✔ Account currently active

DISABLE SERVICE ACCOUNT

✓ SHOW DOMAIN-WIDE DELEGATION

### Keys

Add a new key pair or upload a public key certificate from an existing key pair. Please note that public certificates need to be in RSA\_X509\_PEM format. [Learn more about upload key formats](#)

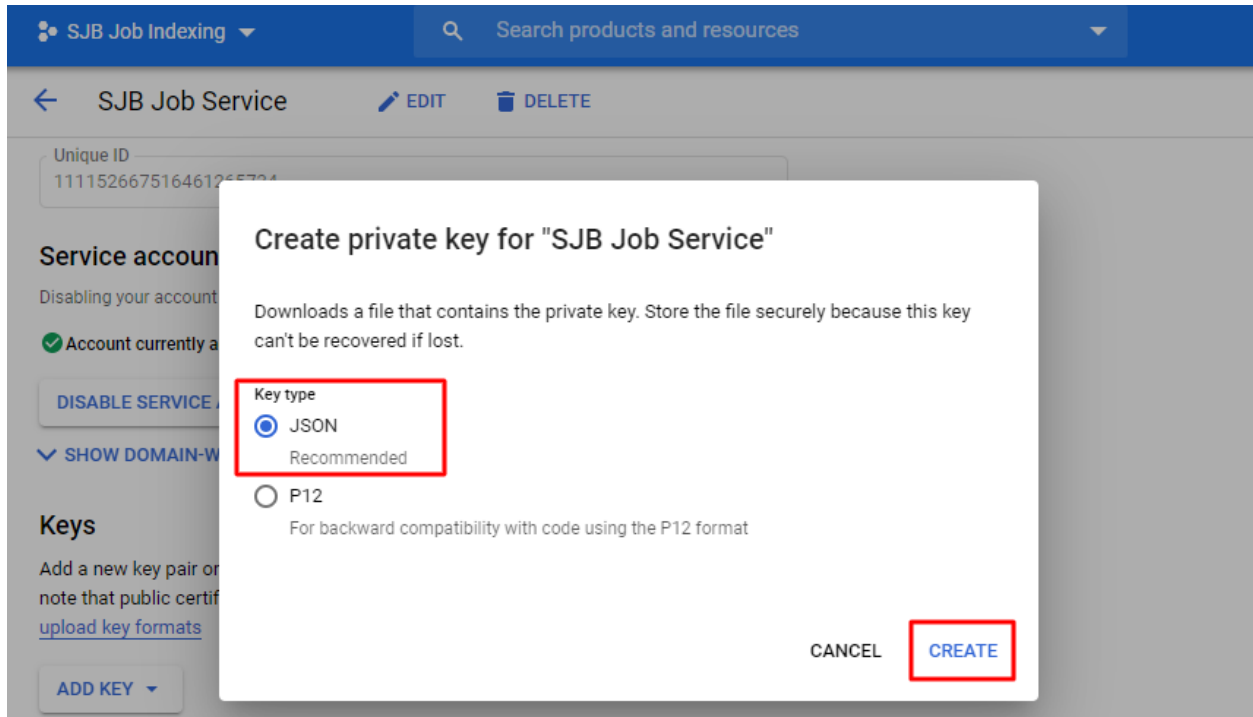
ADD KEY ▾

Create new key

Upload existing key

Key creation date	Key expiration date
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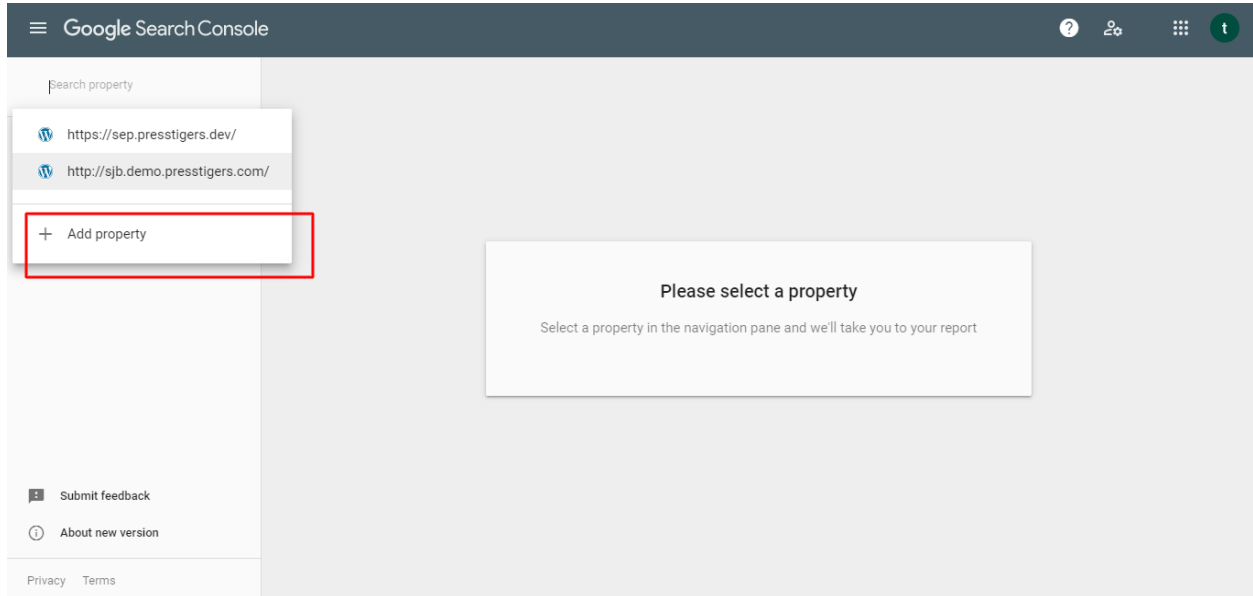
- Create a Private Key in JSON format and save it in your computer. You will need that JSON key later on.



### Step 3: Verify site ownership in Search Console

To verifying ownership of your site:


- Create a property for your website or select property from [Google Search Console](#).



- Add your website prefix and press the Continue button.

Console

### Select property type




#### Domain new

- All URLs across all subdomains (m., www. ...)
- All URLs across https or http
- Requires DNS verification

Enter domain or subdomain

CONTINUE

or



#### URL prefix

- Only URLs under entered address
- Only URLs under specified protocol
- Allows multiple verification methods

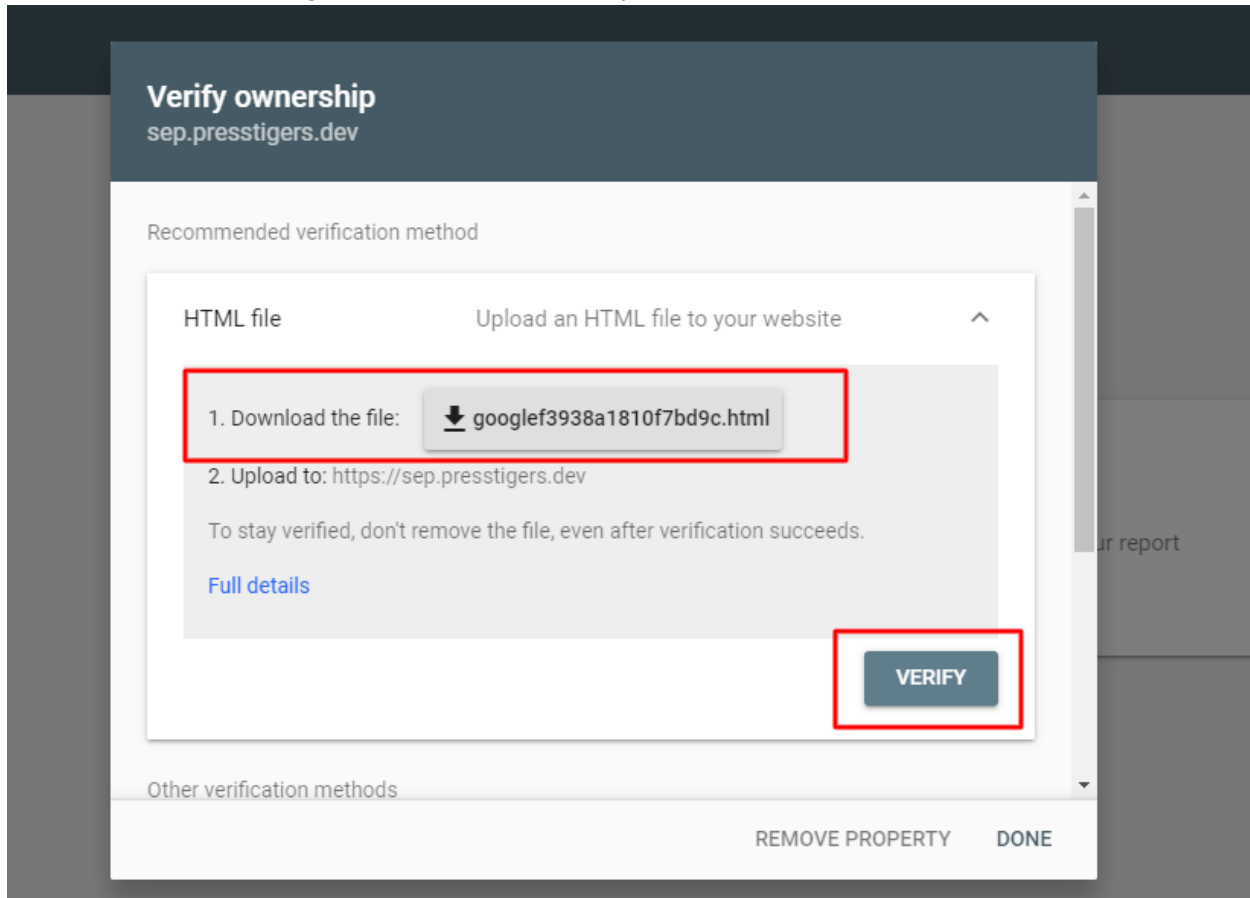
Enter URL

CONTINUE

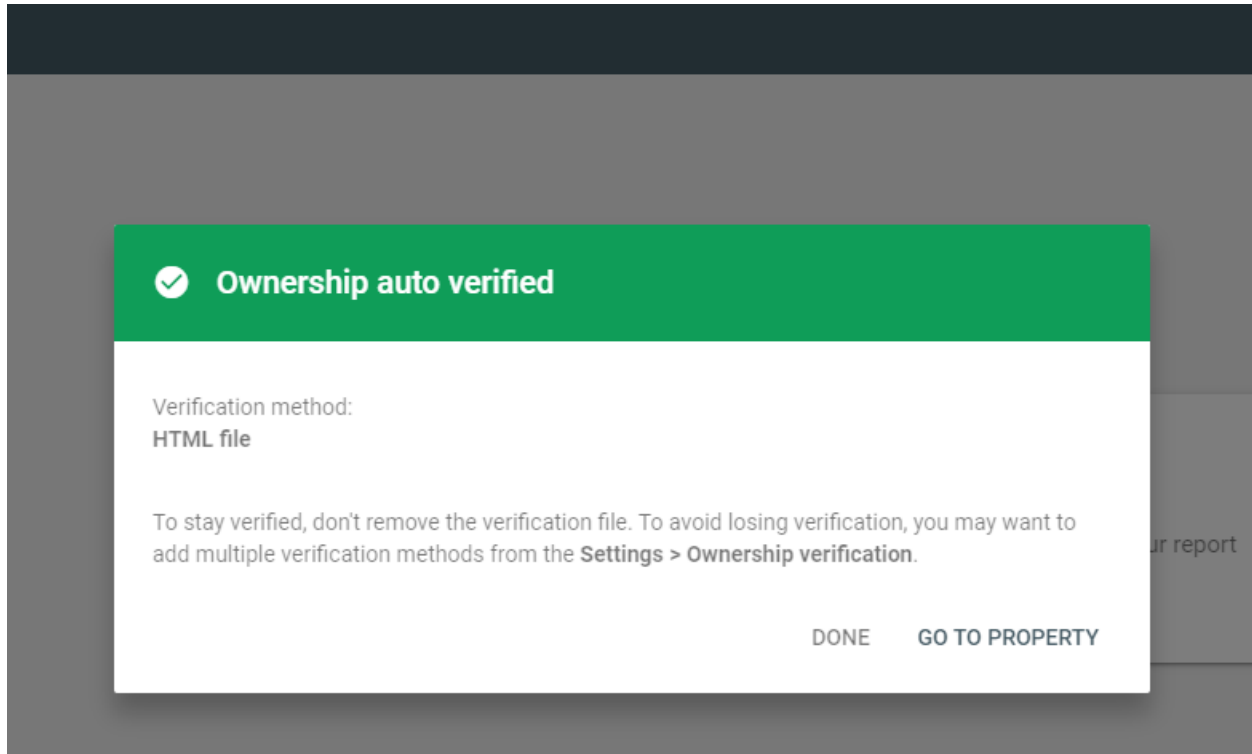
LEARN MORE CANCEL



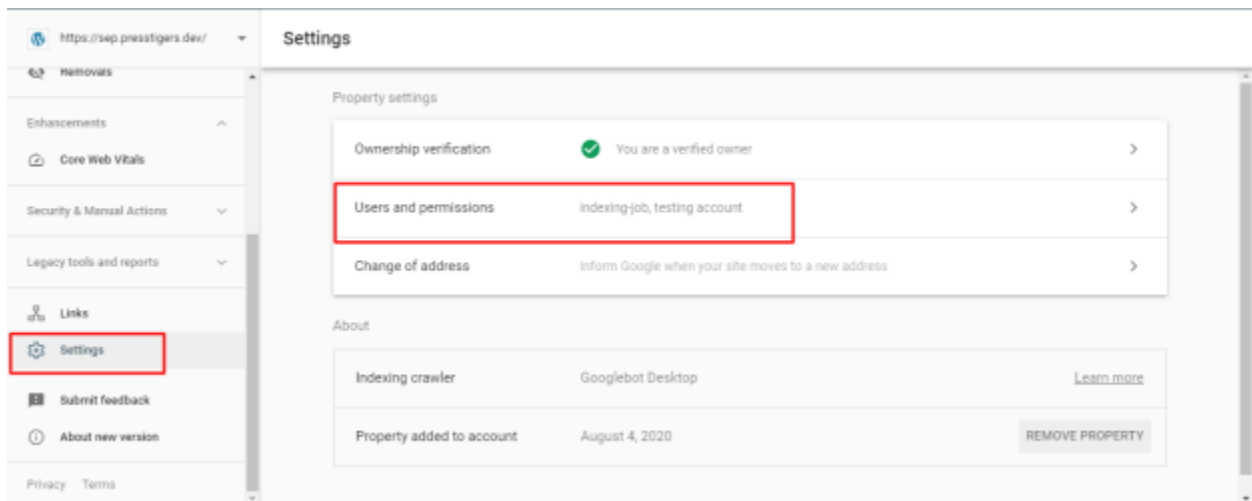
- Download the file and put it in the root directory of your website. It is for the verification of ownership. After putting that file press the Verify button.



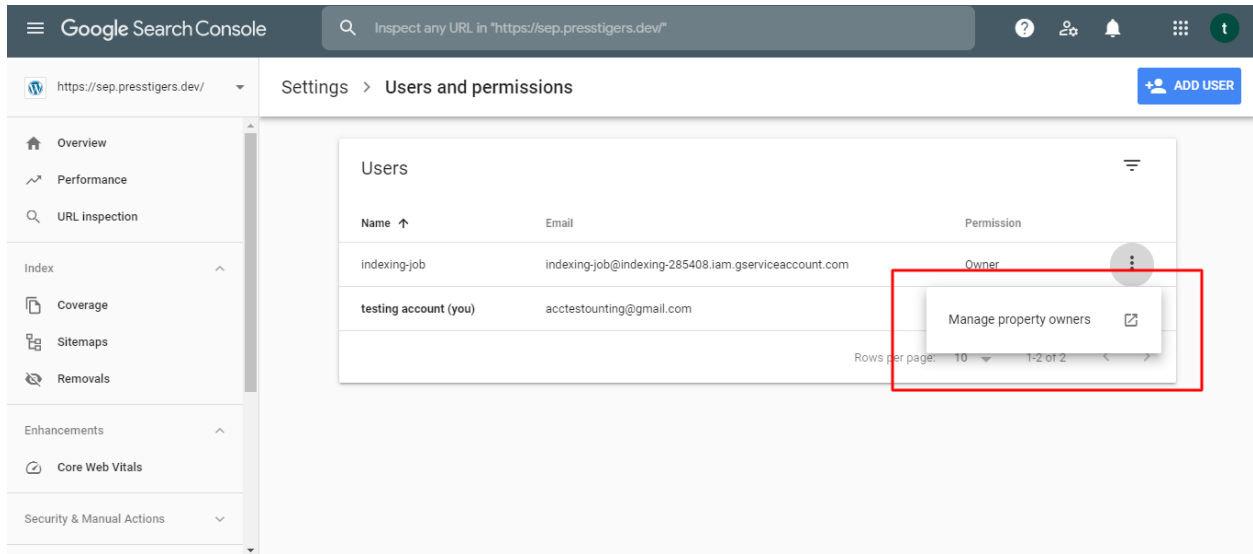
- You will receive the below message upon successful verification.



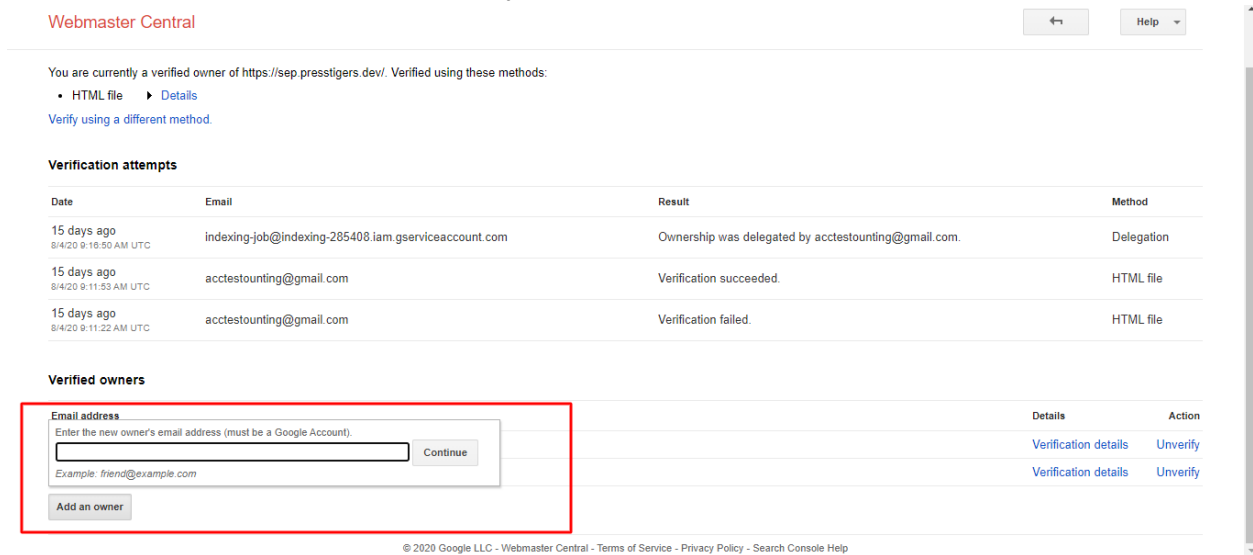
- Press settings from the left side and click on users and permission at right side.



- Verify your ownership by clicking on manage property owners.



- Add the email address which you copied in the previous step and click on add an owner. You will then become the owner of property.



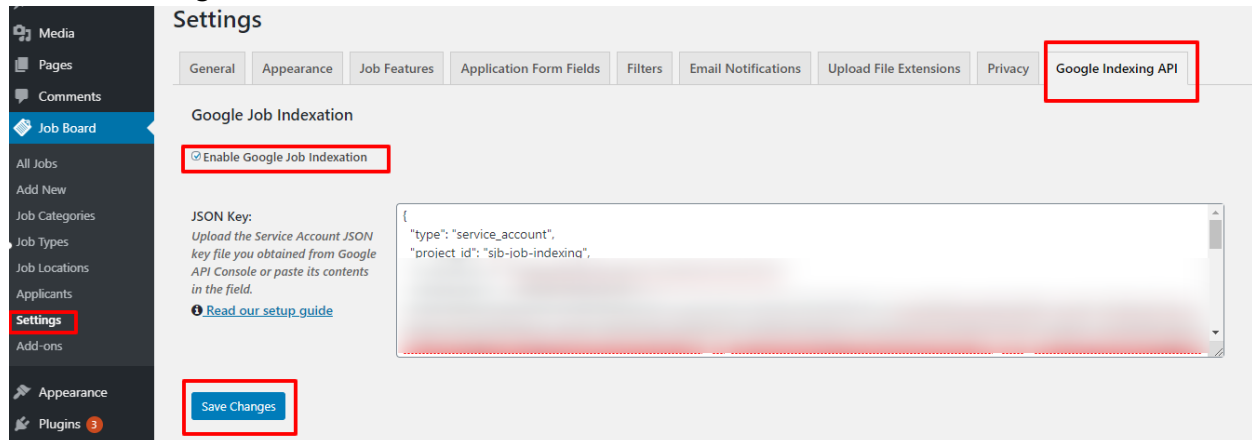
## Step 4: Enable Google indexing API

Make it sure that you have enabled the Google indexed API for the Google account which you are using for configuration.

You can do this from [Google Developer Console](#).

## Step 5: Add the JSON Key

Open the JSON file and copy the JSON Key and paste it in your website dashboard -> Job Board -> Settings -> Google Indexing API -> JSON key field. Enable the indexing API checkbox and save the settings.



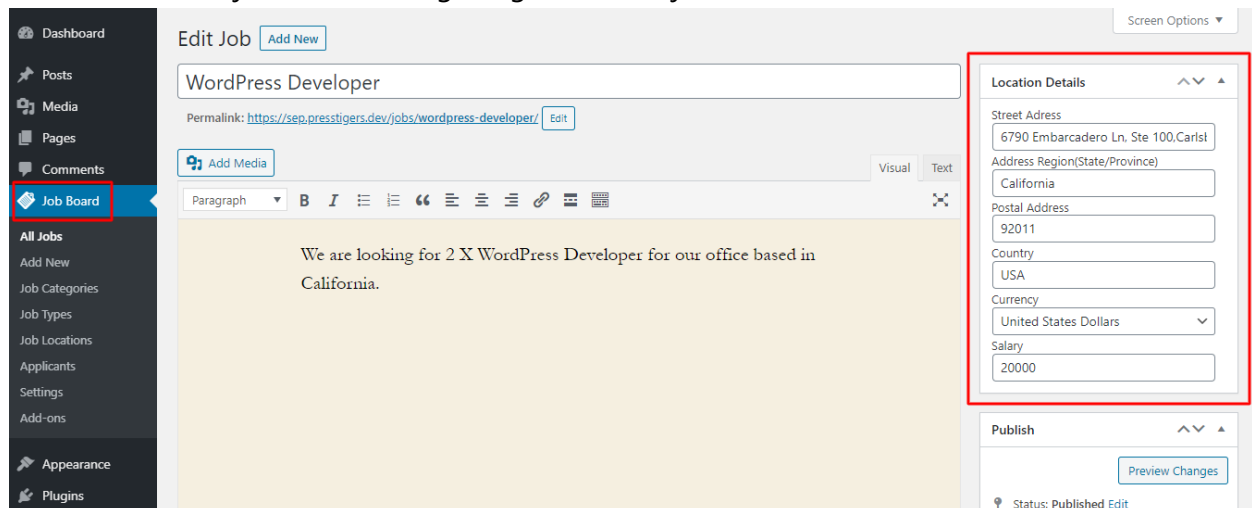
The screenshot shows the WordPress Settings page for Google Job Indexation. The left sidebar has 'Settings' highlighted. The main content area has tabs for 'General', 'Appearance', 'Job Features', 'Application Form Fields', 'Filters', 'Email Notifications', 'Upload File Extensions', 'Privacy', and 'Google Indexing API'. The 'Google Indexing API' tab is active. Under 'Google Job Indexation', there is a checkbox labeled 'Enable Google Job Indexation' which is checked. Below it is a text area for the 'JSON Key' with a red box around it, containing the following JSON: 

```
{  "type": "service_account",  "project id": "sib-job-indexing",}
```

 There is also a 'Save Changes' button at the bottom left of the settings area.

## Step 6: Add New Job

Whenever you will add/ Edit a new job from WordPress dashboard, make sure that you pass all details about the job so that Google register it as a job.



The screenshot shows the WordPress 'Edit Job' page for a job titled 'WordPress Developer'. The left sidebar has 'Job Board' highlighted. The main content area shows the job title, a permalink, and a rich text editor with the text: 'We are looking for 2 X WordPress Developer for our office based in California.' On the right side, there is a 'Location Details' panel with a red box around it, containing the following information: Street Address (6790 Embarcadero Ln. Ste 100, Carlist), Address Region (State/Province) (California), Postal Address (92011), Country (USA), Currency (United States Dollars), and Salary (20000). Below the 'Location Details' panel is a 'Publish' panel with a 'Preview Changes' button and a status indicator 'Status: Published Edit'.