



Key steps for uploading offerings to the portal

Preparation

1. Review [the list of eligible expenses and restrictions](#) on [MyGeorgiaPromise.org](#)
2. [Align your product/service offerings](#) to marketplace categories / subcategories
3. Review the [training video](#) on [MyGeorgiaPromise.org](#) (in the “Service Provider/Vendor FAQs”) for more information about how to submit offerings
4. Review [specific service provider/vendor requirements](#) below

Submission

1. Visit the [Odyssey service provider/vendor portal](#) to view the offering portal
2. [Do not inflate prices](#) of offerings (as attested to in service provider/vendor application)
3. [Bundle offerings](#), as applicable (i.e., multiple tutoring sessions, curriculum bundle, etc.)

Additional protocol for each service provider/vendor type

| | |
|--------------------------|---|
| Tutors | ❖ Include the PSC-certified tutor name in offering title / description |
| Therapists / Physicians | ❖ Include the licensed therapist / physician name in offering title / description |
| Online Learning Programs | ❖ Indicate the grade level in the dropdown options |
| Curriculum Providers | ❖ Indicate the subject and grade level in the offering title / description |
| Electronic Providers | ❖ Refer to price maximums for electronics on the eligible expenses list |
| Book Retailers | ❖ Fiction / non-fiction book offerings will be limited to those required by participating private school and service providers (<i>currently being collected</i>) – A list of approved books will be made available in the coming weeks ; book retailers may consider waiting for this list before uploading offerings |