



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 reviewed by GESA upon submittal. Books should be appropriate for the designated grade level, and should not contain adult or mature content unless it is required for an ELA (English Language Arts) course.