

Placing your visa order:

1. Please visit <https://g3visas.com/tours/odysseys> and click “Apply Online” for the applicable tour you are taking.
2. Enter your departure and traveler information, and make payment.
3. Once your visa order has been paid for, you will receive a payment confirmation email, and an instructional email for next steps on your visa application process. Please note, if you purchased visas for more than one country, you will receive an instructional email for each individual country.
4. In the instructional email will be a checklist of documents that G3 Global Services requires in order to process your application. Those can be securely uploaded to your Client Dashboard. To create your Client Dashboard account, please see the following instructions.

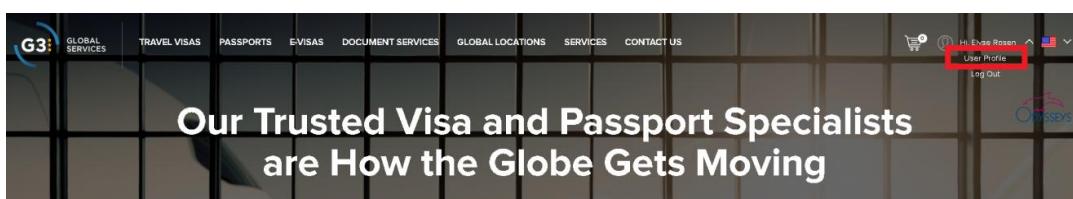
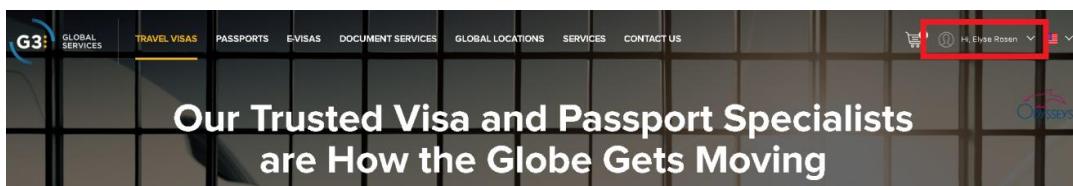
Creating your Client Dashboard account

If you have placed an order per the instructions above, your email has been registered with G3 Global Services. To access your account:

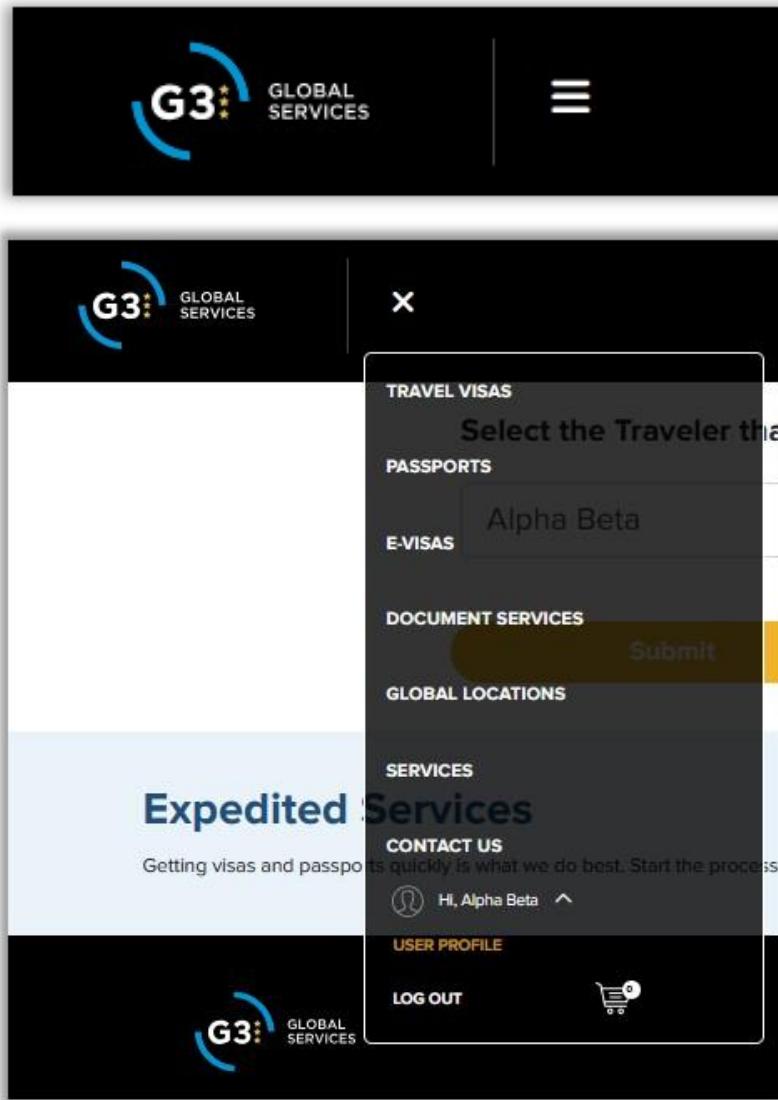
1. Go to the sign up page here: <https://g3visas.com/sign-in>
2. Click “Forgot Password”
3. Enter the email address you used to place your visa order.
4. You will receive a token number to that same email address to create your password.
5. Go back to the sign-in screen and enter your email address and newly created password.

Accessing your dashboard

1. If using a larger screen, like a desktop, navigate to the upper right-hand corner of the screen. Click on your name, and then select User Profile from the drop-down menu.

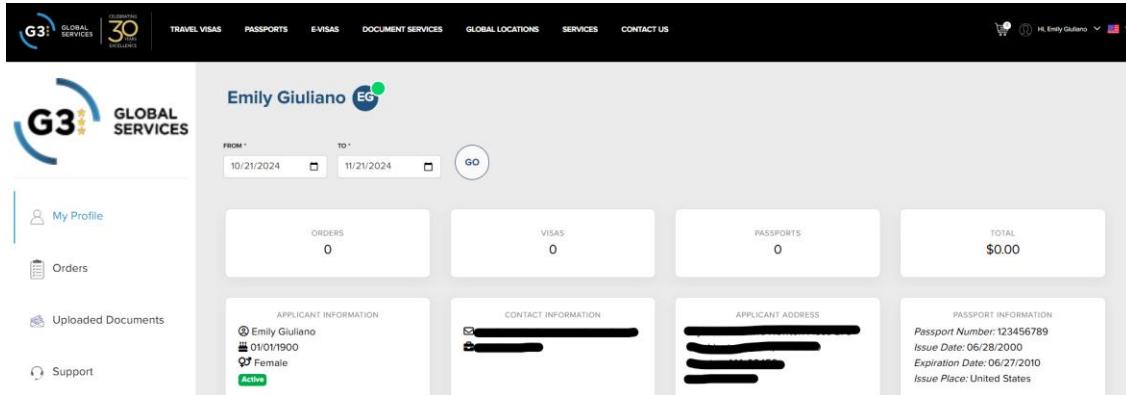


If using a smaller screen, like cell phones or tablets, navigate to the three lines in the upper corner next to the G3 logo to view the drop-down menu and select “User Profile.”



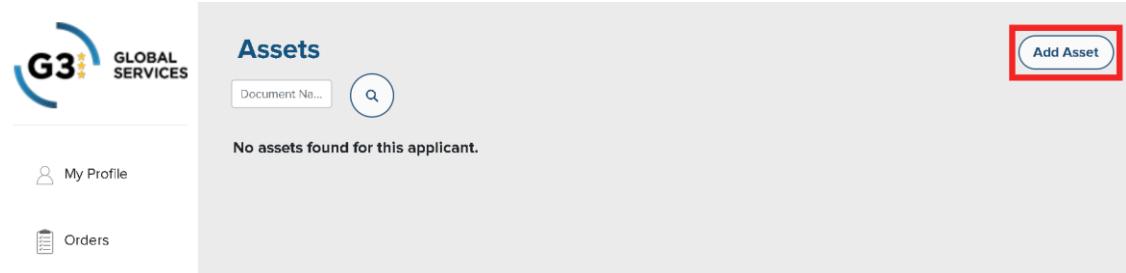
Uploading your documents

2. From the vertical menu on the left-hand side of the screen, select Uploaded Documents.

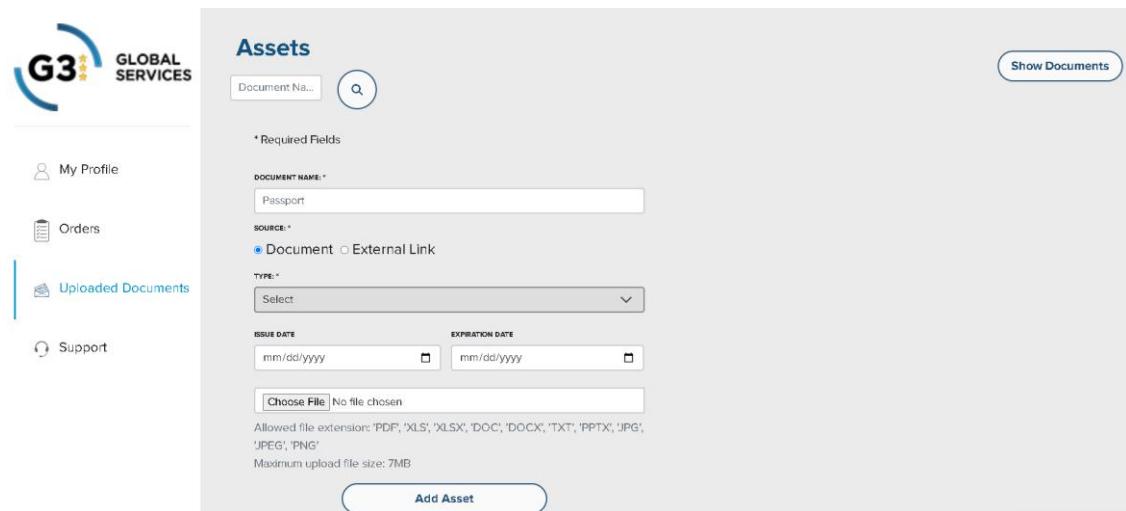


The screenshot shows the G3 Global Services dashboard. The top navigation bar includes links for TRAVEL VISAS, PASSPORTS, EVISAS, DOCUMENT SERVICES, GLOBAL LOCATIONS, SERVICES, and CONTACT US. A user profile for 'Emily Giuliano' is displayed with a green 'EG' icon. The main content area shows a summary of orders, visas, and passports, with a total of \$0.00. Below this, there are sections for APPLICANT INFORMATION (Emily Giuliano, 01/01/1900, Female, Active), CONTACT INFORMATION, APPLICANT ADDRESS, and PASSPORT INFORMATION (Passport Number: 123456789, Issue Date: 06/28/2000, Expiration Date: 06/27/2010, Issue Place: United States). The 'Uploaded Documents' link in the sidebar is highlighted with a blue underline.

3. Here, you can click Add Asset, where you can securely upload the clear, color scan of your passport and passport style photo, as well as any other supporting documentation required for your visa application. A list of the required documents will be emailed to you upon placing your order on the [G3 website](#).



The screenshot shows the 'Assets' page. The top navigation bar and sidebar are identical to the previous screenshot. The main content area displays a message: 'No assets found for this applicant.' A red box highlights the 'Add Asset' button in the top right corner.



The screenshot shows the 'Assets' page with a form for uploading a document. The form includes fields for DOCUMENT NAME (Passport), SOURCE (Document selected), TYPE (Select dropdown), ISSUE DATE and EXPIRATION DATE (date pickers), and a file upload field (Choose File, No file chosen). Below the file upload field, there is a note: 'Allowed file extension: 'PDF', 'XLS', 'XLSX', 'DOC', 'DOCX', 'TXT', 'PPTX', 'JPG', 'JPEG', 'PNG''. There is also a note: 'Maximum upload file size: 7MB'. A red box highlights the 'Add Asset' button at the bottom of the form.

- Please note, if you select Primary Passport or Secondary Passport as the Document Type, you will be required to enter the issue and expiration date.
- When uploading a copy of your questionnaire, you can select Other for Document Type.

- Once your documents are uploaded, you will receive a pop up confirming they have been added to the assets successfully.

Document Name	Source	Type	Issue Date	Expiration Date	Updated
Passport	Document	Primary Passport	03/24/2022	03/23/2032	11/25/2024 04:28PM

- When you have completed uploading your assets, G3 Global Services will receive an alert so they can review your documents and process your application.

Reviewing your order

- You will receive email confirmation from G3 Global Services when your documents have been received.
- To review the status of your order, you can click the Orders tab on the left-hand side of the screen.
- Once your visa is issued, G3 Global Services will email you a copy, which you will need to print out in color to carry with you to tour. You will need to present the visa to airline agents for boarding and upon your arrival.