

### **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:

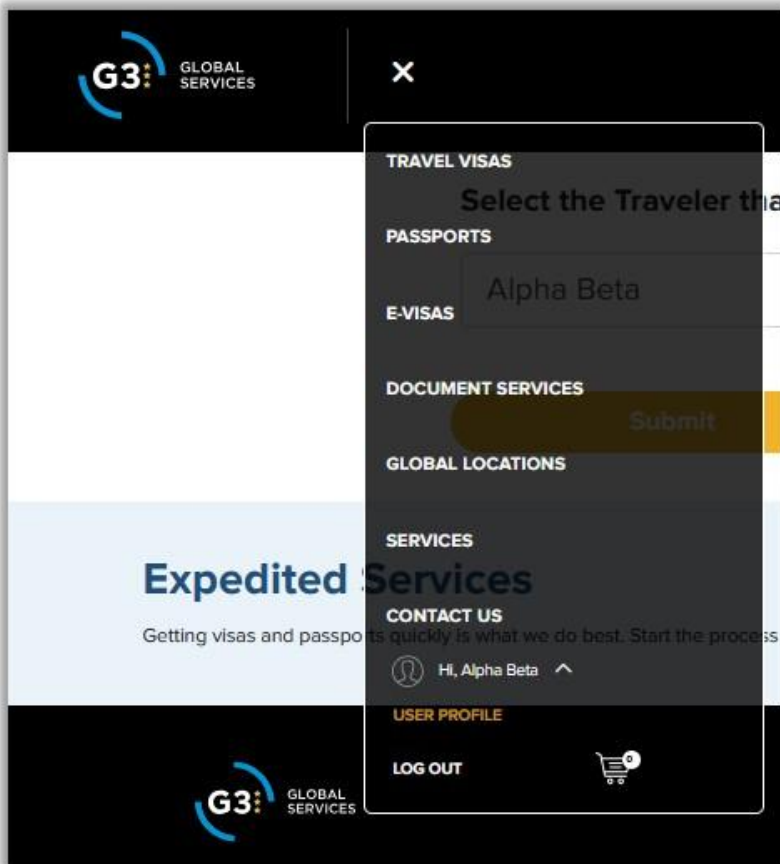
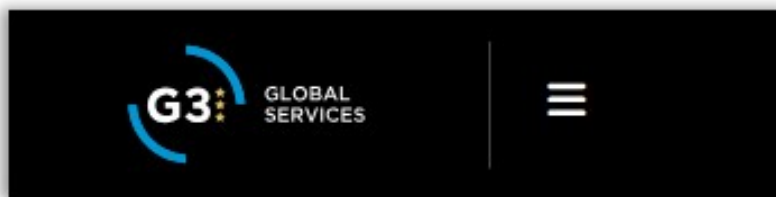
1. Go to the sign up page here: <https://g3visas.com/sign-in>
2. Click “Forgot Password”
3. Enter the email address you used to place your visa order.
4. You will receive a token number to that same email address to create your password.
5. Go back to the sign-in screen and enter your email address and 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 for user Emily Giuliano. The left sidebar contains a vertical menu with options: My Profile, Orders, Uploaded Documents (highlighted), and Support. The main content area displays a summary of the user's account with statistics: ORDERS 0, VISAS 0, PASSPORTS 0, and a TOTAL of \$0.00. Below this, there are four sections: APPLICANT INFORMATION (Emily Giuliano, 01/01/1900, Female, Active), CONTACT INFORMATION (redacted), APPLICANT ADDRESS (redacted), and PASSPORT INFORMATION (Passport Number: 123456789, Issue Date: 06/28/2000, Expiration Date: 06/27/2010, Issue Place: United States).

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 in the G3 Global Services dashboard. The left sidebar is the same as the previous screenshot. The main content area has a search bar labeled 'Document Na...' and a magnifying glass icon. Below the search bar, it states 'No assets found for this applicant.' In the top right corner, there is a red-bordered button labeled 'Add Asset'.

The screenshot shows the 'Assets' page in the G3 Global Services dashboard, specifically the 'Add Asset' form. The left sidebar is the same as the previous screenshot. The main content area has a search bar labeled 'Document Na...' and a magnifying glass icon. Below the search bar, there is a 'Show Documents' button. The form itself is titled '\* Required Fields' and contains the following fields: 'DOCUMENT NAME' (text input with 'Passport' entered), 'SOURCE' (radio buttons for 'Document' and 'External Link', with 'Document' selected), 'TYPE' (dropdown menu with 'Select' chosen), 'ISSUE DATE' (text input with 'mm/dd/yyyy' placeholder), 'EXPIRATION DATE' (text input with 'mm/dd/yyyy' placeholder), and a 'Choose File' button with 'No file chosen' text. Below the form, there is a note: 'Allowed file extension: \".PDF\", \".XLS\", \".XLSX\", \".DOC\", \".DOCX\", \".TXT\", \".PPTX\", \".JPG\", \".JPEG\", \".PNG\"' and 'Maximum upload file size: 7MB'. At the bottom of the form, there is an 'Add Asset' button.

- 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.

The screenshot displays the 'Assets' management interface. On the left is a sidebar with navigation links: 'My Profile', 'Orders', 'Uploaded Documents' (highlighted), and 'Support'. The main content area is titled 'Assets' and includes a search bar. Below the search bar, there are sections for 'Required Fields' and a form to add a new document. The form fields include: 'DOCUMENT NAME' (filled with 'Passport'), 'SOURCE' (radio buttons for 'Document' and 'External Link', with 'Document' selected), 'TYPE' (dropdown menu showing 'Primary Passport'), 'ISSUE DATE' (calendar icon, filled with '03/24/2022'), and 'EXPIRATION DATE' (calendar icon, filled with '03/23/2032'). A 'Choose File' button is present, followed by the filename 'Screenshot 2024-07-10 114816.png'. Below the file selection, it lists allowed file extensions: 'PDF', 'XLS', 'XLSX', 'DOC', 'DOCX', 'TXT', 'PPTX', 'JPG', 'JPEG', 'PNG' and states the maximum upload file size is 7MB. An 'Add Document' button is at the bottom of the form. An 'Alert!' pop-up window is overlaid on the form, displaying the message 'Document uploaded successfully!' and an 'Ok' button. In the second screenshot, the 'Add Document' button is in the top right corner, and the main area shows a table of uploaded documents.

| 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.