AwayPath business quick guide

For Local Partner business accounts

Updated 8 October 2026

Use the existing business tools to prepare your profile, services and photos. Read the status shown in your account before assuming a change is public.

1. Prepare your business profile

- Sign in with your Local Partner business account and open Profile setup.
- Enter the public business name, email, descriptions and contact details. Choose the category and subcategory available in the editor.
- Choose country, city and service areas. Set public location visibility before sharing an exact address; check opening hours and contact information.

Open profile setup

2. Add services and submit for review

- Add a service name and description for each service you actually provide. Add an optional starting price with its source currency.
- Review the publication declaration, then choose Submit changes for review. Important changes wait for review before publication.
- If a profile revision is pending, wait for its decision before submitting another revision.

Open services

3. Prepare clear photos

- Choose a supported JPEG, PNG, WebP or AVIF photo of your venue or service. Crop it and add a factual caption.
- Check the submission and review status before expecting a new or removed photo to appear publicly.
- Keep identity and business documents out of the public photo gallery.

Open photos

Evidence, requests and support

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4. Prepare verification evidence

- Prepare business registration and address evidence. Tax registration and operating licenses depend on your business type.
- Choose the document type and use the protected evidence area when uploading is available. Follow the displayed file guidance.
- A recorded upload is separate from malware scanning and approval. Pending scanning or unavailable scanning does not establish approval.
- If an upload cannot be confirmed, use Check upload status before another upload. An unconfirmed result does not prove the earlier upload failed.

Open business verification

5. Read requests and reviews

- Read Incoming requests in the business dashboard: the matched summaries show category, location, dates and status.
- A summary does not confirm a booking, availability or payment. Use your account support center for questions about a record.
- Read the published rating total and recent Traveler reviews. A recent list is not the complete review history; contact support if a review needs examination.

Open business dashboard

6. Check availability and ask for help

- Review the status and information shown under Sponsored visibility and read the applicable policy.
- Use a payment option only when it is enabled on the relevant screen. A price, panel or guide does not establish that payment is available.
- For an account or publication issue, open your signed-in support center and include the relevant record reference.

Sponsored visibility

Sponsored Visibility policy

Open account support