

DISTRIBUTOR MANUAL

(Please read this carefully before starting the business)

1. HOW TO SIGN-UP?

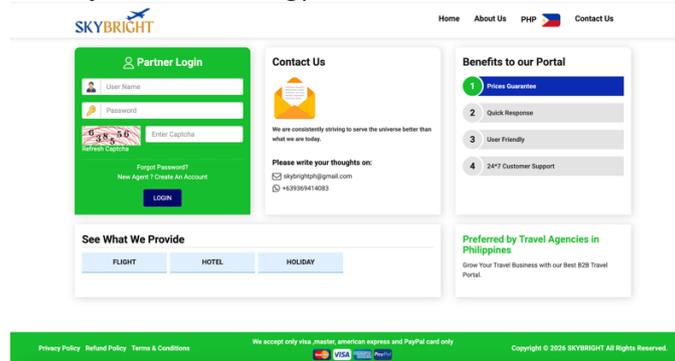
- Submit your application at www.skybright.ph



- Click on **MASTER AGENT REGISTRATION**

2. HOW TO LOGIN?

- Go to **b2b.skybright.ph**
- Input your Login Credentials. (Avoid encoding wrong details to avoid system blocking).

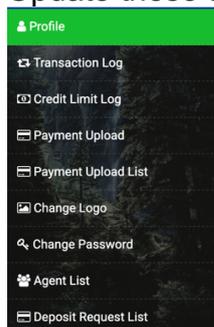


3. HOW TO UPDATE YOUR PROFILE AND SETTINGS

- Go to **My Account**.



- Update these things:



- Complete Your Profile Information

- d. You can Change Your Logo. Use your own **Business Logo**.
- e. NOTE: If you will change you password, do not login in yet. Wait for 1 Hour before you log in as the system will still refresh.

4. HOW TO ADD AGENT?

- a. Submit your application at **www.skybright.ph**



- b. Click on **TRAVEL AGENT REGISTRATION**
- c. Input your **Agency Code** as **Master Agent Code**. You can see the Agency Code at the upper part of your Dashboard:



NOTE: You collect 2,000 PESOS ACTIVATION FEE from your agent, but send us only 1,500. Keep the 500 pesos as your outright commission.

5. HOW TO ADD FUNDS TO YOUR OWN WALLET?

- a. Click on Php Payment Upload



- b. Send the Amount to our Bank Account (it is displayed on your portal also).

SN.	Bank Name	Bank Account Name	Account Number	Branch Name	IFSC Code	Swift Code
1	BANK OF THE PHILIPPINE ISLANDS	SKYBRIGHT TRAVEL AND TOURS SERVICES	0900006535	BALAYAN		BOIIPHMM

- c. Submit Proof of Payment.

Upload Payment

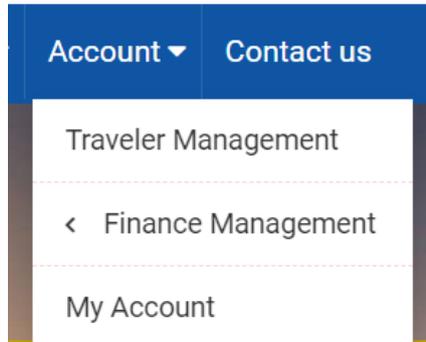
Deposit Type <input type="text" value="Cash in Bank"/>	Deposit Amount <input type="text" value="Deposit Amount"/>	Deposit Branch <input type="text" value="Deposit Branch"/>
Transaction ID <input type="text" value="Transaction Id"/>	Select Bank <input type="text" value="--Select Bank--"/>	Account Number <input type="text" value="Account Number"/>

Remark

REMEMBER: YOUR AGENTS WILL TOP UP THEIR ACCOUNT FROM YOU. PLEASE MAINTAIN AN AGENCY BALANCE.

6. HOW TO SHOW YOUR BANK ACCOUNT TO YOUR AGENTS FOR TOP-UP?

- a. Go to your account.
- b. Click on ACCOUNT, then FINANCE MANAGEMENT:



- c. Click BANK DETAILS LIST
- d. Click ADD BANK
- e. Supply all the information needed:

Add Bank Detail Bank List

Bank Name : <input type="text" value="Enter Bank Name"/>	Account Name : <input type="text" value="Enter Account Name"/>	Account Number : <input type="text" value="Enter Account Number"/>	Branch Name : <input type="text" value="Enter Branch Name"/>
IFSC Code : <input type="text" value="Enter IFSC Code"/>	Swift Code : <input type="text" value="Enter Swift Code"/>	Status : <input type="text" value="Active"/>	

SUBMIT

- f. Use SWIFT CODE also in IFSC Code.
- g. After that, click SUBMIT.
- h. **Your Bank Account** will now be shown on the **PAYMENT UPLOAD Menu** of your **Agents**. (See sample below)

Bank List + Add Bank

Id	Bank Name	Account Name	Account Number	Branch Name	Ifsc Code	Swift Code	Entry Date	Status	Action
37	BANCO DE ORO	SKYBRIGHT	0123456789	NASUGBU	UEYWUWIW101	UEYWUWIW101	24 Jan 2026	Active	Edit Delete

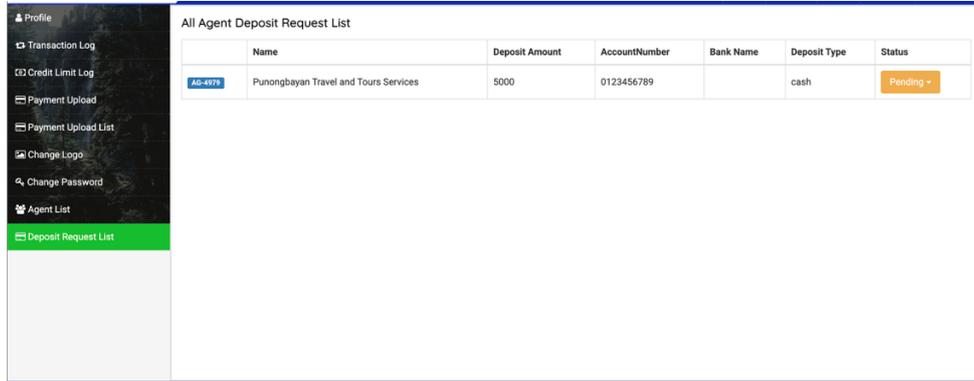
- i. Your agents **shall send you the payment for Top-Up**, and they have to submit it on their **PAYMENT UPLOAD** menu.
- j. You will see their request at your **MY ACCOUNT**, then **DEPOSIT REQUEST LIST**. Ensure that you also have Balance before you can Top Up your Agent.

All Agent Deposit Request List

Name	Deposit Amount	AccountNumber	Bank Name	Deposit Type	Status
Add-4979 Punongbayan Travel and Tours Services	5000	0123456789		cash	Pending

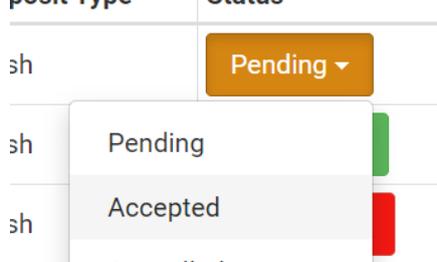
7. HOW TO APPROVE TOP-UP REQUEST OF YOUR AGENTS

- a. Go to your dashboard.
- b. Click on MY ACCOUNT, then DEPOSIT REQUEST LIST:



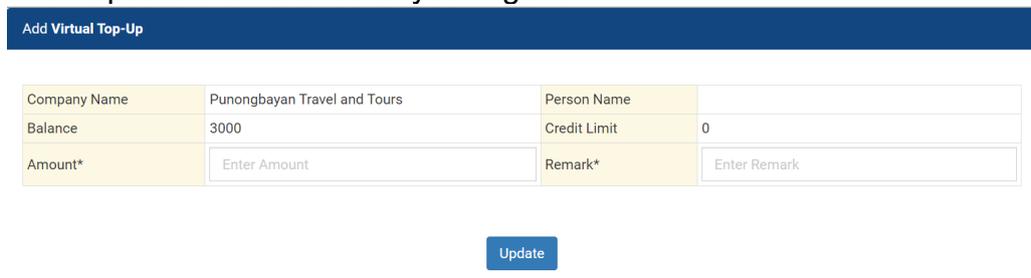
Name	Deposit Amount	AccountNumber	Bank Name	Deposit Type	Status
Punongbayan Travel and Tours Services	5000	0123456789		cash	Pending

- c. Check the information sent your agent who is requesting the Top-Up, once verified you can update the status from PENDING to ACCEPTED



post type	Status
sh	Pending
sh	Pending
sh	Accepted

- d. Then update the Balance of your Agent:



Add Virtual Top-Up			
Company Name	Punongbayan Travel and Tours	Person Name	
Balance	3000	Credit Limit	0
Amount*	Enter Amount	Remark*	Enter Remark

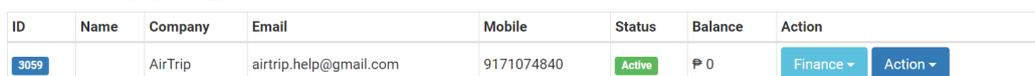
[Update](#)

- e. Click UPDATE. And it will be confirmed as:

i Agent balance successfully Updated

8. HOW TO ADD FUNDS TO YOUR AGENTS (NOT USING THE PAYMENT UPLOAD)

- a. Go to your Agent List
- b. Look for the Agent you want to transfer Wallet.
- c. Click FINANCE:



ID	Name	Company	Email	Mobile	Status	Balance	Action
3059		AirTrip	airtrip.help@gmail.com	9171074840	Active	₱ 0	Finance Action

d. Click TopUp Amount

Add Virtual Top-Up			
Company Name	AirTrip	Person Name	
Balance	0	Credit Limit	0
Amount*	<input type="text" value="Enter Amount"/>	Remark*	<input type="text" value="Enter Remark"/>
<input type="button" value="Update"/>			

e. Enter the required details. Remark can be the name of Staff who is making the transfer.

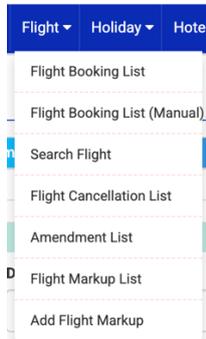
9. HOW WILL YOU EARN AS DISTRIBUTOR/MASTER AGENT?

- OWN BOOKING.** Add your Flight and Hotel Mark-Up in Percentage such as (2,3,4,5%). For every time you will book flight, your mark-up will be added to the Amount Payable by your client. But when you book the flight/hotel, only the Net Fare will be deducted to your wallet. Your Mark-Up will retain to you as your profit.
- ACTIVATION FEE.** You can activate or register agents under you. Each new agent will pay you 2,000 pesos. You will send to our bank account the 1,500 pesos, and you keep the 500 pesos as your earning. (Then you must submit your agent's details at www.skybright.ph for activation).
- BOOKINGS OF YOUR AGENTS.** For every time your agents will book flights/hotels, your mark-up will also be included to the amount that will be shown on their Agent's Dashboard. Your mark-up will automatically go to your wallet after successful booking.

NOTE: YOUR AGENTS CAN ONLY REQUEST TOP-UP FROM YOU. SO, WE SUGGEST THAT YOU HAVE TO KEEP YOUR WALLET REPLENISHED. YOUR AGENTS CANNOT PROCESS TOP-UP WITH ADMIN.

10. HOW TO SET UP YOUR MARK-UP ON FLIGHTS?

- a. Login to your Account.
- b. Click on **Flight**:



- c. Click on **Add Flight Mark-Up**



- d. On Amount Type, you can choose if you want **FIXED AMOUNT** or **PERCENTAGE**. Example you will add 200 pesos mark-up fixed for every flight booking. Or you will set 5% mark up on each booking.

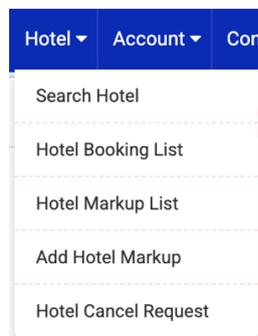
Add the mark-up you want. Example: (in percentage) in the **Amount** Field (3,4,5,6,)

- e. Click **SUBMIT** to save.

This mark-up will automatically be added on the Flight Amount that will be shown on your portal after, so the client will not know how much is your profit on them.

11. HOW TO SET UP YOUR MARK-UP ON HOTELS?

- a. Login to your Account.
- b. Click on **Hotel**:



- c. Click on **Add Hotel Markup**

Add Hotel Markup Hotel Markup List

Amount Type	Amount	Lowest Range	Highest Range
Fix	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMIT

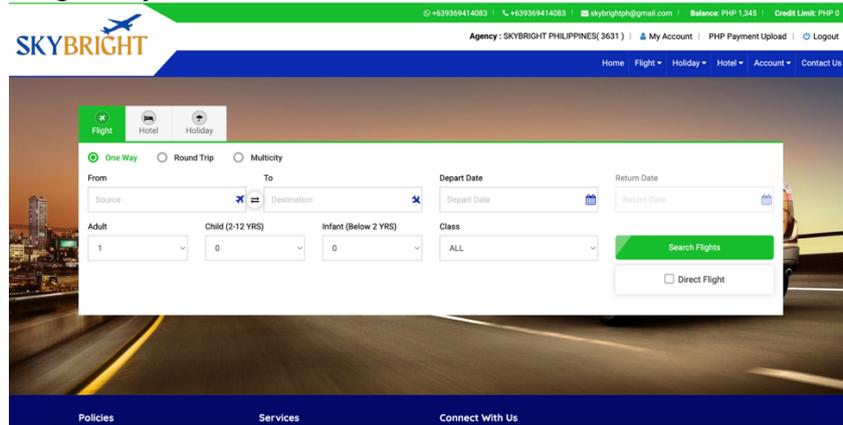
- d. Choose again from FIX or PERCENTAGE. Add the mark-up you want. Example: (in percentage) in the **Amount** Field (3,4,5,6,)
- e. In the Lowest Range, you can put **0**, then on the Highest Range you can put up to what amount of hotel you will have that specific mark-up percentage. *Example, only until 10,000 you will have 5% Mark-Up.*

Then you can add another Markup list, from range 10,001 up to 500,000 you can enter 4%.

This is up to you.

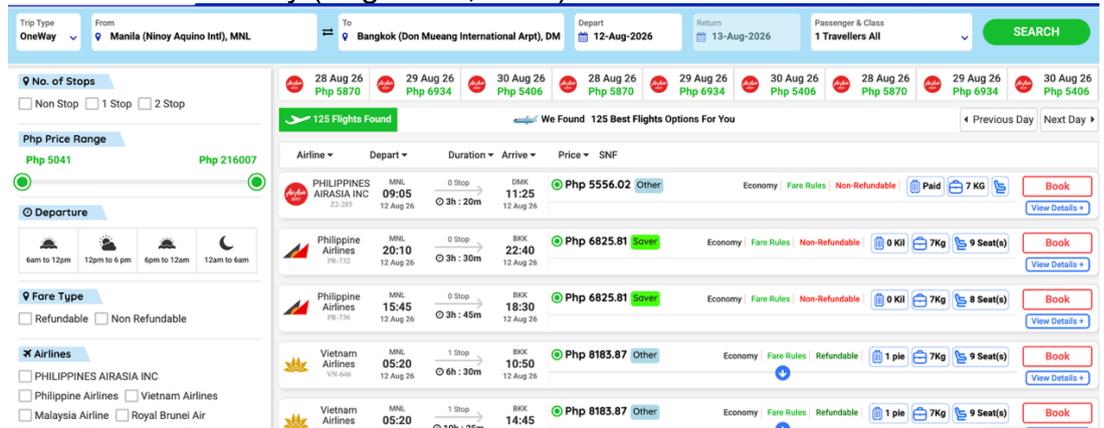
12. HOW TO BOOK FLIGHT?

- a. Login to your account.



- b. On the Flight Dashboard, select if the flight is:
 - i. One Way
 - ii. Round Trip
 - iii. Multi City
- c. Then enter the details needed like:
 - i. From
 - ii. To
 - iii. Departure Date
 - iv. Return Date (if roundtrip)
 - v. Number of Passengers (Adult, Child, Infant)
 - vi. You can also select Class (Economy up to First Class)
- d. Click SEARCH FLIGHTS.
- e. After that, all the available flights will be displayed, let your client choose the one that best fits him/her.

- f. For instance, this is Manila to Bangkok (One Way). There are 125 Flights Available on this day (August 12, 2026).



Note: The price indicated already contains your MARKUP. If you want to check the NET FARE, click SNF button above:



Then it will show the NET FARES. Net fares are the amount below the Published Fare.

Airline	Depart	Duration	Arrive	Price	HNF
 PHILIPPINES AIRASIA INC Z2-285	MNL 09:05 12 Aug 26	0 Stop 3h : 20m	DMK 11:25 12 Aug 26	Php 5556.02 Other Php 5056.02	
 Philippine Airlines PR-732	MNL 20:10 12 Aug 26	0 Stop 3h : 30m	BKK 22:40 12 Aug 26	Php 6825.81 Saver Php 6325.81	
 Philippine Airlines PR-736	MNL 15:45 12 Aug 26	0 Stop 3h : 45m	BKK 18:30 12 Aug 26	Php 6825.81 Saver Php 6325.81	

- g. After selecting the Flight, click BOOK.
h. Then you fill-out all the information needed. Ensure that all details are correct especially the names as those things cannot be corrected.
i. You can also **Add baggage, Add Meals**, and even choose your **Seats**.

Review Your Booking

 **MNL**
 20:10 | 12 Aug 26
 Terminal Terminal 1,
 Ninoy Aquino Intl

03h : 30m

 Fare Class : Economy | **Non-Refundable**

 **BKK**
 22:40 | 12 Aug 26
 Terminal 1,
 Suvarnabhumi Intl Arpt

Fare Details

	SNF
Base Fare	Php 4019.35
Tax	Php 2806.46
Total Fare	Php 6826
Grand Total	Php 6826

Traveller Details

Adult 1 - [\(Select Pax From Traveler List\)](#)

Select Title:
 First & Middle Name:
 Last Name:
 Gender:

Date of Birth:
 Passport No:
 Passport Issue Date:
 Passport Exp.:

Select Nationality:

 **Travelling for work? Add-on (Optional)**
 Pre-booked Meals and Baggage are 30% cheaper than on-board price.

 Add Baggage (MNL - BKK)

 Seat Selection (MNL - BKK)

Personal Details

Enter Your Email:
 Select Code:
 Enter Your Mobile:

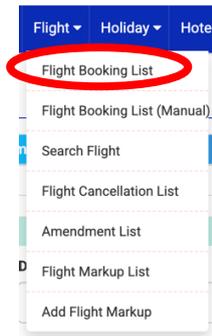
Acknowledgement

Yes, I agree to the rules and restrictions of this fare, and the terms of this

Agency Account Balance : Php16344.67 

- j. After that, you need to put the Email and Phone number of your Agency, this email will receive the updates, invoice, and other related documents.

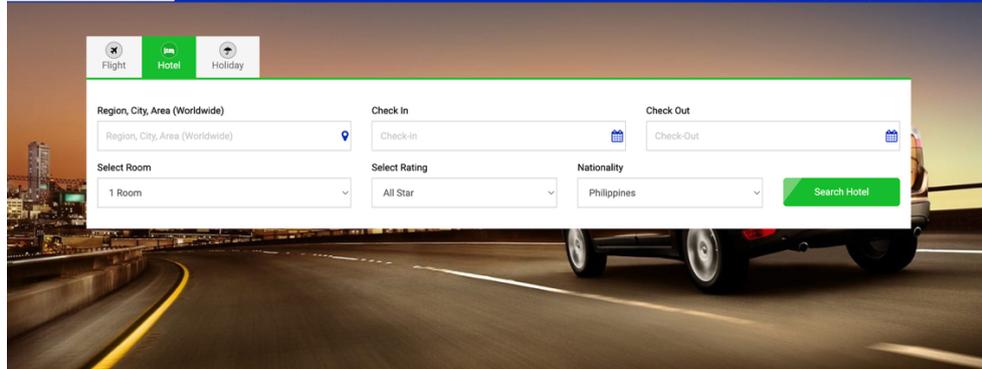
- k. Click on **Yes, I agree to the rules and restrictions of this fare, and the terms of this.**
- l. Tick the **Agency Account Balance.**
- m. Then Click Continue until the confirmation of booking.
- n. Flight Ticket can be seen also at Flight Booking List:



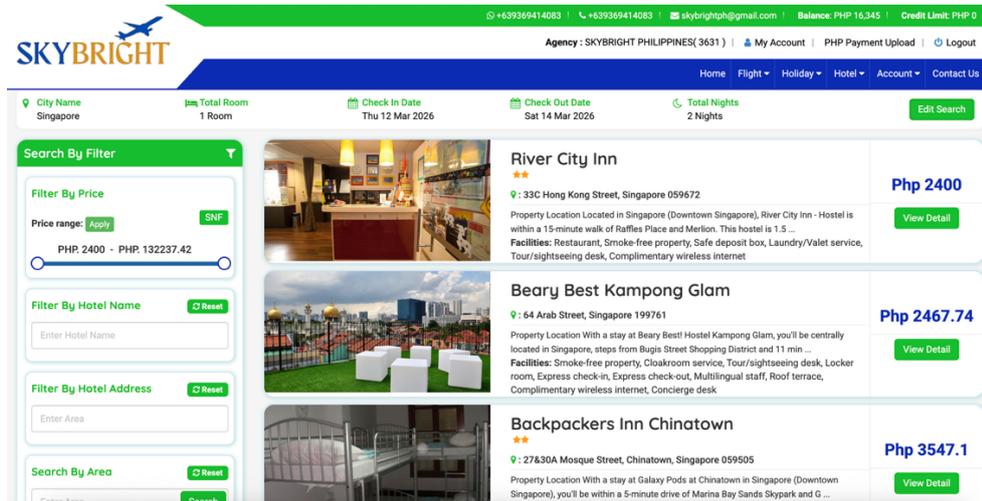
Note: If you have no Wallet Balance or if it is insufficient, you will see this notice:

Low Agency Balance . Please Contact Admin for Deposit

- a. Login to your account.
- b. Click the HOTEL tab.



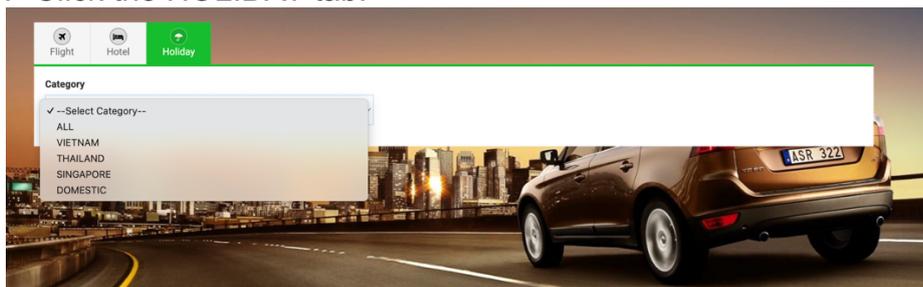
- c. Input all the required details such as the Location, Check-in Date, Check-Out Date, Number of Rooms and Guests, and others.
- d. Click on Search Hotel.
- e. Choose from the available hotels.



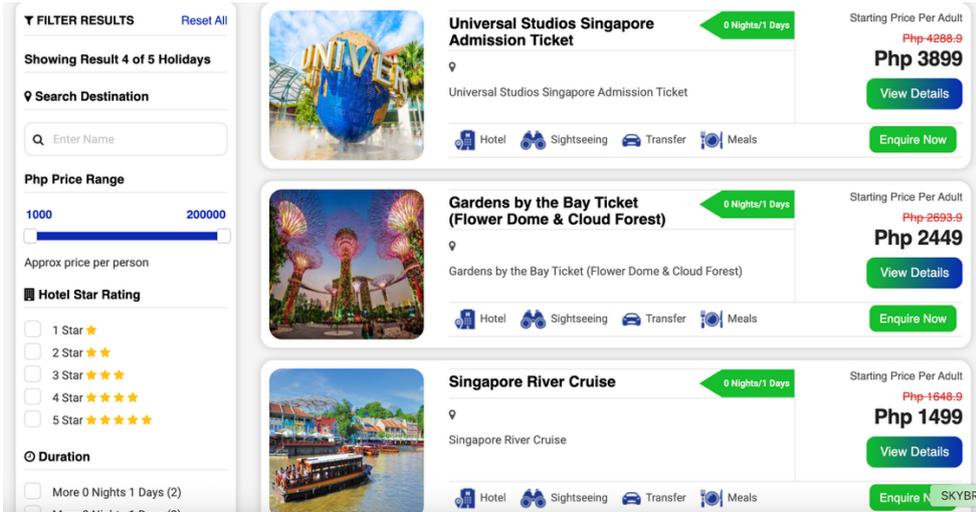
- f. Click **View Details** and choose the room.
- g. Input the Guests' Names and other details.
- h. Lastly, click COMPLETE BOOKING.

14. HOW TO BOOK HOLIDAYS/TOURS?

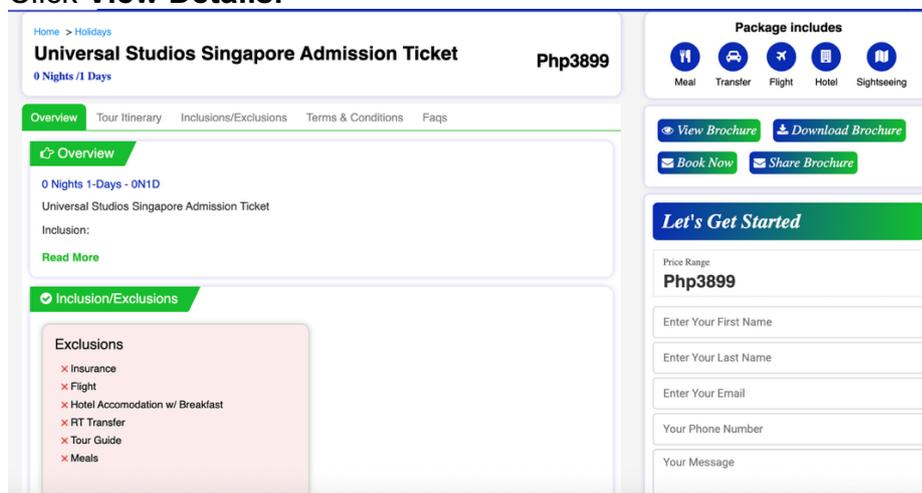
- a. Login to your account.
- b. Click the HOLIDAY tab.



- c. Choose the Category and Sub Category. The SEARCH.



- d. Choose the Package or Admission Ticket / Tour you will book.
- e. Click **View Details**.



- f. You can Send an Enquiry. Or You can already click BOOK NOW.
- g. Remember that the amount indicated there are all NET FARES. You have to add Mark Up for your customers.
- h. Once booked and paid, kindly email us at skybright.help@gmail.com, to inform us about your booking so we can process it and send you the voucher.

15. HOW TO REBRAND TICKETS /MANUAL BOOKING?

If you have found cheaper flights on other B2C sites like agoda, booking.com, kiwi.com, cebu pacific, and more. You can REBRAND THE TICKET so that you can still give a ticket to your client with your AGENCY NAME and LOGO.

- a. Login to your portal.
- b. Click **Flight** Tab. Then click **FLIGHT BOOKING LIST (MANUAL)**

- Flight ▾
- Holiday ▾
- Hotel
- Flight Booking List
- Flight Booking List (Manual)**
- Search Flight
- Flight Cancellation List
- Amendment List
- Flight Markup List
- Add Flight Markup

c. Click on + MANUAL BOOKING.

Flight Booking List(Manual) Filter Clear **+ Manual Booking**

B. ID	B. Date	Journey Date	Segment	Airline	PNR	Status	Passenger	Fare	Action
23	23 Jan 2026	D: 09 Nov 2026 R: 16 Nov 2026	MNL → ZAM	✕ SJ	D: WHYGXS R: WHYGXS	D: Confirmed R: Confirmed	Mr EFSAN SANTIAGO	PHP 6650	Detail Action
20	21 Jan 2026	D: 06 Mar 2026	MNL → BKK	✕ SJ	D: LT56YO	D: Confirmed	Mr Juan De la Cruz	PHP 8000	Detail Action

d. Encode all the details from the Original Ticket.

Add Flight Booking Direct

Basic Information

Journey Type * From Airport * To Airport *

Currency Number Of Adults * Number Of Children *

Number Of Infant *

Flight Details

Depart Time * Arrive Time * PNR No *

Depart Date * Arrive Date * Fare Type

Airline Name * Airline Number * Stops

Check In Baggage * Cabin Baggage * Cabin Baggage

e. Ensure that all the information are correct.

f. Click Submit.

g. Click on the DETAIL

B :- Booking, D :- Depart R :- Return.

B. ID	B. Date	Journey Date	Segment	Airline	PNR	Status	Passenger	Fare	Action
23	23 Jan 2026	D: 09 Nov 2026 R: 16 Nov 2026	MNL → ZAM	✕ SJ	D: WHYGXS R: WHYGXS	D: Confirmed R: Confirmed	Mr EFSAN SANTIAGO	PHP 6650	Detail Action
20	21 Jan 2026	D: 06 Mar 2026	MNL → BKK	✕ SJ	D: LT56YO	D: Confirmed	Mr Juan De la Cruz	PHP 8000	Detail Action

h. Then Click TICKET

View Flight Booking Details Manual

Confirmed 23 09:56 AM, 23 Jan 2026

MNL - ZAM Flight Details

FLIGHT	DEPARTURE	ARRIVAL	OTHER
CEBUPACIFIC S-J-5J849 Refundable	MNL 14:55, 09 Nov 26 Terminal, Ninoy Aquino Intl(MNL)	ZAM 16:45, 09 Nov 26 Terminal, Zamboanga international airport(ZAM)	Duration - 1h : 50m Class : Economy Baggage : 0 KG Cabin Baggage :- 7 KG
CEBUPACIFIC S-J-5J860 Refundable	ZAM 12:05, 16 Nov 26 Terminal, Zamboanga international airport(ZAM)	MNL 14:00, 16 Nov 26 Terminal, Ninoy Aquino Intl(MNL)	Duration - 1h : 55m Class : Economy Baggage : 0 KG Cabin Baggage :- 7 KG

Passenger Details

Pax Detail	Ticket Number	Special Service Request
Mr. EFSAN SANTIAGO Adult (Male) DOB : 09 May 1990	WHYGXS	Meal 0 Baggage 0

Fare Details

Booking Type	Return
Onward PNR	WHYGXS
Return PNR	WHYGXS
Update Date	05:42 PM, 24 Jan 2026
Return Booking	Confirmed
Base Fare	PHP 5650
Tax	PHP 1000
Total Fare	PHP 6650

- i. The it will show the Rebranded Ticket ready for Printing or Download.

E-Ticket Booking Date : 23 Jan 2026, 09:40

SKYBRIGHT
381 San Juan St., Brgy. Cuatro, Lian, Batangas, Philippines,
9938591452, sales@skybright.online

CONFIRMED
Depart Date : 09 Nov 2026 PNR : WHYGXS

CONFIRMED
Return Date : 16 Nov 2026
Return PNR : WHYGXS

OutBound Flight Detail

Flight	Segment Details	Fare Type
CEBUPACIFIC 5J-5J849 Cebu Air(5J)	09 Nov 26, 14:55 Ninoy Aquino Intl(MNL) → 1h : 50m → 09 Nov 26, 16:45 Zamboanga international airport(ZAM)	Non Refundable Baggage : 0 KG Cabin Baggage : 7 KG Cabin Class : Economy

InBound Flight Detail

Flight	Segment Details	Fare Type
CEBUPACIFIC 5J-5J860 Cebu Air(5J)	16 Nov 26, 12:05 Zamboanga international airport(ZAM) → 1h : 55m → 16 Nov 26, 14:00 Ninoy Aquino Intl(MNL)	Non Refundable Baggage : 0 KG Cabin Baggage : 7 KG Cabin Class : Economy

Passenger Detail

Pax Name	PNR/Ticket	Special Service Request
Mr EFSAN SANTIAGO Male, Adult (DOB:1990-05-09)	Ticket No: WHYGXS Ticket No Return: WHYGXS	Meal -0 Baggage -0

- j. You can also Edit, Print, Download, or Delete that on the ACTION button.

B :- Booking, D :- Depart R :- Return.

B. ID	B. Date	Journey Date	Segment	Airline	PNR	Status	Passenger	Fare	Action
23	23 Jan 2026	D: 09 Nov 2026 R: 16 Nov 2026	MNL ↔ ZAM	✖ 5J	D : WHYGXS R - WHYGXS	D : Confirmed R : Confirmed	Mr EFSAN SANTIAGO	PHP 6650	🔍 🖨️ 🗑️ Action
20	21 Jan 2026	D: 06 Mar 2026	MNL ↔ BKK	✖ 5J	D : LT56YO	D : Confirmed	Mr Juan De la Cruz	PHP 8000	🔍 🖨️ 🗑️ Action

16. DEMO ACCOUNT

If you do not have an account yet, you can try to access our Demo Account to see how our system works:

URL: b2b.skybright.ph

LoginID: DemoDistribu

Password: Skb@1234

PIN: 123456

This material contains CONFIDENTIAL INFORMATION, and are not meant to be redistributed to others without the prior consent of SKYBRIGHT.