DISTRIBUTOR MANUAL
(Please read this carefully before starting the business)

1. **HOW TO SIGN-UP?**
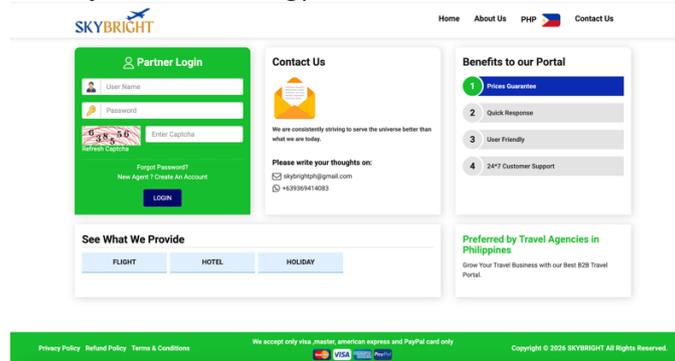   - Submit your application at **www.skybright.ph**

   - Click on **MASTER AGENT REGISTRATION**

2. **HOW TO LOGIN?**
   a. Go to **b2b.skybright.ph**
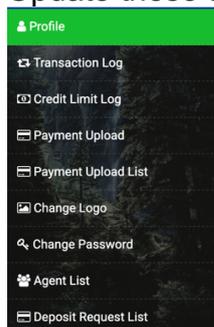   b. Input your Login Credentials. (Avoid encoding wrong details to avoid system blocking).

3. **HOW TO UPDATE YOUR PROFILE AND SETTINGS**
   a. Go to **My Account.**

   b. Update these things:

   c. Complete Your Profile Information

✉ b2b@skybright.online
🌐 b2b.skybright.ph

SKYBRIGHT

12th Floor, Trade and Financial Tower, Unit 1206, 32nd Street & 7th Avenue, Bonifacio Global City, Fort Bonifacio, Taguig City, Metro Manila, Philippines, 1630

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).

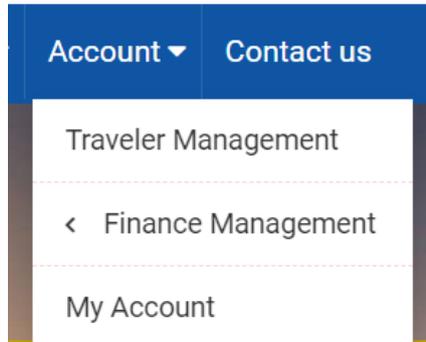 | SN. | Bank Name | Bank Account Name | Account Number | Branch Name | IFSC Code | Swift Code |
   |-----|-----------|-------------------|----------------|-------------|-----------|------------|
   | 1 | BANK OF THE PHILIPPINE ISLANDS | SKYBRIGHT TRAVEL AND TOURS SERVICES | 0900006535 | BALAYAN | | BOPIPHMM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

   c. Submit Proof of Payment.

   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:

   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)

   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.
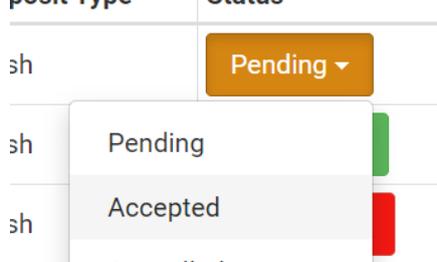
7. **HOW TO APPROVE TOP-UP REQUEST OF YOUR AGENTS**
   a. Go to your dashboard.
   b. Click on MY ACCOUNT, then DEPOSIT REQUEST LIST:

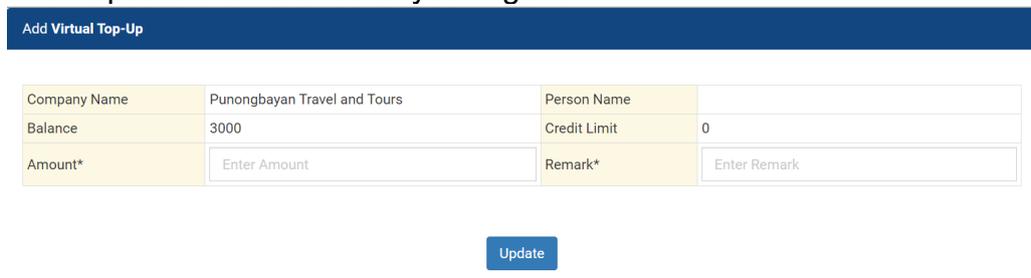   c. Check the information sent your agent who is requesting the Top-Up, once verified you can update the status from PENDING to ACCEPTED

   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

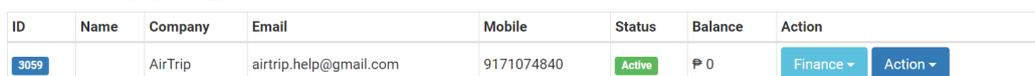Update

   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*	Enter Amount	Remark*	Enter Remark

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?**

a. **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.

b. **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).

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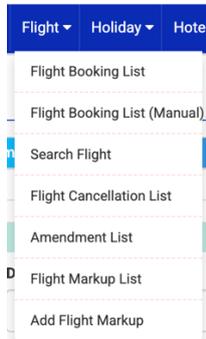
   c. Click on **Add Flight Mark-Up**

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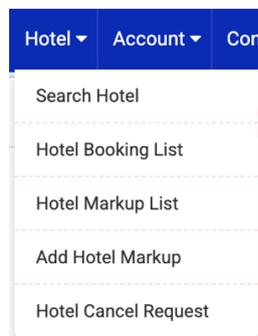
   Add the mark-up you want. Example: (in percentage) in the **Amount** Field (3,4,5,6,)

   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**

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.
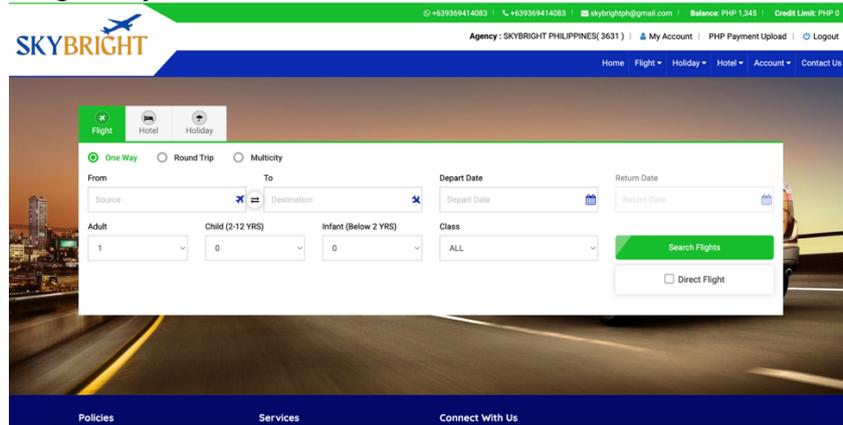
b. On the Flight Dashboard, select if the flight is:
    i. One Way
    ii. Round Trip
    iii. Multi City

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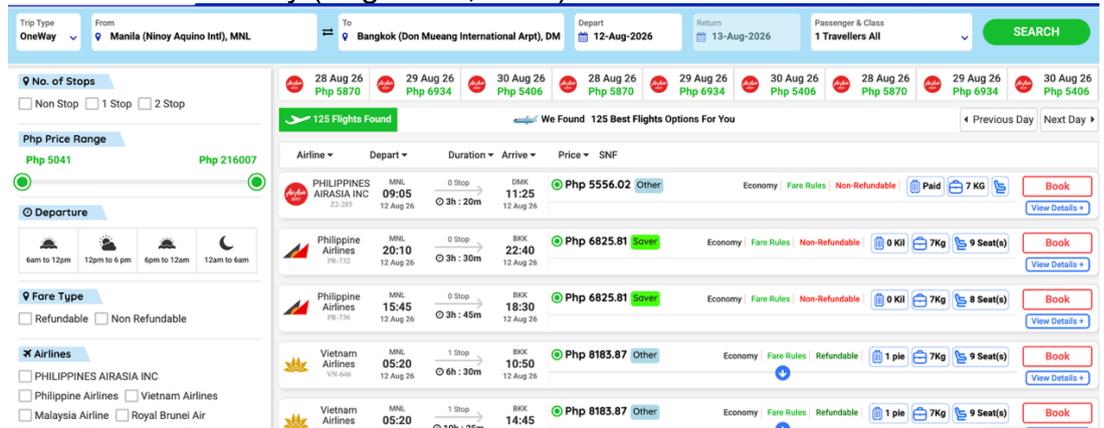
Note: The price indicated already contains your MARKUP. If you want to check the NET FARE, click SNF button above:

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

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.**

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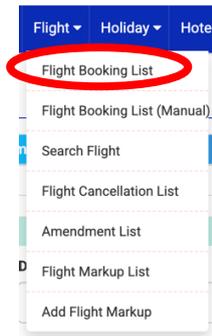
Note: If you have no Wallet Balance or if it is insufficient, you will see this notice:

Low Agency Balance . Please Contact Admin for Deposit

13. **HOW TO BOOK HOTEL?**

    a. Login to your account.
    b. Click the HOTEL tab.
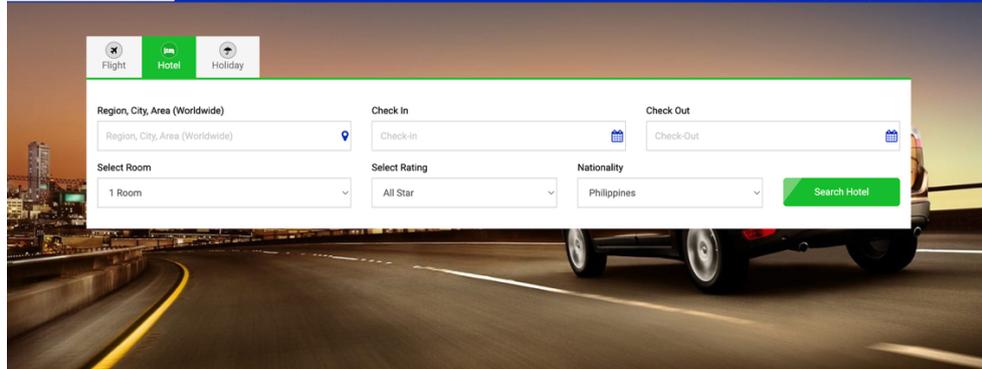
    c. Input all the required details such as the Location, Check-in Date, Check-Out Date, Number of Rooms and Guests, and others.
    d. Click on Search Hotel.
    e. Choose from the available hotels.
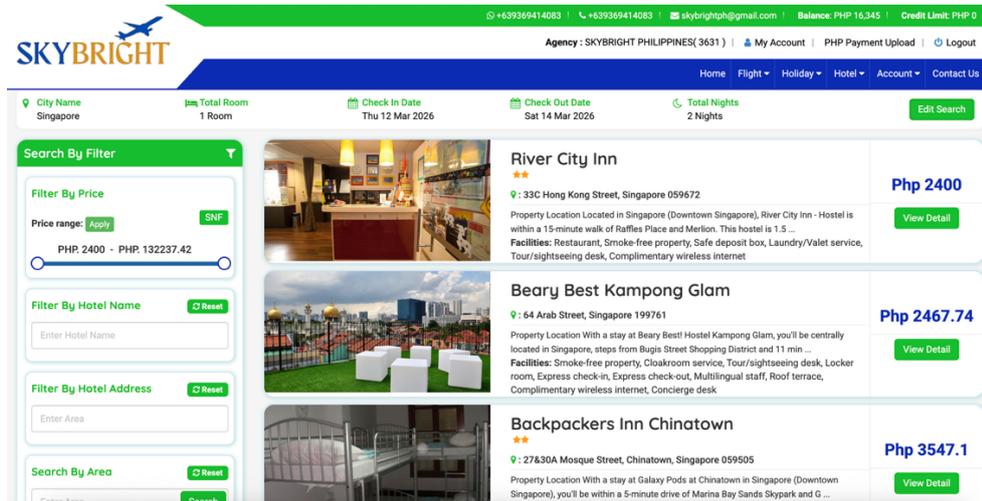
    f. Click **View Details** and choose the room.
    g. Input the Guests' Names and other details.
    h. Lastly, click COMPLETE BOOKING.

14. **HOW TO BOOK HOLIDAYS/TOURS?**

    a. Login to your account.
    b. Click the HOLIDAY tab.
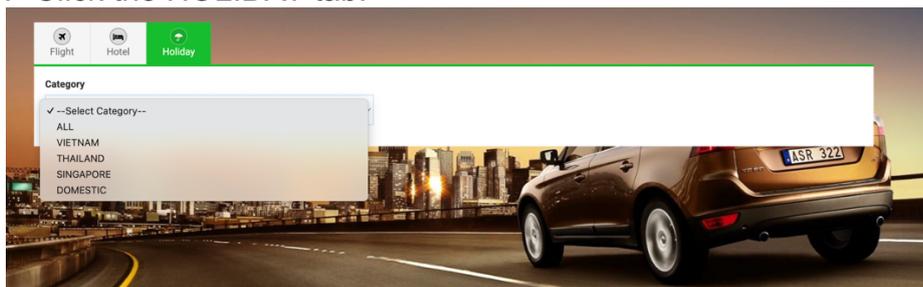
    c. Choose the Category and Sub Category. The SEARCH.
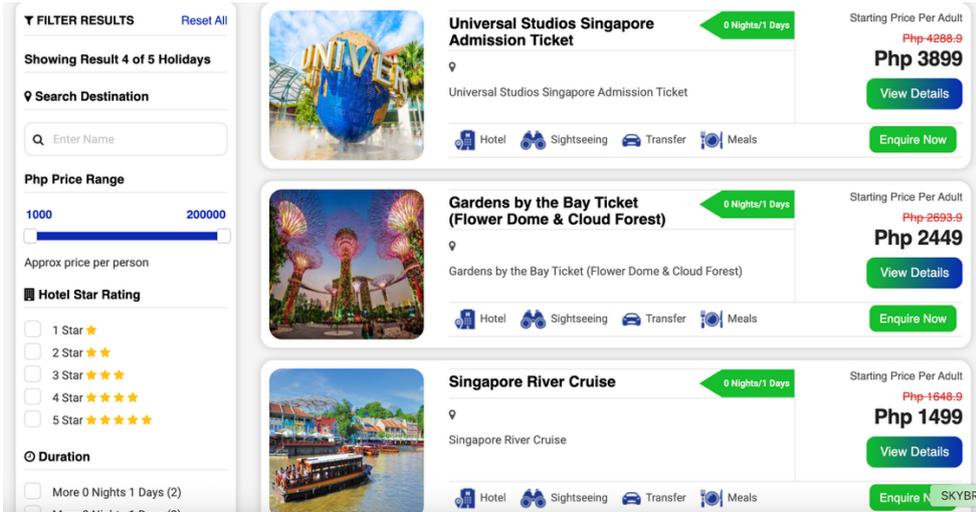
d. Choose the Package or Admission Ticket / Tour you will book.

e. Click **View Details.**
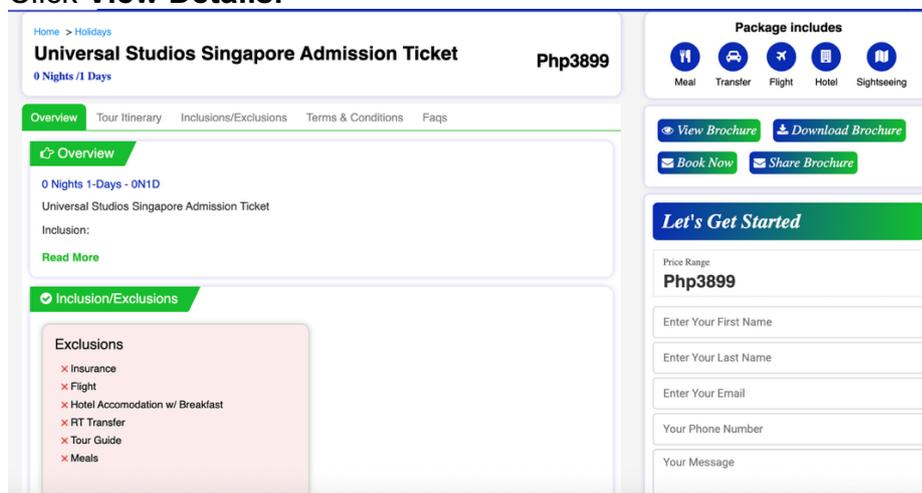
f. You can Send an Enquiry. Or You can already click BOOK NOW.

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)**

c. Click on + MANUAL BOOKING.

d. Encode all the details from the Original Ticket.

e. Ensure that all the information are correct.
f. Click Submit.
g. Click on the DETAIL

h. Then Click TICKET

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

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

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

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