

TRAVEL AGENT MANUAL

(Please read this carefully before starting the business)

1. HOW TO SIGN-UP?

- Submit your application at www.skybright.ph

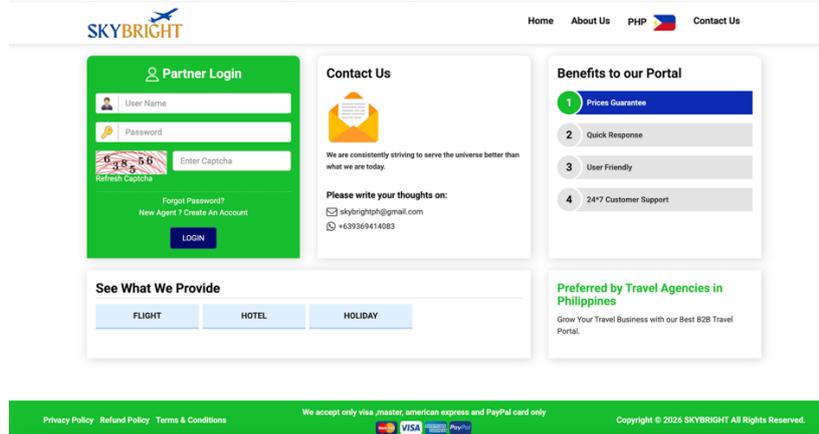


- Click on **TRAVEL AGENT REGISTRATION**
- After registration, our Account Manager will send you an e-mail of your Login Details. (Please check your SPAM Folder if not on inbox).

2. HOW TO LOGIN?

- Go to **b2b.skybright.ph**
- Input your Login Credentials.

(Avoid encoding wrong details to avoid system blocking, 3 wrong login will your login, and you still need to contact us to reactivate).

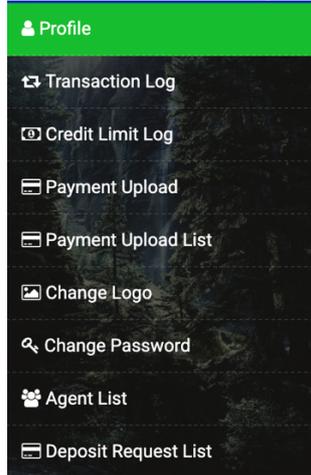


3. HOW TO UPDATE YOUR PROFILE AND SETTINGS

a. Go to **My Account**.



b. Update these things:



c. 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 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.

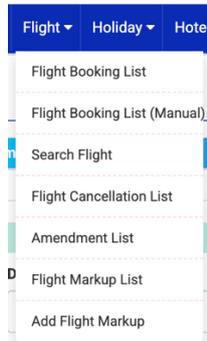
Upload Payment

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 <input type="text" value="Enter Remark"/>		

Note: If you registered through a Master Agent/Distributor, you can only Top Up your wallet through them.

5. 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.

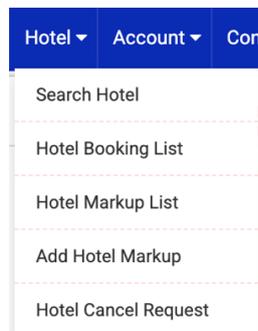
Add the mark-up you want. Example: (in percentage) in the **Amount** Field (3,4,5,6,)

- 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.

6. 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:

SUBMIT

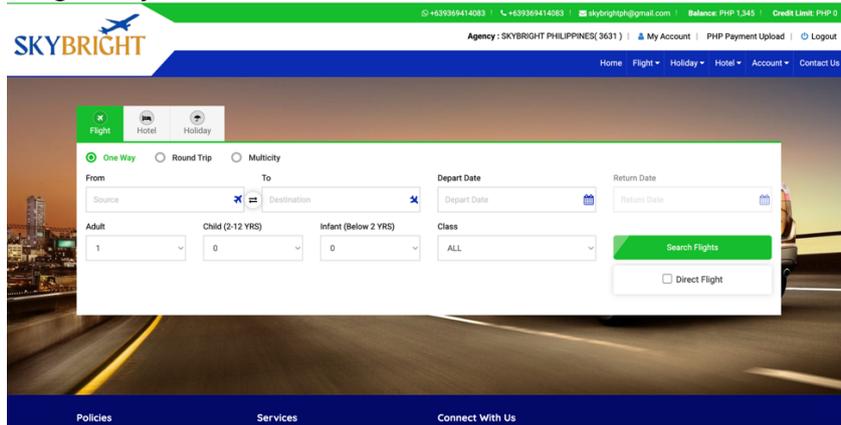
- d. Choose again from FIX or PERCENTAGE. Add the mark-up you want. Example: (in percentage) in the **Amount** Field (3,4,5,6,)
- e. In the Lowest Range, you can put **0**, then on the Highest Range you can put up to what amount of hotel you will have that specific mark-up percentage. *Example, only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

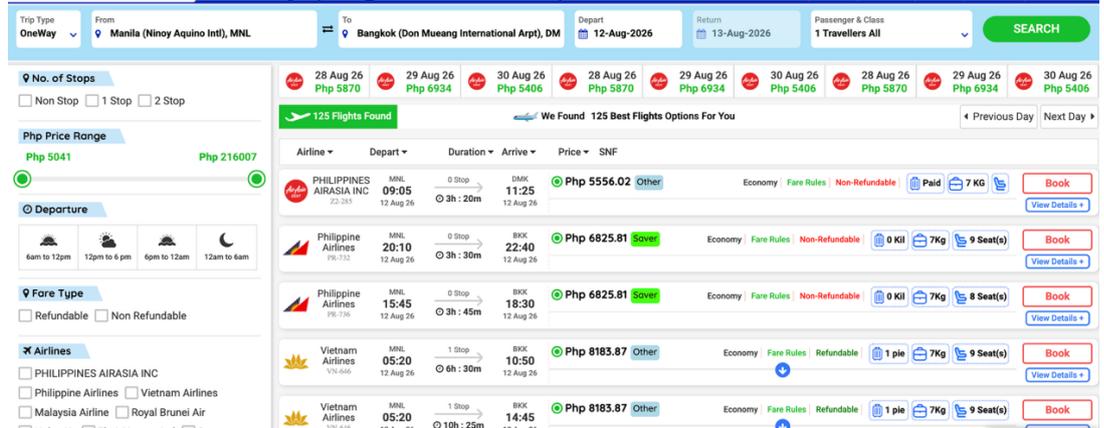
7. HOW TO BOOK FLIGHT?

- 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

3h : 30m
 Fare Class : Economy | **Non-Refundable**

 **BKK**
 22:40 | 12 Aug 26
 Terminal ,
 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) [Add Bag](#)

Seat Selection (MNL - BKK) [Select Seat](#)

Personal Details

Enter Your Email:

Select Code:

Enter Your Mobile:

Acknowledgement

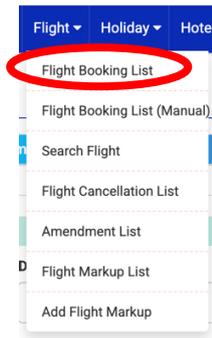
Yes, I agree to the rules and restrictions of this fare, and the terms of this

Agency Account Balance : Php16344.67 

[Continue](#)

- 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:



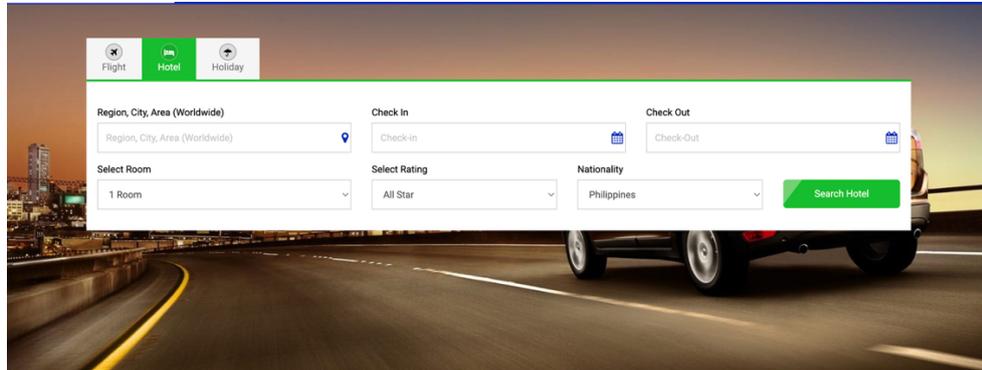
Note: If you have no Wallet Balance or if it is insufficient, you will see this notice:

Low Agency Balance . Please Contact Admin for Deposit

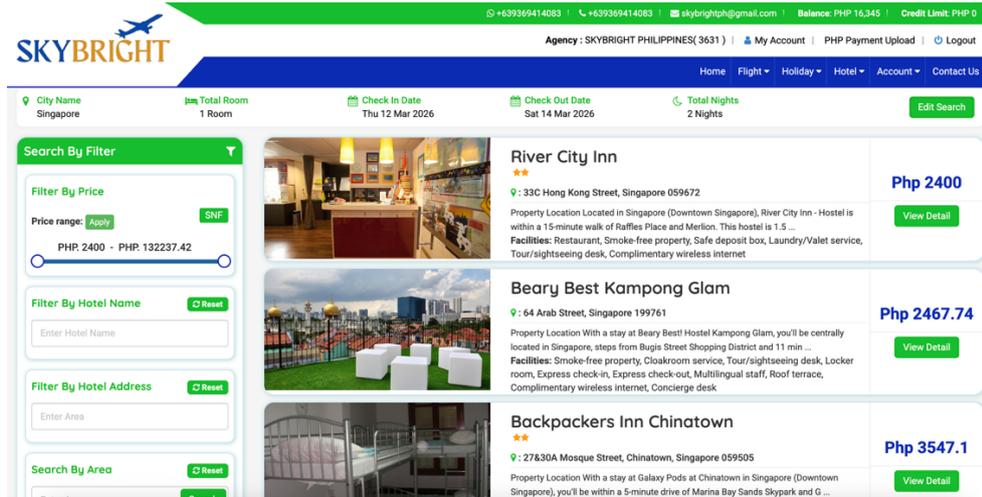
If this happened, you need to make a Payment Upload / Top Up. If you have Master Agent, please contact them.

8. 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.



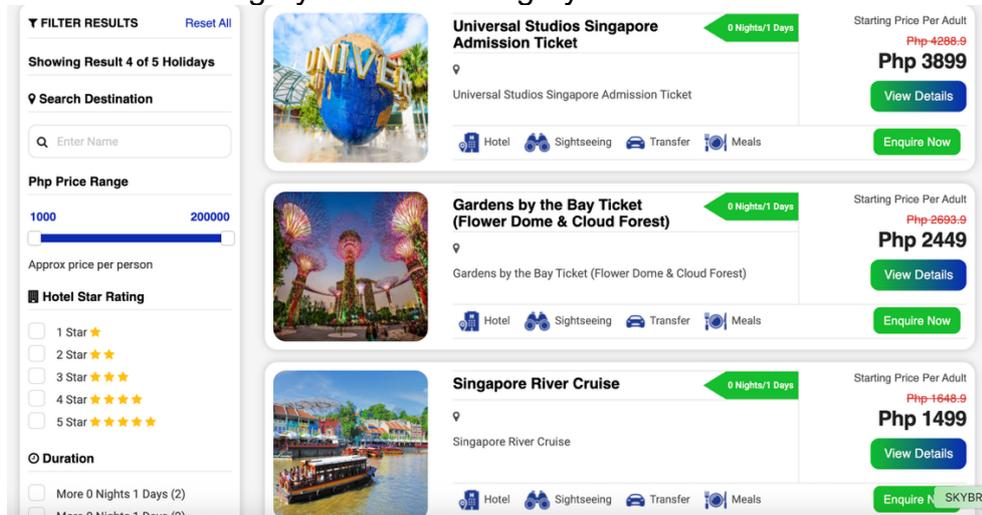
- f. Click **View Details** and choose the room.
- g. Input the Guests' Names and other details.
- h. Lastly, click COMPLETE BOOKING.

9. HOW TO BOOK HOLIDAYS/TOURS?

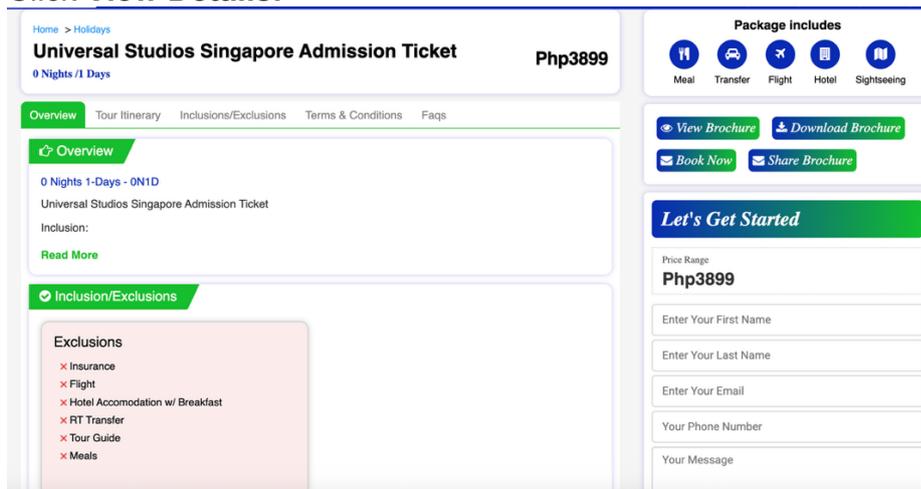
- a. Login to your account.
- b. Click the HOLIDAY tab.



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



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

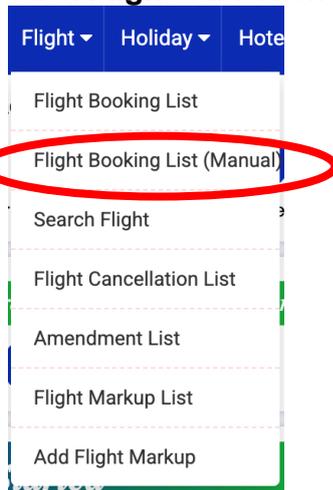


- f. You can Send an Enquiry. Or You can already click BOOK NOW.
- g. Remember that the amount indicated there are all NET FARES. You have to add Mark Up for your customers.
- h. Once booked and paid, kindly email us at skybright.help@gmail.com, to inform us about your booking so we can process it and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

10. **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**.

Flight Booking List(Manual) Filter Clear + Manual Booking (circled in red)

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 * One Way From Airport * Enter Airline Name To Airport * Enter Airline Name
 Currency PHP Number Of Adults * Select Number of Adults Number Of Children * Select Number of Children
 Number Of Infant * Select Number of Infants

Flight Details

Depart Time * HH:MM Arrive Time * HH:MM PNR No * PNR Number
 Depart Date * YYYY-MM-DD Arrive Date * YYYY-MM-DD Fare Type Non Refundable
 Airline Name * Enter Airline Name Airline Number * Enter Airline Number Stops 0
 Check in Baggage * Check In Baggage Cabin Baggage * Cabin Baggage Cabin Baggage Economy

- 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 (Detail circled in red)
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

Entry Date & Time: **09:56 AM, 23 Jan 2026**

MNL - ZAM Flight Details

FLIGHT	DEPARTURE	ARRIVAL	OTHER
 CEBU PACIFIC 5J-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
 CEBU PACIFIC 5J-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

Basic Details

Booking Type	Return
Onward PNR	WHYGXS
Return PNR	WHYGXS
Update Date	05:42 PM, 24 Jan 2026
Return Booking	Confirmed

Fare Details

Base Fare	PHP 5650
Tax	PHP 1000
Total Fare	PHP 6650

Passenger Details

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

Fare Rules

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
 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
 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		D: WHYGXS R: WHYGXS	D: Confirmed R: Confirmed	Mr EFSAN SANTIAGO	PHP 6650	<input type="button" value="Print"/> <input type="button" value="Download"/> <input type="button" value="Action"/>
20	21 Jan 2026	D: 06 Mar 2026	MNL ⇌ BKK		D: LT56YD	D: Confirmed	Mr Juan De la Cruz	PHP 8000	<input type="button" value="Print"/> <input type="button" value="Detail"/> <input type="button" value="Action"/>

11. 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: SkyTravel

Password: Skb@1234

PIN: 123456

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