

## HOW TO TOP UP TO YOUR VIP/VVIP PORTAL.

Follow the step by step instructions:

- 1. Log in to your VIP/VVIP Portal >> <u>b2b.starlegends.com.ph/login</u>
- 2. Look for the "FUNDS" button inside your portal and click that. (see photo below)



3. Look for the green button "TOP UP YOUR FUND" and click that. (see photo below)

	Fund Management		PHP 0.0 Availabile FL			
	Prepaid Fund Summary					
Ervices Hotels Flights	Available Amount	Total Amount	Top Up Your Fund	V ithdaw Request		
	Prepaid Fund Transactions	3				
Management	Transaction Reference	Date From	Date To			
E Bookings		dd/mm/yyyy	dd/mm/yyyy			
Transactions						



- 4. Fill up these 3 fields and click the green button "SEND REQUEST"
  - AMOUNT (Type the amount of your top up)
  - Attach your VALID RECEIPT

- REMARKS (Type the Mode of Payment where you send the money. Example: BPI SATT 4748. This is a required field, you cannot submit if not all fields are filled).

	Top Up Prepaid Fund			PHP 0.00 Availabile Fund	
Services ☐ Hotels ✓ Flights	Send Topup Request Topup Amount	Proof of topup Choose File No file chosen	Remarks	Send Request	
Management	Top Up Requests Transaction Reference	Date From dd/mm/yyyy	Date To dd/mm/yyyy	Satus Select from the options	

5. After submitting, the Admin will receive the Top Up request immediately and will process it if there are no issues on your request or your payment.

6. For further assistance, specially for Credit/Debit Card payments, please connect immediately to our VVIP Team via email at <u>vvip@starlegends.com.ph</u> or contact number 0945-601-9853 (Also available in Whatsapp/Viber).