

Travel Agent Portal

Quick guide — quoting and booking Maldives holidays for your clients

Maldives Resorts · <https://bookings.maldivesresorts.com.au/agents.html>

Price a Maldives holiday live, see your commission, email a quote in your agency's name, send us a booking request and pay for confirmed bookings — all from one page.

1. Sign in

- **First time:** click **Register here**, enter your name, agency, email and a password, then **Register My Agency**. We approve new agencies within about one business day and email you when you can sign in.
- **Every visit:** enter your email and password and click **Sign In**. Your commission rate is shown at the top of the page.
- **Forgotten password:** click **Forgot your password?** and follow the emailed link.

2. Set up your agency (once)

Click **Agent Profile** at the top right of the page.

- **Details** — your name, agency and phone. These appear on every quote you send.
- **Logo** — upload a PNG or JPEG (under 600 KB). It replaces our banner at the top of your quotes.
- **Your Terms & Conditions** — type them in the box, add a link to the terms on your website, and/or attach your booking terms as a PDF (under 1 MB). They go on every client copy, so your client agrees to *your* conditions.

Click **Save profile** when done.

3. Build a quote

Work down the page from Step 1 to Step 6. The price updates as you go.

1. **Dates & guests** — check-in, check-out, adults, children and infants. Enter each child's age **at the time of travel**; only rooms the family can occupy are

shown. Optional filters narrow the resorts by villa type, transfer type or budget.

2. **Resort** — use the Family / All-Inclusive / Adults Only / Luxury buttons or the quick-select list, then click **See room rates** →. Resorts with a current special show a red badge.
3. **Room** — click a room. Prices are for your dates and party with offers already applied. “Price on request” rooms have an **Enquire about this room** button that opens a pre-filled email to us.
4. **Meals** — choose the board. Anything included in the room or free under a current deal is marked as included.
5. **Transfers** — choose the return airport transfer the resort offers. Prices are per person.
6. **Your quote** — the summary shows every line, the **Total (gross)** your client pays, then your commission and the **NET balance owing** to us. Tick Honeymoon, Anniversary or Birthday to show any celebration perks.

Two or three resorts in one trip? Finish the first resort, click ☐ **Add another resort** and set the next dates and resort. **Two or more rooms?** The portal quotes one room at a time — email us for a multi-room quote.

4. Email the quote

1. Scroll to **Email yourself a copy of this quote**. Your copy always goes to your login email; the client boxes are optional for your own copy.
2. To send your client a clean copy as well, tick **Email a clean copy to my client too** and enter at least the client’s first name and email.
3. Click **Email Me This Quote**. If you change the quote afterwards, click it again to send the updated version.

	Your copy	Client copy
Sent to	You	Your client, in your agency’s name — replies come to you
Shows	Every line, total, your commission and the NET balance owing	Every line and the total package price only
Header and terms	Your logo or agency name	Your logo or agency name, your Terms & Conditions and your terms PDF (if added)
Our business details	None	None

Every quote you email is saved under **My quotes**. Emailing a quote does not hold or book anything.

5. Submit a booking request

1. Enter your client's first and last name. Their email and phone are not needed — we deal with you, not your client.
2. In **Ready to book?**, enter every guest's name as per passport, any special requests and, if known, flight details.
3. Click **Submit Booking Request**. You receive a copy by email and the booking appears under **My bookings**.

Nothing is booked or charged at this point. We check availability with the resort and come back to you with the confirmation and net invoice. The status moves from **Received** to **In progress** to **Confirmed**.

6. Track bookings and pay

- **My bookings** — every request, newest first. **View quote / Open booking** shows the quote exactly as submitted, with guest details and, once confirmed, the payment summary.
- **My quotes** — every emailed quote. **Open quote** rebuilds it so you can resend it or turn it into a booking; prices are recalculated at today's rates. **Remove quote** hides it from your list.
- **Paying a confirmed booking** — the booking shows paid to date, balance, due dates and the amounts you can pay now. Pay the deposit or balance **by card** (secure TravelPay page, charged in Australian dollars), or by **Wise** or **bank transfer** using the booking number as the reference.

7. Commission and prices

Item	Commission
Room / villa accommodation	Your agency rate (shown at the top of the page)
Extra-guest charges	5%
Meals, transfers, Green Tax, compulsory gala dinners	Not commissionable

- All prices are in **USD** and include the Maldives Green Tax. The **≈ AU\$** figures are a guide at today's exchange rate and move daily; the USD amount is the

price.

- Special offers are applied automatically — no promotion codes needed.
- Stays over 24 or 31 December include the resort's compulsory gala dinner, added automatically.
- Quotes are not a hold on the room; rates and offers can change until the booking is confirmed by the resort.
- Your client never sees your commission, net figures or our company details — the system blocks any client document that would show them.

8. Contact us

Email	Phone
reservations@maldivesresorts.com.au	+61 2 8002 7478

For anything the portal cannot do — two or more rooms, groups, resorts not listed, or special rates — email us and we will prepare the quote for you.

Maldives Resorts — ATIA accredited. The portal always shows current rates and inclusions.