



**TuaTop**  
Creator Manual

# TuaTop Creator User Manual

How to set up your creator profile, verify identity, apply for jobs, chat safely, submit work, receive Wallet payouts, and grow your creator tier.

**Version 3.0**

**Updated 1 June 2026**

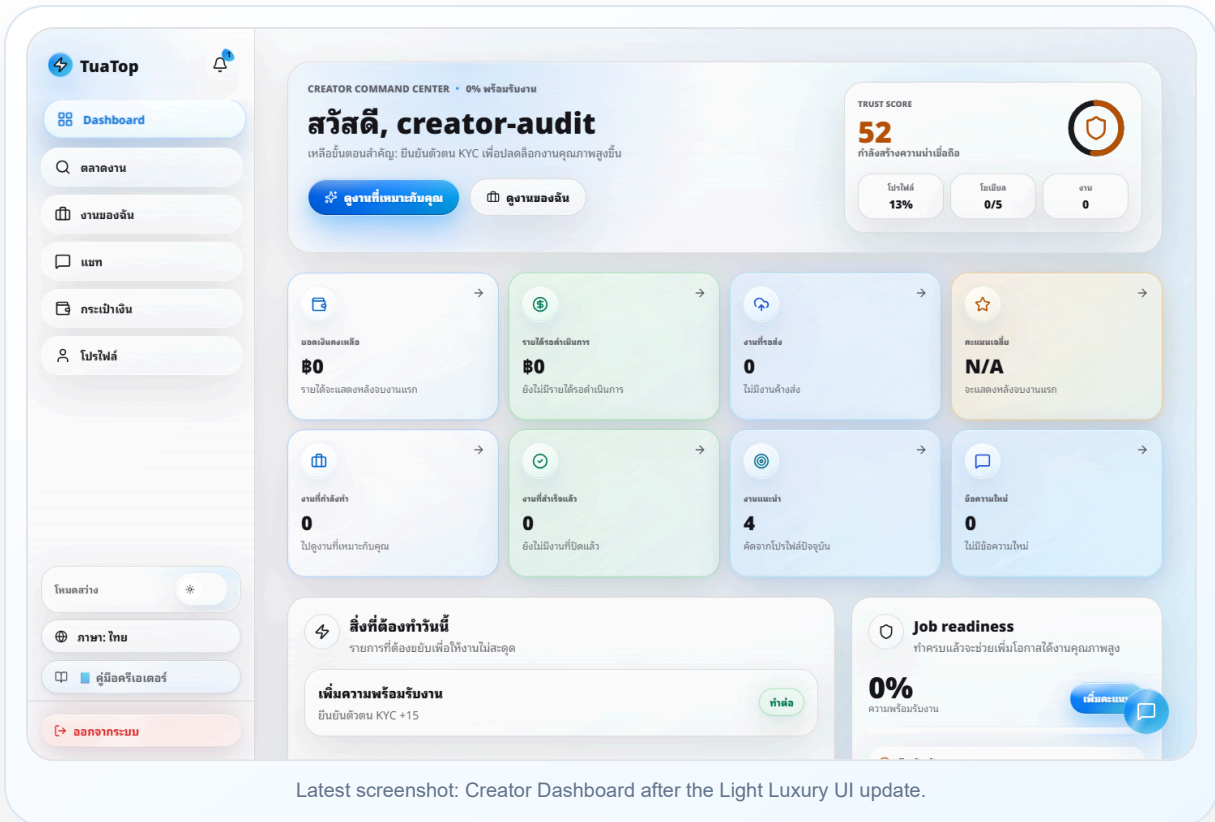
**Cloud Connect Asia Co., Ltd.**

**Tax ID 0105566079201**

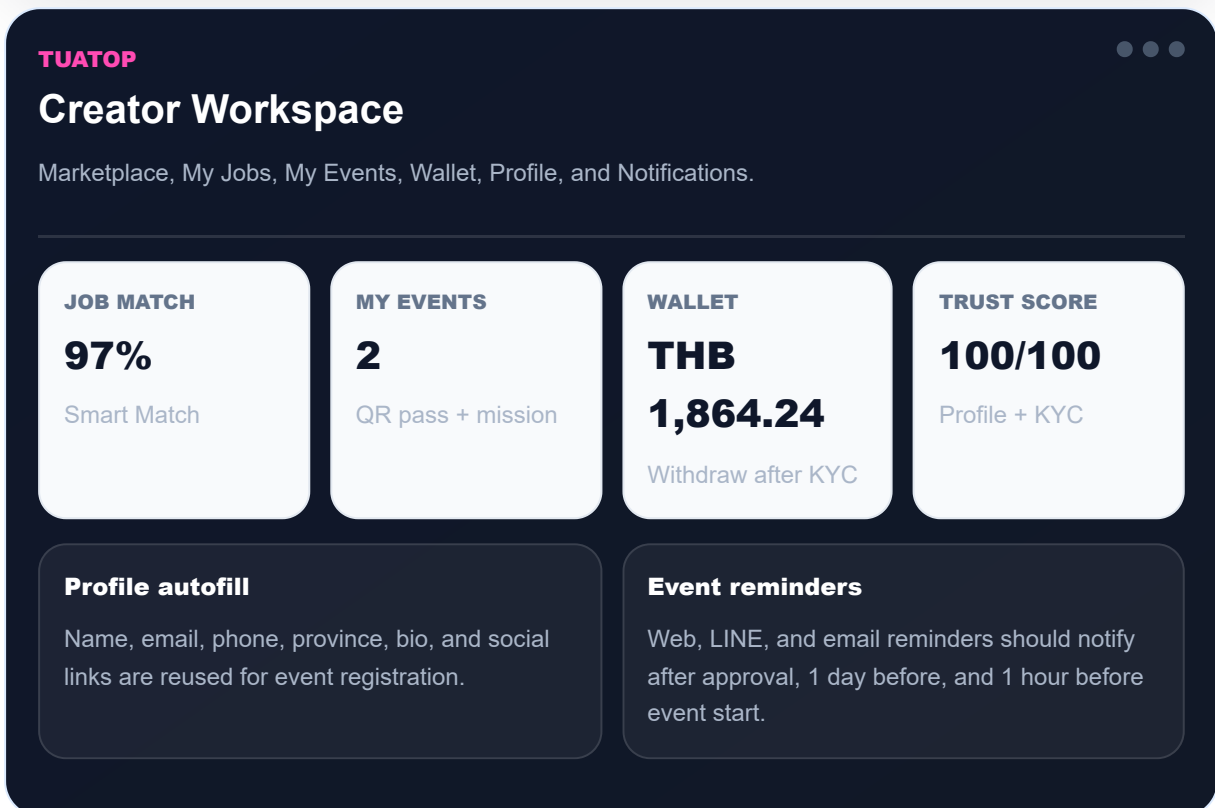
This English manual should match the current product behavior. If on-screen values differ, use the live system value and contact Support Chat for review.

# Current Creator Features

Creators can now use TuaTop for marketplace jobs, event applications, My Events, QR passes, Event Quest booth missions, Wallet withdrawal, terms acceptance, and profile-based autofill.



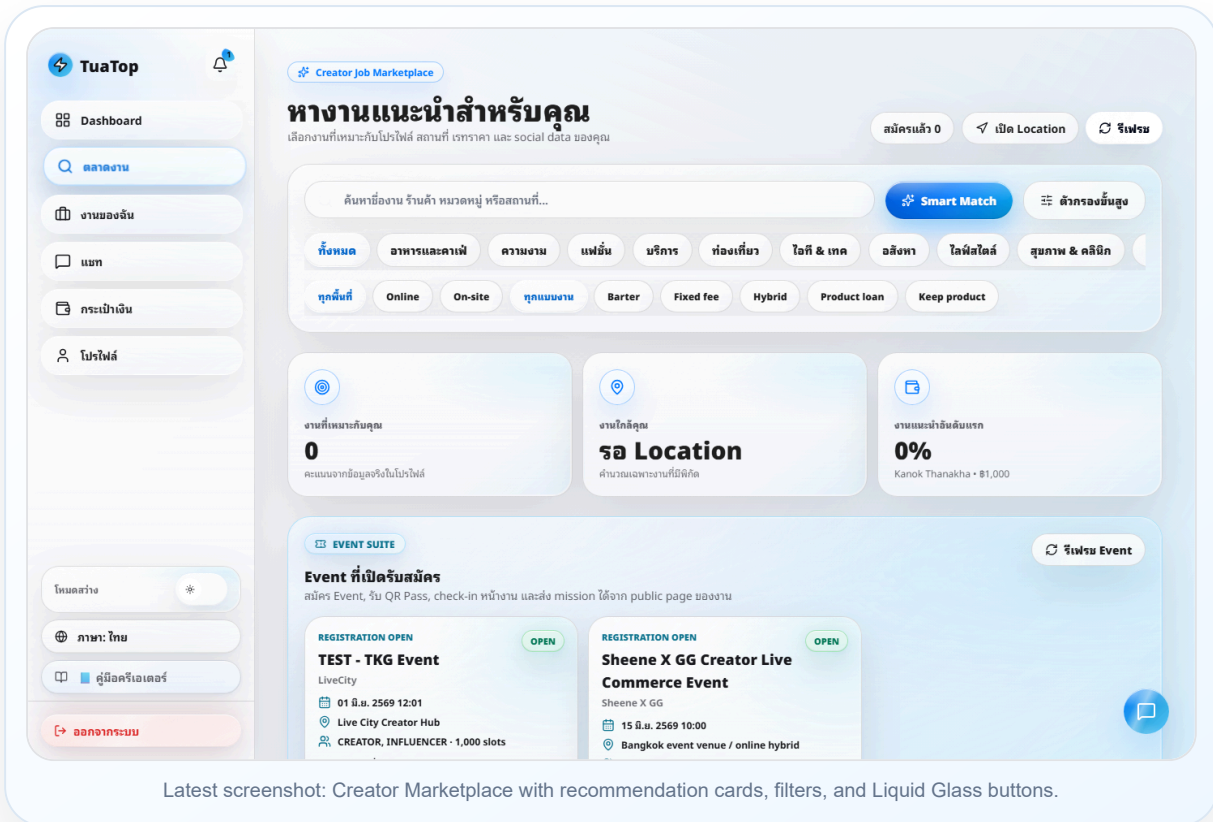
Latest screenshot: Creator Dashboard after the Light Luxury UI update.



Menu	Use it for	Complete first
Profile	Name, phone, email, province, category, bio, portfolio, social links	Fill this once to reduce repeated forms.
Marketplace	Find campaigns and open events	Read brief, terms, and deliverables.
My Jobs	Track applications, work, submissions, and payouts	Accept creator terms before taking work.
My Events	Track event status, QR pass, check-in, missions, rewards	Prepare QR before event day.
Wallet	View earnings, request withdrawal, download WHT certificate	Accept payment terms before withdrawal.

# Apply to Events Without Re-entering Profile Data

When a logged-in creator opens an event registration form, TuaTop should prefill safe profile and auth data first. Missing fields are requested only when required for the event.



# Event Registration

Autofill from Profile and ask only for missing event-specific information.

## Auto-filled

Name, email, phone, province, LINE ID, bio, social link.

## Fill if missing

Follower count, backup payout details, reason, shipping note, terms and PDPA consent.

**1**

### See event

Marketplace event card or public event URL.

**2**

### Apply

Form uses profile values automatically.

**3**

### Review

Creator edits only missing fields.

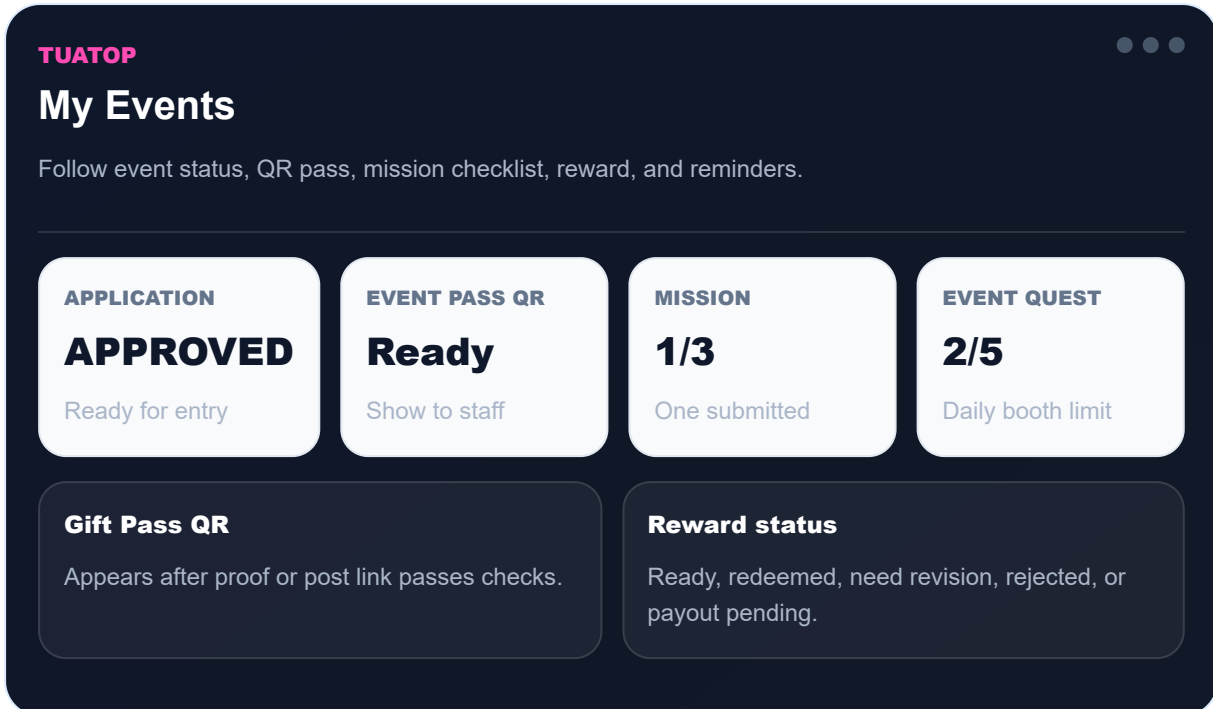
**4**

### Accept terms

Event Terms and PDPA before submit.

## My Events, QR Pass, and Event Quest

After applying, creators should not need to search for the link again. Use **My Events** to see pending, approved, QR pass, checked-in, submitted, reward, and payout status.



**TUATOP**

### My Events

Follow event status, QR pass, mission checklist, reward, and reminders.

<b>APPLICATION</b> <b>APPROVED</b> Ready for entry	<b>EVENT PASS QR</b> <b>Ready</b> Show to staff	<b>MISSION</b> <b>1/3</b> One submitted	<b>EVENT QUEST</b> <b>2/5</b> Daily booth limit
<b>Gift Pass QR</b> Appears after proof or post link passes checks.		<b>Reward status</b> Ready, redeemed, need revision, rejected, or payout pending.	

- Event Pass QR is for entry check-in.
- Booth Start QR begins an Event Quest booth mission.
- Gift Pass QR is scanned by booth staff to redeem gifts.
- Duplicate Gift Pass scans do not count twice.
- If 5/5 daily booth limit is reached, the creator can still visit booths but cannot redeem more gifts that day.

# Terms, Work Acceptance, Withdrawal, and Tax

Creators must accept the relevant terms before important actions. The platform stores version, time, and limited audit context.

Terms	Required before	Covers
Creator Job Terms	Apply or accept paid/reward work when required	Scope, deadline, content usage, off-platform payment ban, disputes, safety.
Payment & Withdrawal Terms	First withdrawal or after terms update	KYC, bookbank, fees, 3% WHT, certificates, cooldown, destination account.
Event Terms / PDPA	Event registration	Personal data use, photography at event, QR check-in, mission rules, reward/payout.

## 1 Complete KYC

Identity data is used for trust, tax documents, and safe payout.

## 2 Submit bookbank

Bank holder name should match KYC. Mismatch requires manual review.

## 3 Accept payment terms

Read fee, WHT, payout destination, and withdrawal cooldown rules.

## 4 Request withdrawal

System shows gross amount, fees, WHT, and net payout.

## 5 Get notification

When admin marks transferred, web notification appears and LINE/email can be used as fallback.

# 1. Creator Quick Start

This manual is the English version for creators using TuaTop. It explains profile setup, KYC, social verification, finding jobs, chatting with merchants, submitting work, tax documents, Wallet withdrawal, and account safety.

## KYC

### Required

Needed for trust and payout

## BOOKBANK

### Submit early

AI checks account details

## MAIN SOCIAL OAUTH

### TikTok

Facebook, IG, YouTube hidden until API is ready

## SUPPORT

### AI + Admin

Ask admin from chat

#### 1 Complete profile

Add display name, location, categories, portfolio, bio, and rate card.

#### 2 Pass KYC

Submit identity documents and selfie so merchants can trust your profile.

#### 3 Submit Bookbank

Upload a bank account page before withdrawal. If skipped, the system requires it when you withdraw.

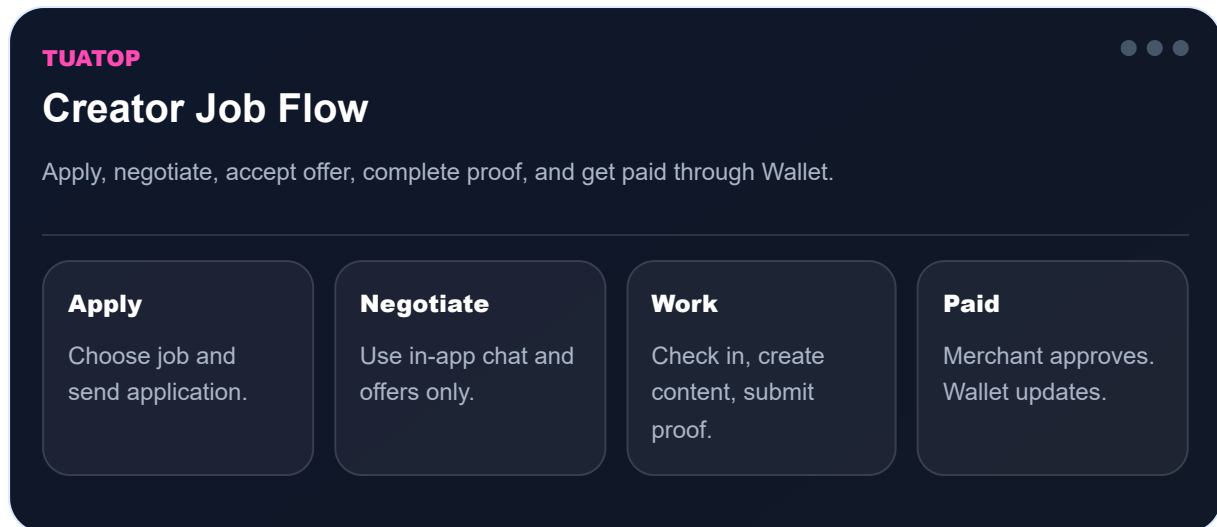
#### 4 Connect verified social data

Connect TikTok OAuth when available and upload manual portfolio assets for channels that are still hidden.

#### 5 Find and apply for jobs

Use Marketplace, filters, Smart Match, nearby jobs, and campaign details to apply to suitable jobs.

## 2. Applying, Chatting, and Offers



- Never move payment, Line ID, phone number, or job proof outside TuaTop.
- If a merchant asks for outside payment or unsafe behavior, use Support Chat or Dispute/SOS.
- If the job has a location, use the location button to confirm check-in when required.
- Submit clear proof and deliverables before the deadline.

### 3. Wallet, Payout, and Tax Documents

Creator Wallet shows pending and available earnings. Withdrawals require KYC and approved Bookbank. Admin currently processes bank payouts manually through the banking app.

1

#### Merchant approves job

Job becomes verified and creator earning is posted to Wallet.

2

#### Withholding tax

For Thai individual creators, TuaTop may withhold 3% and issue a withholding tax certificate.

3

#### Bookbank check

The bank account holder is checked against KYC details. Mismatch goes to manual review.

4

#### Withdraw

Request withdrawal when available balance meets the minimum. Track status in Wallet.

#### Tax reminder

TuaTop documents help with filing, but they are not personal tax advice. Keep your certificates and consult a tax professional when needed.

## 4. Portfolio, Social Proof, and Tier Growth

Tier area	What matters	Why it matters
Bronze	Basic eligibility, KYC progress, early jobs	Start applying and building trust
Silver	KYC, trust score, completed jobs, rating, review count, account age, no disputes	Unlock better visibility and more merchant confidence
Gold	Stronger history, reviews, engagement, safe conduct	Qualify for premium campaigns
Platinum	High trust, consistent delivery, strong portfolio	Top-tier creator positioning

- Open Silver, Gold, and Platinum cards to see requirements and benefits.
- Upload real portfolio images and PDFs when needed. Use JPG, PNG, WebP, GIF, and PDF within the displayed size limit.
- Facebook, Instagram, and YouTube OAuth buttons are hidden until the API flow is ready. Use TikTok and manual portfolio files meanwhile.
- Keep your profile current so Smart Match can recommend you accurately.

## 5. Affiliate Jobs

Affiliate jobs pay commission when your code, link, or attribution creates a valid conversion. The merchant pays creator commission and TuaTop platform fee from the merchant Wallet. TuaTop normally does not deduct platform fees from creator payouts.

### 1 Read affiliate terms

Check commission rate, cookie window, product link or SKU, return window, and disallowed traffic.

### 2 Promote correctly

Use the approved product link, code, or creative instructions. Do not mislead buyers.

### 3 Conversion tracking

Sales may be tracked by Lazada, pixel snippet, webhook, code, or merchant manual Add Sale.

### 4 Commission approval

Commission becomes payable after return and fraud checks pass.

#### Referral link is separate

If you invite new merchants or creators through your referral link, referral commission comes from eligible TuaTop revenue. If you invite a creator, it is not deducted from that creator payout.

Example	Amount
Verified sale	THB 1,500
Creator commission at 10%	THB 150 pending, then available after return window
TuaTop platform fee	Paid by merchant separately from merchant Wallet
Referral example	If a referred creator activity creates THB 500 eligible TuaTop revenue, STANDARD referrer earns THB 50

## 6. Safety, Moderation, and Support

- Profanity, explicit sexual content, harassment, threats, and abusive language are blocked before sending or posting.
- The warning explains which rule was triggered so you can edit and resend safely.
- Spam more than 5 times in chat can result in a 3-day account ban.
- Use Support Chat to ask AI first. If AI cannot answer, it notifies an admin.
- Use Dispute/SOS when there is a job dispute, safety concern, or merchant asks to bypass escrow.

## 7. End-to-End Creator Flow

1

### Profile ready

KYC, category, location, rate card, portfolio, and social proof are added.

2

### Apply or receive invite

Creator applies to a campaign or receives a direct hire invitation.

3

### Offer accepted

Merchant approves the creator and escrow is locked.

4

### Work delivered

Creator checks in when needed, creates content, and submits proof.

5

### Merchant verifies

Approved work releases creator earning to Wallet and records tax evidence.

6

### Withdrawal

Creator requests payout to verified Bookbank.

This manual explains platform workflows and product behavior. It is not legal, tax, or accounting advice. For tax filing, employment, commercial, or regulatory treatment, consult your professional advisor. Contact: [admin@tuatop.com](mailto:admin@tuatop.com).