How to claim SkillsFuture Credit
As of 19 May 2017, all disbursals will be to **training providers** only

- Note: Claim has to be made **60 days prior** to course commencement

Source: www.skillsfuture.sg
STEP 1: Login to SkillsFuture Credit Portal

- Go to: www.skillsfuture.sg/credit
- Click on “Submit a Claim”
STEP 2: Login with SingPass

- Click on the “Login” button instead of pressing Enter

If you experience any issues relating to SingPass, you may:

Visit [https://www.singpass.gov.sg](https://www.singpass.gov.sg)
Email support@singpass.gov.sg
Call SingPass Helpdesk at +65 6643 0555

Source: www.skillsfuture.sg
STEP 3: Update profile and particulars

- If this is your first time submitting a claim, you will be prompted to update the mandatory fields under ‘My Profile’.
- To continue, click on ‘Proceed’.
STEP 3: Update profile and particulars

- Enter your contact details, latest employment and education information.
- If this is not your first time submitting a claim, you may ignore these steps. However, we advise you to ensure that your details are updated.
STEP 4: Save updated profile

- Save your updated details individually
STEP 5: Submit Claim

- Click on “Proceed to Submit Claim” at the bottom of the page, update any relevant information as necessary, remembering to save after each edit.
STEP 6: Select School

- Enter “st.hua” into the search bar for Training Provider and select “ST.HUA PRIVATE SCHOOL PTE LTD”
STEP 7: Select Course

- Select the appropriate course that you are attending

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>TRAINING PROVIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS-N-0035251</td>
<td>1 DAY LIGHTING DESIGN COURSE - DIALUX</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
<tr>
<td>CRS-N-0034375</td>
<td>1-DAY ENGLISH OFFICE BUSINESS WRITING COURSE</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
<tr>
<td>CRS-N-0034609</td>
<td>2-DAY COMPUTER COURSE (BASIC)</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
<tr>
<td>CRS-N-0040217</td>
<td>3D PRINTING ESSENTIALS (PART TIME)</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
<tr>
<td>CRS-N-0040215</td>
<td>3D PRINTING PRINCIPLE AND PRINTER ASSEMBLY (FULL TIME)</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
<tr>
<td>CRS-N-0040218</td>
<td>3D PRINTING PRINCIPLE AND PRINTER ASSEMBLY (PART TIME)</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
<tr>
<td>CRS-N-0034101</td>
<td>3DS MAX PART TIME COURSE</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
<tr>
<td>CRS-N-0042129</td>
<td>APPLY EMOTIONAL COMPETENCY TO MANAGE SELF AND TEAM AT WORKPLACE</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
<tr>
<td>CRS-N-0033655</td>
<td>AUTOCAD COURSE LEVEL 1 &amp; LEVEL 2</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
<tr>
<td>CRS-N-0033926</td>
<td>AUTOCAD LEVEL 1 (PART-TIME)</td>
<td>ST.HUA PRIVATE SCHOOL PTE. LTD.</td>
</tr>
</tbody>
</table>

Source: www.skillsfuture.sg
STEP 8: Enter Course Start Date

COURSE START DATE

FEES PAYABLE BY YOU (including GST) ₪

AMOUNT OF CREDIT TO CLAIM ₪

PAY TO

○ Training Provider

SUPPORTING DOCUMENTS (e.g. official receipts, invoices, etc.)

Up to 10 files may be uploaded (maximum 5MB in total).
File types supported: pdf, doc, docx, xls, xlsx, tif, tiff, jpg, jpeg, png.

DECLARATION

☐ I have read and agreed to the skillsfuture credit terms and conditions

Source: www.skillsfuture.sg
STEP 9: Enter Fees and Amount of Credit to Claim

- Enter “Fees Payable by You” and “Amount of Credit to Claim”
  - Usually “500.00”, visit here to check on amount of credit claimable for St.Hua courses

<table>
<thead>
<tr>
<th>COURSE START DATE</th>
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<table>
<thead>
<tr>
<th>FEES PAYABLE BY YOU (including GST)</th>
<th>AMOUNT OF CREDIT TO CLAIM</th>
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**PAY TO**

- Training Provider

**SUPPORTING DOCUMENTS** (e.g. official receipts, invoices, etc.)

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**DECLARATION**

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STEP 10: Upload Supporting Documents

- Documents are to be attached one by one
  - Attach Invoice and Class Schedule sent via email by St.Hua

COURSE START DATE

FEES PAYABLE BY YOU (including GST)

AMOUNT OF CREDIT TO CLAIM

PAY TO

- Training Provider

SUPPORTING DOCUMENTS (e.g. official receipts, invoices, etc.)
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DECLARATION

☐ I have read and agreed to the skillsfuture credit terms and conditions
STEP 11: Declaration

- Please click on and open the skillsfuture credit terms and conditions (disable adblock if necessary), else a system error would occur.
STEP 12: Confirmation

- Upon completion, a confirmation page will be displayed with the following details:
  a. Claim ID – refers to the claim reference number. Quote this number if you need to contact WDA regarding this claim.
  b. Claim Amount – refers to the amount of credit to that you are claiming for this application.
  c. Date Submitted – refers to the date of claim submission.

- Take a screenshot of this page and email to: service@sthua.edu.sg
The End