



# How to claim SkillsFuture Credit

# New Changes as of 19 May 2017



- ▶ As of 19 May 2017, all disbursal will be to **training providers** only
- ▶ Note: Claim has to be made **60 days prior** to course commencement



# STEP 1: Login to SkillsFuture Credit Portal

- ▶ Go to: [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)
- ▶ Click on “Submit a Claim”

The screenshot shows the SkillsFuture Credit Portal website. At the top, there is a navigation bar with links: SkillsFuture, About SkillsFuture, SkillsFuture for You, Programmes & Initiatives, Media Room, and Get Involved. Below the navigation bar, there is a large banner for SingPass 2FA activation. The banner features a white envelope labeled 'ON GOVERNMENT SERVICE' and 'Private & Confidential' next to a black alarm clock. The text on the banner reads: 'Received your PIN mailer yet?' and 'Use it to activate your SingPass 2FA today. Don't get locked out, time's running out!'. To the right of the banner, there is a red sidebar titled 'My SkillsFuture Credit Account' with buttons for 'LOGIN', 'Submit a Claim', 'Submit Enquiry', and 'help'. A large pink arrow points to the 'Submit a Claim' button.



## 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>

Email [support@singpass.gov.sg](mailto:support@singpass.gov.sg)

Call SingPass Helpdesk at +65 6643 0555



## 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'.

**MySKILLSfuture** Home Jobs Bank Training Exchange Self-Assessment Tool Industry Insights Career Resources

### SUBMIT A CLAIM

Please complete your details in My Profile before submitting a claim.  
(Contact, education & employment information are required)

Would you like to be redirected to My Profile?

**PROCEED** CANCEL

**SORT BY** APPLICATION DATE COURSE CLAIM INFO STATUS ACTION

## 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.

**MY PROFILE** ? \* Indicates required fields.

Please make sure that your details are up to date.

**My Contact Details**

\* Contact Number (Please provide at least one):

Mobile:

Home:

\* Email Address:

**My Bank Account Details**

Note: Fill in your bank account details in order to make a claim. Any errors in the information provided will delay the claim application process.

All current and future claims will be updated to reflect any changes in your bank account details.

Bank Name:

Account Number:

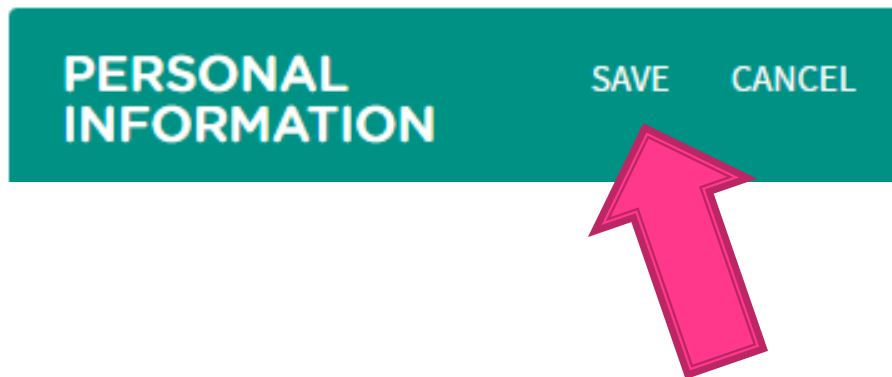
**Close**





## 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

Field of Study: -

About the School / Institution and Qualification: -

### PROFESSIONAL CERTIFICATION

EDIT



Add more information about the certifications you have received.

ADD CERTIFICATIONS

PROCEED TO SUBMIT CLAIM



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Secondary  
Pre-University

Adults and Tertiary Students  
Employers  
Training Providers

Jobs Bank  
Training Exchange  
Self-Assessment Tool  
Industry Insights  
Career Resources

About  
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SkillsFuture  
Workforce

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**SKILLSfuture**



## STEP 6: Select School



- ▶ Enter “st.hua” into the search bar for Training Provider and select “ST.HUA PRIVATE SCHOOL PTE LTD”

Home > SkillsFuture Credit > Submit A Claim A- A+

**SUBMIT A CLAIM** ⓘ

**1 SELECT YOUR COURSE** **2 ENTER YOUR PAYMENT DETAILS**

Search For Your Course Using One Or More Fields Below

**COURSE**

TYPE HERE

**OR**

**TRAINING PROVIDER**

st.hua

Training Provider Name

ST.HUA PRIVATE SCHOOL PTE. LTD.

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Training Subsector

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SkillsFuture Classroom

## STEP 7: Select Course



- ▶ Select the appropriate course that you are attending


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

EXAMPLE

# STEP 8: Enter Course Start Date



**COURSE START DATE**



**FEES PAYABLE BY YOU** (including GST) ⓘ

S\$

**AMOUNT OF CREDIT TO CLAIM**

S\$

**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](#)

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## 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

COURSE START DATE

FEES PAYABLE BY YOU (including GST) ⓘ

S\$

AMOUNT OF CREDIT TO CLAIM

S\$

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

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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.)

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](#)

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# STEP 11: Declaration

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

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](#)

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## 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](mailto:service@sthua.edu.sg)

### SUBMIT A CLAIM <sup>?</sup>



Thank you for your submission.

Please find the details of your submission below:

	Claim ID:	2000000002
	Claim Amount:	\$20.00
	Date Submitted:	01/02/2016 at 6:00pm

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If your course is cancelled or rescheduled, please cancel this claim and re-submit. You may view a summary of your application in [Claim Applications](#).



# The End