



How to claim SkillsFuture Credit?

STEP 1:



Using SingPass, login in to SkillsFuture Credit Portal *

- Go to: www.skillsfuture.sg/credit
- Click on Submit a Claim

The screenshot shows the SkillsFuture Credit Portal website. The browser address bar displays www.skillsfuture.sg/credit. The navigation menu includes: SkillsFuture, About SkillsFuture, SkillsFuture for You, Programmes & Initiatives, Media Room, and Get Involved. Below the navigation menu is a large banner for SingPass 2FA activation. The banner features the SingPass logo, a PIN mailer card, and an alarm clock. The text on the banner reads: "Received your PIN mailer yet?", "ON GOVERNMENT SERVICE", "Private & Confidential", "Use it to activate your SingPass 2FA today.", and "Don't get locked out, time's running out!". To the right of the banner is a red sidebar with the heading "My SkillsFuture Credit Account" and three buttons: "LOGIN", "Submit a Claim", and "Submit Enquiry". At the bottom of the sidebar is a link: "I need more help".

* Must be Singapore citizen aged 25 and above

STEP 1:



Using SingPass, login in to SkillsFuture Credit Portal

- Login using SingPass
- Note: You will be required to do a one-time update of your SingPass account and set up your 2-Step Verification (2FA) by July 2016.

Login

SingPass ID  Password 

Login [Forgot SingPass ID or Password?](#)

Don't have a Singpass Account? [Register Now](#)

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

Visit <https://www.singpass.gov.sg>

Email support@singpass.gov.sg

Call SingPass Helpdesk at +65 6643 0555

STEP 2:



On My SkillsFuture Credit Page

- Click on **'Submit a Claim'** upon logging into SkillsFuture Credit Portal.

The screenshot shows the user interface of the SkillsFuture Credit portal. On the left is a navigation sidebar with the following items: 'WELCOME Jacob Ho', 'My SkillsFuture Credit' (highlighted with a red bar), 'My Profile', and 'My Feedback'. The main content area is titled 'My SkillsFuture Credit' and includes a 'Logout' button and 'Help | A+ A-' links. Below this is the heading '\$ MY SKILLSFUTURE CREDIT' and 'Account Summary'. The summary consists of three cards: 'Available Credit' showing '\$500.00' with a green checkmark icon, 'Open Claims' showing '\$0.00' with a red minus icon, and a 'Submit a claim' button which is highlighted with a red rectangular border. A red 'Close' button is located below the screenshot.

Close

STEP 3:



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'.

SUBMIT A CLAIM [?] * Indicates required fields.

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

Would you like to be redirected?

[Cancel](#) [Proceed](#)

Available Credits: S\$ 400.00

* Fees Payable by You (incl. GST): S\$

* Amount of Credit to Claim: S\$

* Pay to:

Training Provider

My Bank Account (123456789)

My SkillsFuture Credit

My Profile

My Feedback

Managed by: Workforce Development Agency

Copyright © 2011 Government of Singapore. All rights reserved.

Select A Course

Close

STEP 4:



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 ² * 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 5:



Select 'Save My Profile' at the bottom of the page to save your updated details.

Cancel Changes

Save My Profile

Close

STEP 6:



You will be directed back to the 'Submit a Claim' page.

Step 1: Select Your Course

Click on 'Select a Course' to enter your course details.

Step 1 Of 2: Select Your Course ^{*}

Click the button on the right to select a course.

[+ Select A Course](#)

STEP 7:



Enter your course details and select 'Search'.

- Course Title – refers to the name of the course.
- Training Provider – refers to the name of the training organisation.
- Course Start Date – refers to the actual date that the course will begin. (Claim must be made before course start date)

Select a Course

* Indicates required fields.

Please search for your course using one or more fields below.

* Course Start Date:

Course Title:

Training Provider:

Search

| Course ID | Course Title | Training Provider |
|-----------|--------------|-------------------|
|-----------|--------------|-------------------|

* Amount of Credit to Claim: \$5

STEP 8:



Select a course and click on 'Done'.

| Course ID | Course Title | Training Provider |
|--------------------|-----------------------|------------------------------|
| ✓ CRS-Q-0022000-ES | Service with a Vision | Competency Academy Pte. Ltd. |

Cancel Done

STEP 9:



You will be able to view details of course selected.

Course Selected

| | | | |
|--------------------|-----------------------|--------------------|------------------|
| Course Start Date: | 01/03/2016 | Training Provider: | Competancy |
| Course Title: | Service with a Vision | | Academy Pte Ltd |
| | | Course ID: | CRS-Q-0022000-ES |

Please ensure that you have registered for a course before making a claim.

Click the button to reselect your course. [+ Select A Course](#)

STEP 10:



Enter Payment Details for Claim Applications

- a. Fees Payable by You (incl. GST) – refers to the total course fees excluding subsidies or grants that you have to pay.
- b. Amount of Credit to Claim – refers to the amount of SkillsFuture Credit to be claimed.

This value must be no more than 'Available Credit' and 'Fees Payable by You (incl. GST)'.

- c. Pay to – Select: **My Bank Account**

Step 2 Of 2: Enter Your Payment Details

| | |
|--------------------------------------|--|
| Available Credit: | S\$ 500.00 |
| * Fees Payable by You (incl. GST): ⓘ | S\$ <input type="text" value="20.00"/> |
| * Amount of Credit to Claim: | S\$ <input type="text" value="20.00"/> |
| * Pay to: ⓘ | <input checked="" type="radio"/> Training Provider <input checked="" type="radio"/> My Bank Account (123456789) |

STEP 11:



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'.

SUBMIT A CLAIM [?] * Indicates required fields.

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

Would you like to be redirected?

[Cancel](#) [Proceed](#)

Available Credits: S\$ 400.00

* Fees Payable by You (incl. GST): S\$

* Amount of Credit to Claim: S\$

* Pay to:

Training Provider

My Bank Account (123456789)

[Select A Course](#)

My SkillsFuture Credit

My Profile

My Feedback

Managed by:  Workforce Development Agency

Copyright © 2011 Government of Singapore. All rights reserved.

[Close](#)

STEP 12:



Attach and Upload Supporting Documents

Click on 'Choose File' to upload supporting documents. This step is optional.

Upload Supporting Documents (e.g. official receipts, invoices)

Supported file types: pdf, doc, xls, tif, jpg, png. Max 10 attachments with each file size below 5MB.

STEP 13:



SkillsFuture Credit Terms and Conditions

Please read the SkillsFuture Credit Terms and Conditions by clicking on the blue link.

Accept SkillsFuture Credit Terms and Conditions by ticking the checkbox. Then, select 'Submit'.

Declaration

- I have read and agreed to [SkillsFuture Credit Terms and Conditions](#).
- I have verified and confirmed that my bank account details are accurate.

STEP 14:



Upon completion, a confirmation page will be displayed with the following details:

- Claim ID** – refers to the claim reference number. Quote this number if you need to contact WDA regarding this claim.
- Claim Amount** – refers to the amount of credit to that you are claiming for this application.
- Date Submitted** – refers to the date of claim submission.

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

SUBMIT A CLAIM [?]

 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 |

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