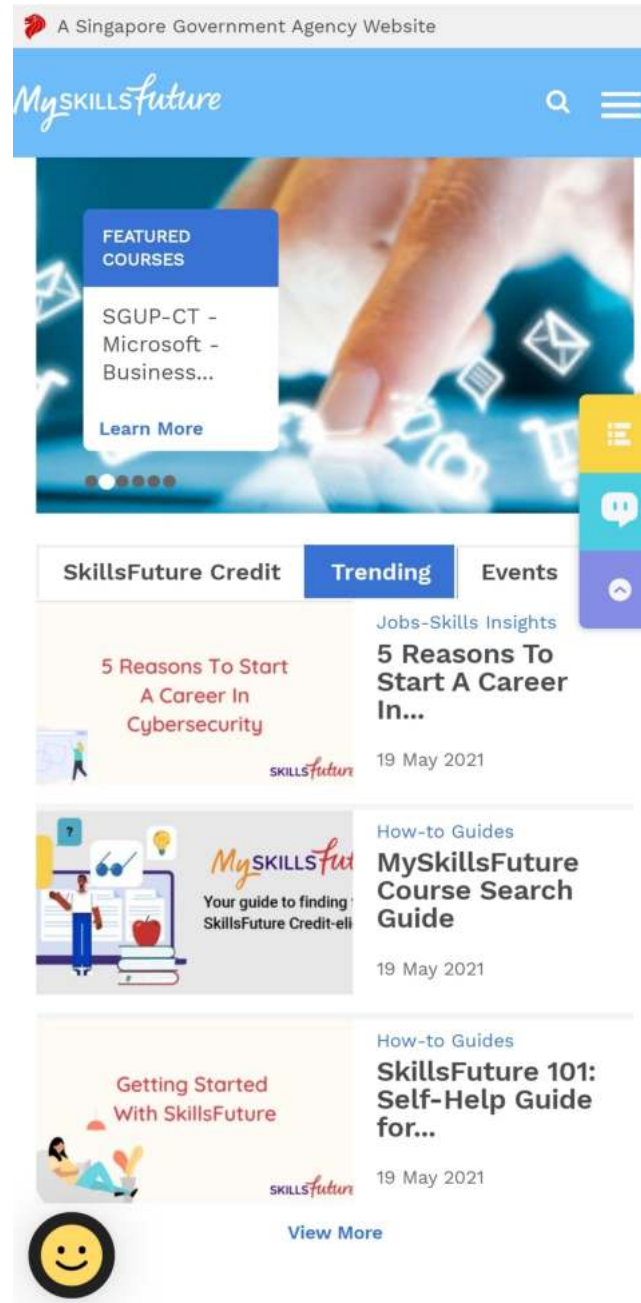


How to claim your SkillsFuture Credit (SFC)

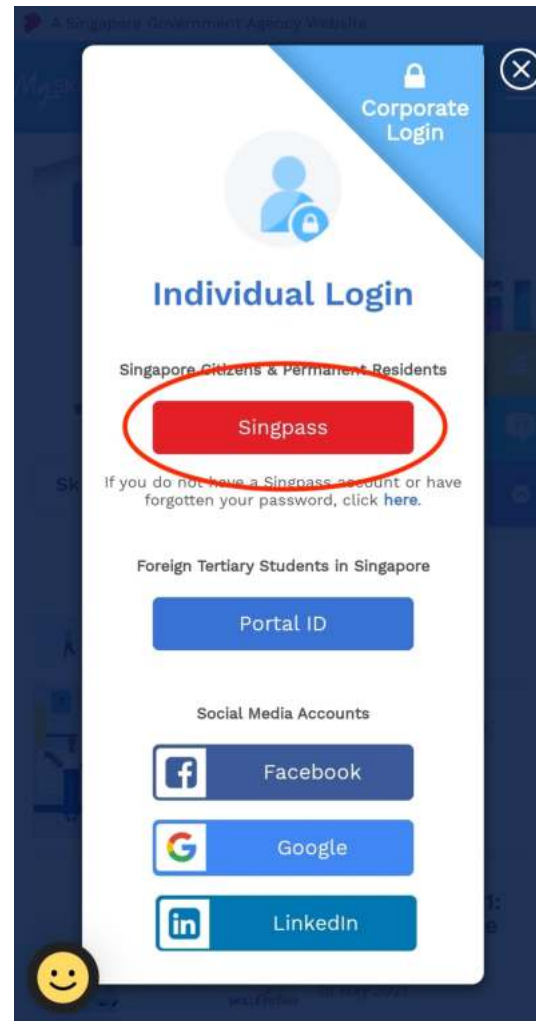
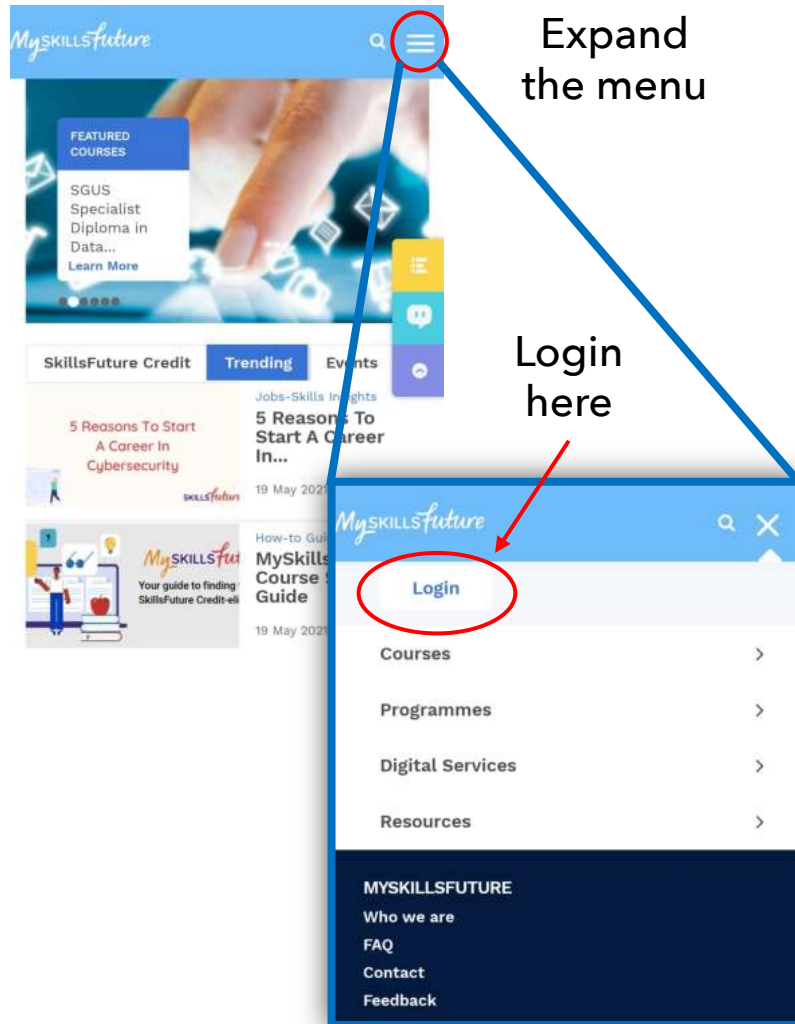
on MySkillsFuture Portal



A step-by-step guide
(Claims via Mobile)



Step 1: Login to MSF Portal



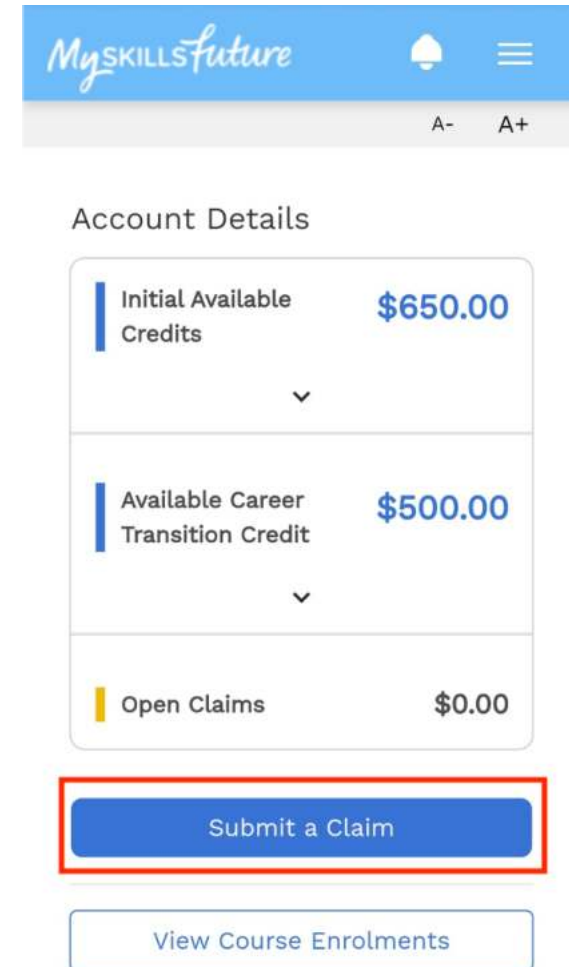
Access the MySkillsFuture portal:
<https://www.myskillsfuture.gov.sg/>





Step 2: Access your SFC Dashboard

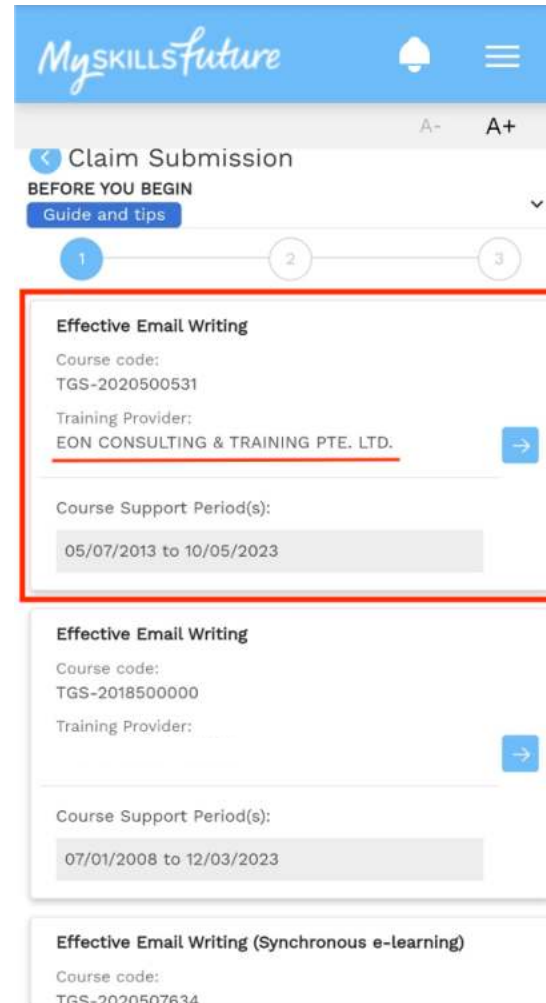
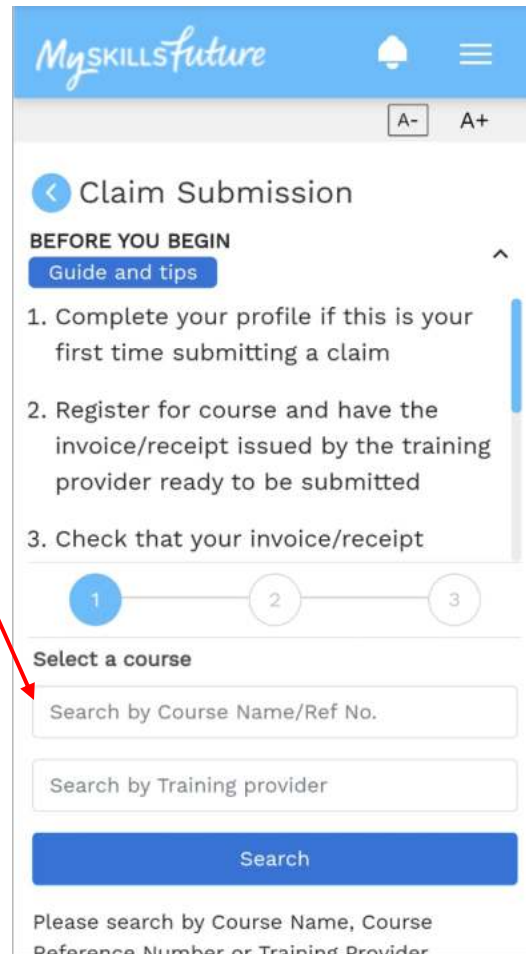
- Expand the menu again
- Select "SkillsFuture Credit"
- Tap "Submit a Claim"



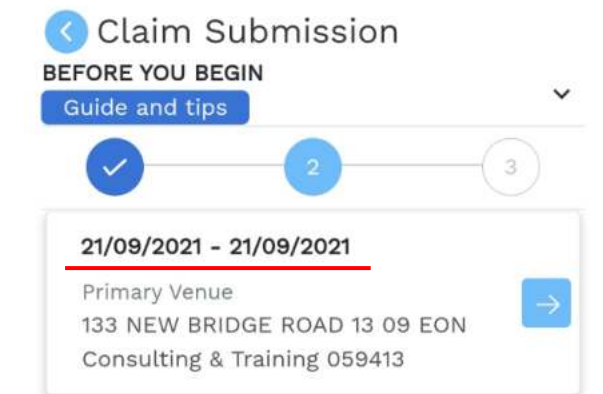
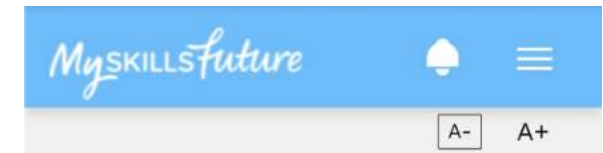


Step 3: Search for the Course

Type in the **course code**. Refer to the next page for the list of codes.



Select the **CORRECT course & course run** out of the ones listed.



Note: These are for illustration purposes only. There may be more than one run depending on the course and time of application.



Course Codes

HR, Team and People Management Series

The Employment Act	2020500527
Recruitment & Selection Techniques: Hiring the Right People	2020501754
Setting KPIs & Goals for Effective Job Performance	2020500528
Handling Employee Grievances and Discipline	2020500533
Coaching for Performance – Develop Your People	2020501589
Working with Different Personalities	2020500606

Leadership Series

Essential Supervisory Skills	2020500903
Leading with Confidence	2020501622
Essential Management Skills	2020500534
Leaders of Tomorrow	2020500607

Professional Development Series

Time and Stress Management Skills	2020501327
Problem Solving & Decisions Making	2020502648
Develop Your Assertiveness	2020502390
Influence & Persuade with Impact	2020502411
Professional and Effective Presentations	2019502801

WSQ

(SFw) Lead Team Leaders to Develop Business Strategies and Governance Management	2019504566
(SFw) Develop Team Leaders through Capability Development and Coaching	2019504565
(SFw) Conducting Performance Discussions Successfully	2019504984
(SFw) Engaging in Performance Discussions Positively (for Appraisee)	2020503252

Office Management Series

Essential Skills for Professional Administrators	2020500530
Advanced Skills for Administrative Professionals	2020500535

Communication Series

Effective Email Writing	2020500531
Effective Minutes Writing	2020500532
Grammar for Business Writing	2020501322
Effective Workplace Communication	2020500536
Writing in Response to Complaints & Feedback	2020500902
Proofreading & Editing Techniques for Executives & Managers	2020501274
Business Writing – Reports & Proposals	2020501494

Customer Service Series

Telephone Etiquette & Techniques on Handling Difficult Callers	2020500529
Effective Communication in Customer Service	2020501493

Finance Series

Finance for Non-Financial Professionals	2020500537
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You may copy the
course codes from this page.



Step 4: Fees, SFC & Supporting Documents

Enter the **course fee payable**, as shown in your invoice.

Enter the **amount of SFC** that you would like to utilise.

MySKILLSfuture

Claim Submission

BEFORE YOU BEGIN

Guide and tips

Fee Payable By You (Including GST)

S\$

Amount Of Credit To Claim

S\$

Upload Supporting Documents *

Please submit official invoices/ receipts as supporting documents.

Where payment details are available only in a foreign currency in the invoices/ receipts, please also

Upload **supporting documents** that you received from our course admin.

When you have reviewed your details, submit your claim.

MySKILLSfuture

Claim Submission

BEFORE YOU BEGIN

Guide and tips

Upload Supporting Documents *

Please submit official invoices/ receipts as supporting documents.

Where payment details are available only in a foreign currency in the invoices/ receipts, please also

Tap to upload documents

0 KB/5MB



Supporting Documents (Example)

Recommended supporting document:

- Invoice (shown on the right)

Alternative supporting document:

- Email that includes essential DETAILS of your registration

EON
Consulting & Training
Building Professional Capabilities

EON Consulting & Training Pte Ltd
133 New Bridge Road
#13-09 Chinatown Point
Singapore 059413
(65) 62204008
eon@eon.com.sg
www.eontraining.com.sg
GST Registration No. : 201301501N

Tax Invoice

BILL TO
Ms [REDACTED]
[REDACTED]
[Address]

INVOICE NO. XX-XXXXX
DATE 29/06/2021

TERMS Immediate

ACTIVITY	QTY	RATE	AMOUNT	GST
ASAP-Normal Rate Advance Skills for Administrative Professionals on 1 & 2 July 2021	1	660.00	660.00	7% SR

You may make payment by the following methods:
1. Direct Bank Credit to EON's DBS A/C : [REDACTED]
2. Cheque to be crossed and make payment to EON Consulting & Training Pte Ltd
3. Transfer via PayNow to UEN 201301501N

SUBTOTAL 660.00
GST TOTAL 46.20
TOTAL 706.20
BALANCE DUE SGD 706.20

Note : Interest of 1.5% per month is chargeable for late payment.

GST SUMMARY

RATE	GST	NET
GST @ 7%	46.20	660.00



Step 5: Take a Screenshot

After submission:

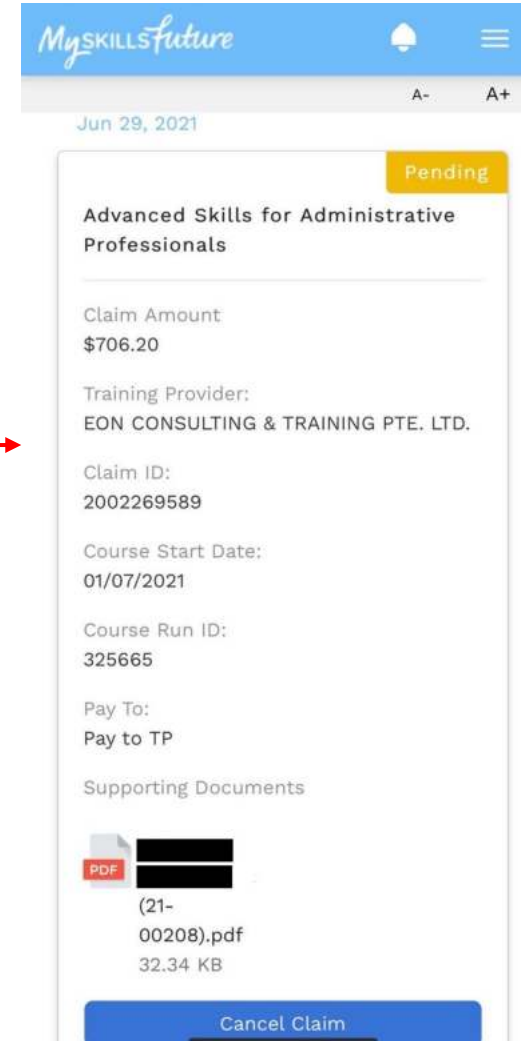
Under **Claim Applications**, click "**View More** ✓" to access details about your submission.

Take a screenshot of these details as shown here, and send it to the EON course admin.

IMPORTANT

Please ensure that your screenshot includes:

- **Submission Date**
- **Course Title**
- **Training Provider**
- **Claim ID**
- **Course Start Date**



The screenshot shows the MySKILLSfuture portal interface. At the top, there is a blue header with the logo and navigation icons. Below the header, the date "Jun 29, 2021" is displayed. The main content area shows a claim status of "Pending" in a yellow box. The claim details are as follows:

- Advanced Skills for Administrative Professionals**
- Claim Amount: \$706.20
- Training Provider: EON CONSULTING & TRAINING PTE. LTD.
- Claim ID: 2002269589
- Course Start Date: 01/07/2021
- Course Run ID: 325665
- Pay To: Pay to TP
- Supporting Documents: (21-00208).pdf, 32.34 KB

A red arrow points from the text "Take a screenshot of these details as shown here" to the screenshot. At the bottom of the screenshot, there is a blue button labeled "Cancel Claim".

More questions regarding your claim submission?

No worries, we're here to help!

Contact us at the following
channels and we'll do our best
to address your concerns:

Email: enquiries@eon.com.sg

Live Chat: www.eontraining.com.sg

