

How to claim your SkillsFuture Credit (SFC)

on MySkillsFuture Portal

The screenshot shows the MySkillsFuture portal homepage. The top navigation bar includes the MySkillsFuture logo and links for Courses, Programmes, Digital Services, Resources, and a Login button. The main content area features a large banner for SkillsFuture Month 2021, running from 8 Jul to 22 Aug 2021. The banner text reads: "SkillsFuture Month 2021. Open new possibilities when you upskill. Join us and get a head start on your lifelong learning journey!" with a "Learn More" link. To the right of the banner is a "SkillsFuture month" graphic. Below the banner is a "View More" link. On the right side, there are three tabs: SkillsFuture Credit, Trending (selected), and Events. The Trending tab displays three items: "5 Reasons To Start A Career In Cybersecurity" (Jobs-Skills Insights, 19 May 2021), "MySkillsFuture Course Search Guide" (How-to Guides, 19 May 2021), and "SkillsFuture 101: Self-Help Guide for..." (How-to Guides, 19 May 2021). A "View More" link is located at the bottom of the trending list.

A step-by-step guide
(Claims via Desktop Browser)

Recommended Browsers:



Chrome

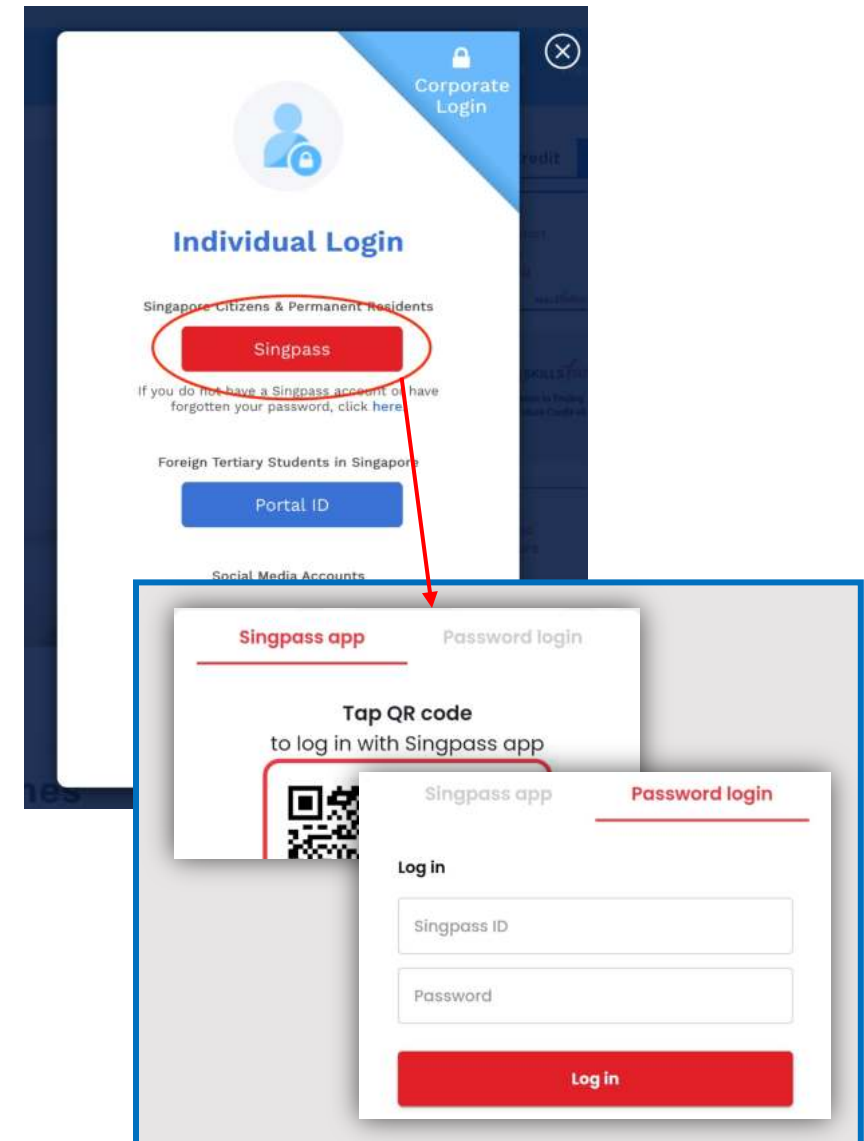
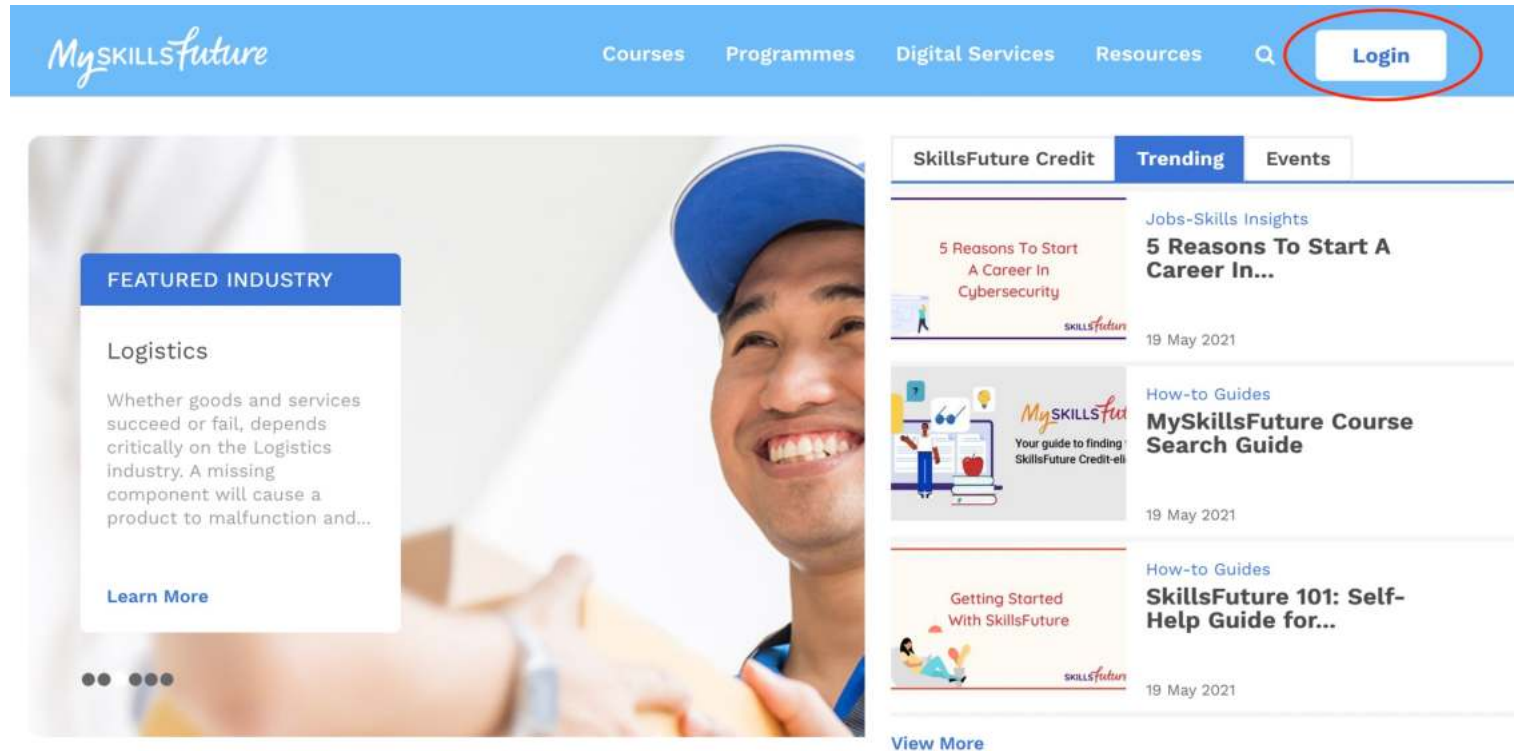


Firefox

Step 1: Login to MSF Portal

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

Use your **Singpass App** OR **Singpass ID and password** to log in.

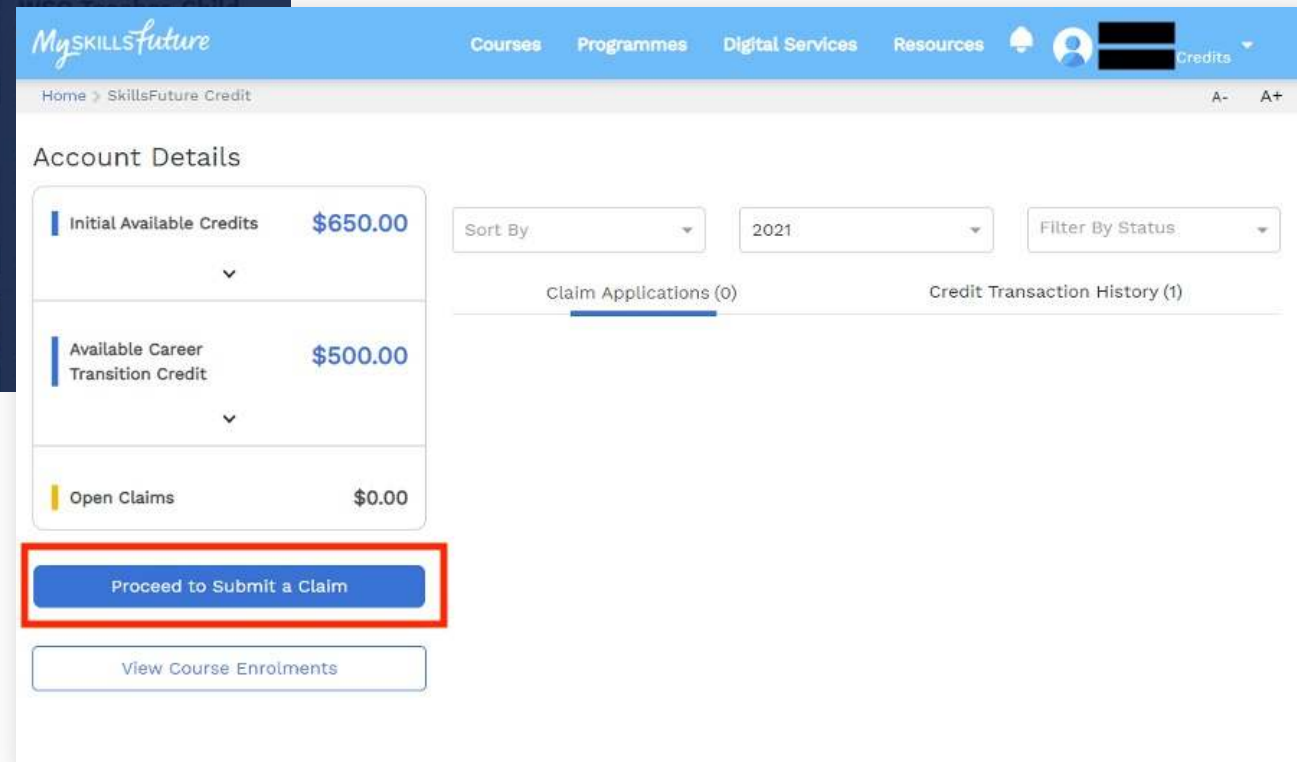
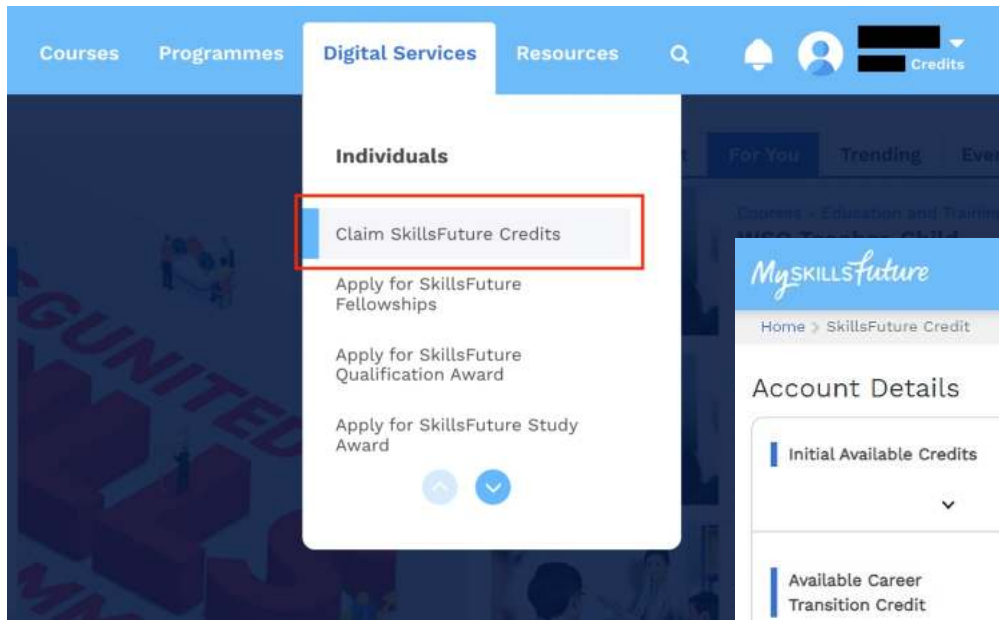




Step 2: Access your SFC Dashboard

Select "Claim SkillsFuture Credits"

Click the "Proceed to Submit a Claim" button.





Step 3: Search for the Course

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

MySkillsFuture

Home > SkillsFuture Credit > Submit a Claim

Account Details

- Initial Available Credits: \$650.00
- Available Career Transition Credit: \$500.00
- Open Claims: \$0.00

Claim Submission

BEFORE YOU BEGIN

- Complete your profile if this is your first time submitting a claim
- Register for course and have the invoice/receipt issued by the training provider ready to be submitted
- Check that your invoice/receipt contains the following:
 - Name as per NIC
 - Name of training provider

Select a course

Search by Course Name/Ref No. Search by Training provider Search

Please search by Course Name, Course Reference Number or Training Provider

Account Details

- Initial Available Credits: \$650.00
- Available Career Transition Credit: \$500.00
- Open Claims: \$0.00

Proceed to Submit a Claim

View Course Enrolments

Claim Submission

BEFORE YOU BEGIN

Guide and tips

Select a course

Effective Email Writing Search by Training provider Search

Courses eligible for SkillsFuture Credit claim from 26/11/2020.

6 course(s) found

Effective Email Writing

Course code: TGS-2020500531

Training Provider: EON CONSULTING & TRAINING PTE. LTD.

Course Support Period(s): 05/07/2013 to 10/05/2023

Effective Email Writing

Course code: TGS-2018500000

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

Select course run *

Course Run Course Start Date

21/09/2021 - 21/09/2021

Primary Venue: 133 NEW BRIDGE ROAD 13 09 EON Consulting & Training 059413

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.

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

When you have reviewed your details, submit your claim.




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]
[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 more 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' account details page. On the left, there are three credit balance cards: 'Initial Available Credits' at \$624.50, 'Available Career Transition Credit' at \$500.00, and 'Open Claims' at \$25.50. Below these is a blue button 'Proceed to Submit a Claim' and a white button 'View Course Enrolments'. The main content area has filters for 'Sort By', '2021', and 'Filter By Status'. Under 'Claim Applications (1)', a card for 'Effective Email Writing' is shown with a 'Pending' status. The card details include: Claim ID: 2002267233, Claim Amount: S\$400.00, Pay To: Pay to TP, Course Start Date: 01/07/2021, and Training Provider: EON CONSULTING & TRAINING PTE. LTD. A supporting document 'invoice to upload - FSC.pdf' (77.93 KB) is listed. A blue 'Cancel Claim' button is at the bottom of the card. A red arrow points from the text 'Take a screenshot' to the 'Effective Email Writing' card.

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

