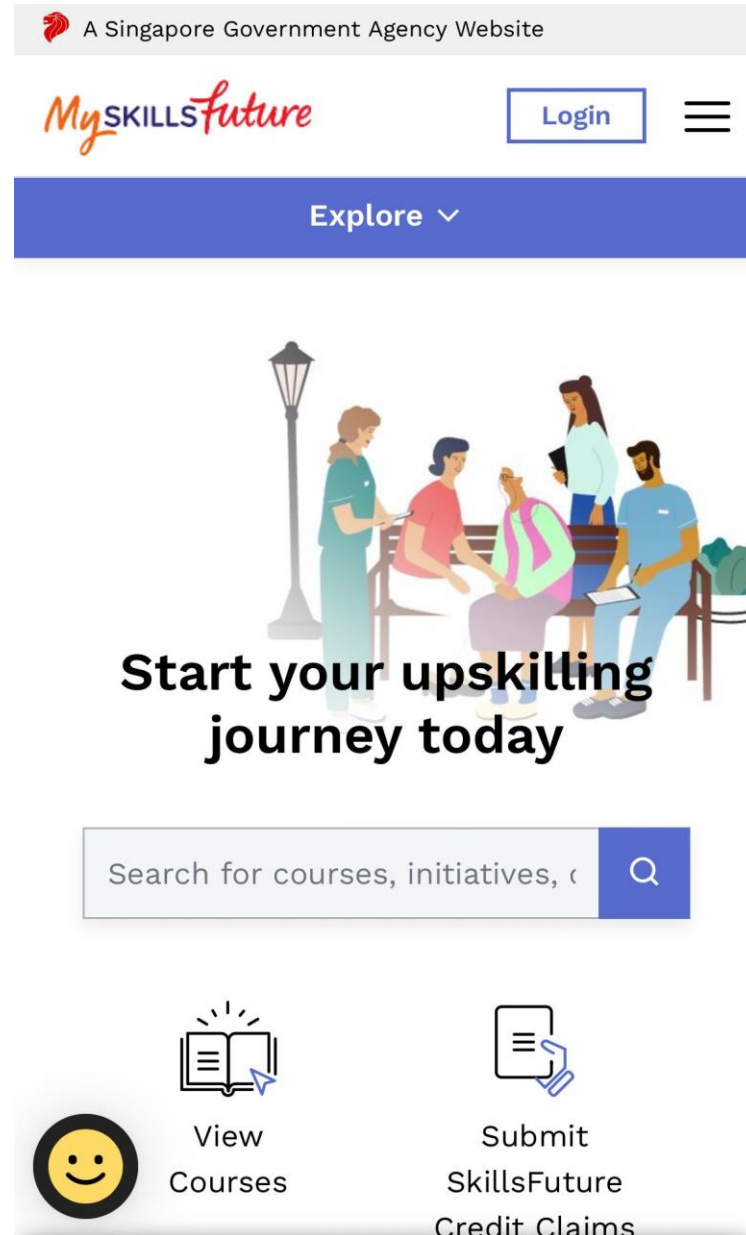


How to claim your SkillsFuture Credit (SFC)

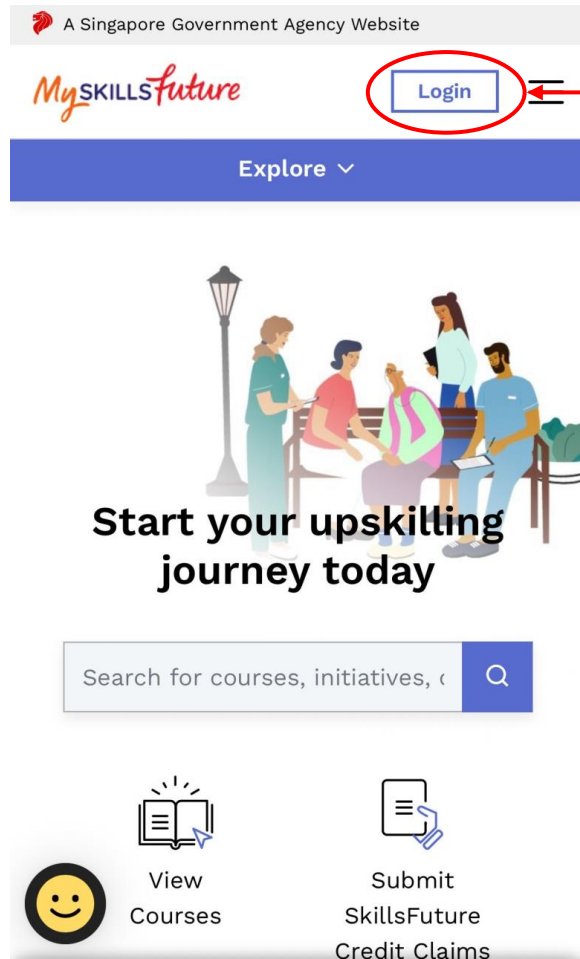
on MySkillsFuture Portal



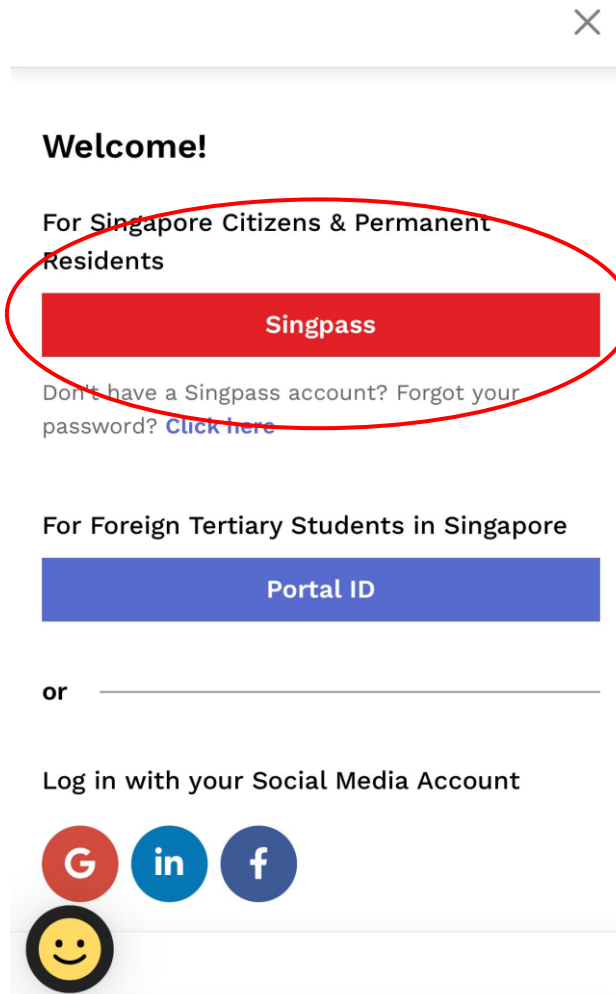
**A step-by-step guide
(Claims via Mobile)**



Step 1: Login to MSF Portal

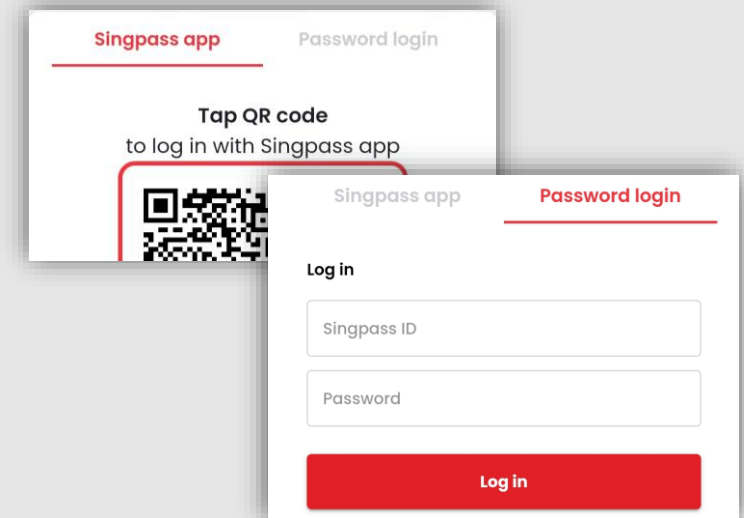


Login
here



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

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

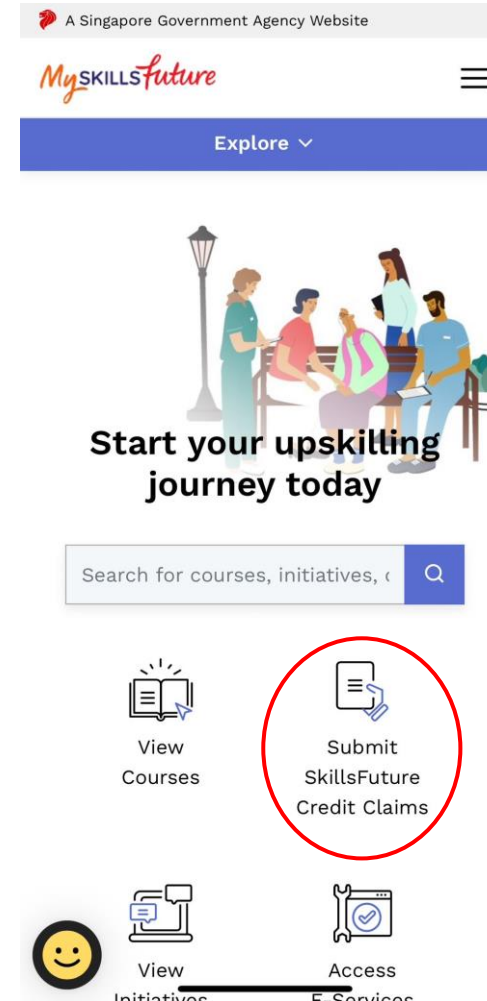




Step 2: Submit SkillsFuture Credit Claims

After successfully logging in to your SkillsFuture Account:

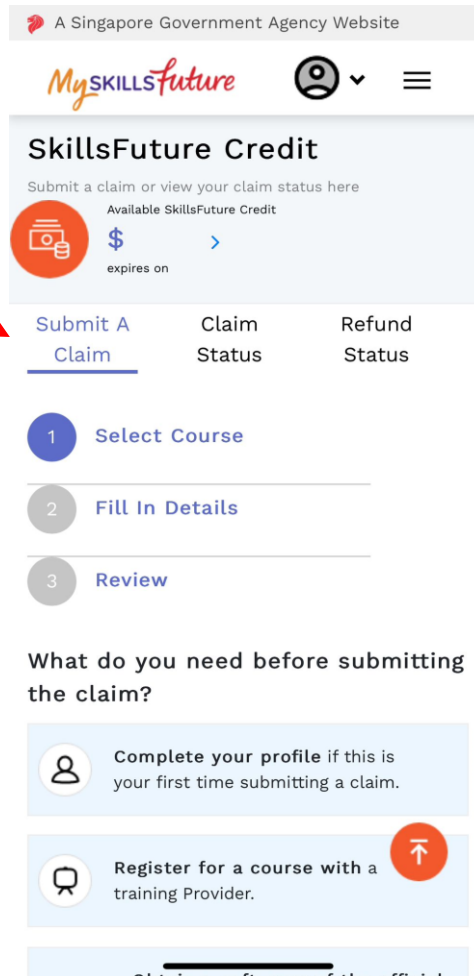
- Click on “**Submit SkillsFuture Credit Claims**”





Step 3: Search for the Course

Select the tab:
Submit a Claim



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MySKILLSfuture

SkillsFuture Credit

Submit a claim or view your claim status here

Available SkillsFuture Credit

Submit A Claim

Claim Status

Refund Status

1 Select Course

2 Fill In Details

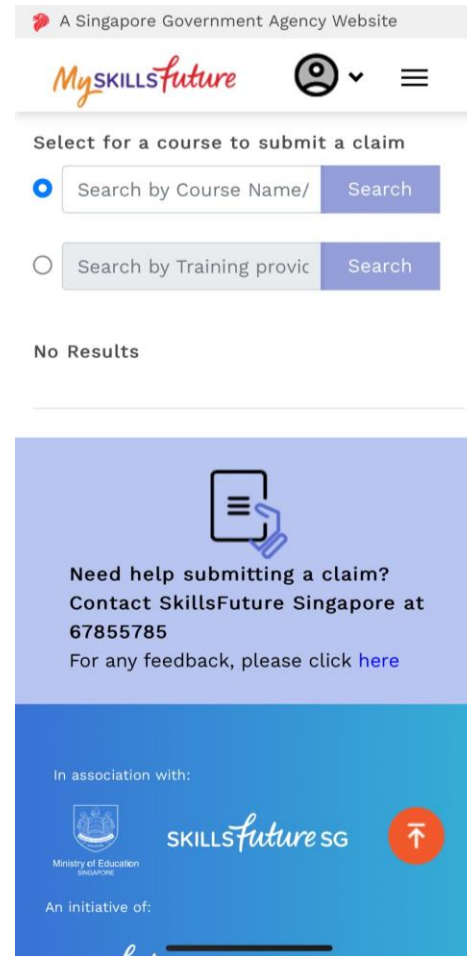
3 Review

What do you need before submitting the claim?

Complete your profile if this is your first time submitting a claim.

Register for a course with a training Provider.

Scroll down
to search for
course



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Select for a course to submit a claim

☒ Search by Course Name/ Search

☐ Search by Training provic Search

No Results

Need help submitting a claim?
Contact SkillsFuture Singapore at 67855785
For any feedback, please click [here](#)

In association with:

Ministry of Education Singapore

SKILLSfuture SG

An initiative of:

Type in the **Course Name**
or **Course Code**.
Refer to the **Appendix A**
for the list of codes.



Step 3: Search for the Course

Scroll down to find the course

Ensure the you select the right
Course Name and
EON CONSULTING & TRAINING PTE. LTD.
as the Training Provider and click **Select**.

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Course Support Period(s): 07/01/2008 to 31/12/2024

Select

Effective Email Writing

Course ID:TGS-2020500531

Training Provider: EON CONSULTING & TRAINING PTE. LTD.

Course Support Period(s): 05/07/2013 to 31/12/2024

Select

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Course Support Period(s): 07/01/2008 to 31/12/2024

Select

Effective Email Writing

Course ID:TGS-2020500531

Training Provider: EON CONSULTING & TRAINING PTE. LTD.

Course Support Period(s): 05/07/2013 to 31/12/2024

Selected

Ensure the
Select button
has been
changed to
Selected.

Note: These are for illustration purposes only.

There may be more than one run depending on the course and time of application.



Step 3: Search for the Course

Select the CORRECT
Course & **Course Run**
from the ones listed.

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Select course run *

Course Run Course Start Date

11/01/2024 - 11/01/2024

Primary Venue
6 RAFFLES BOULEVARD
03 200 MARINA SQUARE
039594 TBA

Select

Need help submitting a claim?
Contact SkillsFuture Singapore at
67855785
For any feedback, please click [here](#)

In association with:
Ministry of Education Singapore SKILLSfuture SG

If Course Run is not
the date of your
course, Click on the
Course Start Date
and key in the **Date**
of the course.

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Enter course start date *

Course Run Course Start Date

dd/mm/yyyy

Next

Need help submitting a claim?
Contact SkillsFuture Singapore at
67855785
For any feedback, please click [here](#)

In association with:
Ministry of Education Singapore SKILLSfuture SG

An initiative of:
SKILLSfuture

SkillsFuture Singapore Agency

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
Setting KPIs & Goals for Effective Job Performance	2020500528
Performance Management & Career Conversation (Appraiser)	2018500189
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
Performance Management & Career Conversation (Appraisee)	2018500191

WSQ

(SFw) Lead Team Leaders to Develop Business Strategies and Governance Management	2019504566
(SFw) Develop Team Leaders through Capability Development and Coaching	2019504565
Conducting Performance Discussions Successfully	2019504984
Engaging in Performance Discussions Positively (for Appraisee)	2020503252
Competency-Based Interview and Selection	2022011072

Office Management Series

Essential Skills for Professional Administrators	2020500530
Advanced Skills for Administrative Professionals	2020500535
Office Management Skills for Admin Professionals	2022010801

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
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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

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SkillsFuture Credit claim

Effective Email Writing

Course ID: TGS-2020500531
Training Provider: EON CONSULTING & TRAINING PTE. LTD.
Course Run Dates: 05/07/2013 to 31/12/2024

Payment details

Amount Of Credit To Claim *


S\$

Fee Payable By You (Including GST) *

S\$

The claim amount should not be more than the nett course fee, or your SkillsFuture Credit balance (whichever is lower).

Upload 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.

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MySKILLSfuture

Payment details

Amount Of Credit To Claim *


S\$

Fee Payable By You (Including GST) *

S\$


The claim amount should not be more than the nett course fee, or your SkillsFuture Credit balance (whichever is lower).

Upload supporting documents *



Drag and Drop or Browse your files.
jpeg, png, pdf - max file size 4MB.

Back **Review**



Need help submitting a claim?


Supporting Documents (Example - 1)

Recommended supporting document:

- Billing Advice (shown on the right)

Alternative supporting document:

- Email that includes essential DETAILS of your registration



Building Professional Capabilities

Billing Advice

Information

Reference no: EON-2 [REDACTED]

Issue Date: 02 Jan 2024
Due Date: 05 Jan 2024

Course: Influence and Persuade with Impact
Course Code: TGS-2020502411
From: 17 Jan 2024 to 17 Jan 2024

Supplier

EON CONSULTING & TRAINING PTE. LTD
133 New Bridge Road #13-09
Chinatown Point
Singapore
Singapore 059413
Company reg no: 201301501N
GST reg no: 201301501N

Email: eon@eon.com.sg

Bill To

[REDACTED]
[REDACTED]
[REDACTED]
Singapore
Singapore [REDACTED]

Details

S/No	Description	Qty	Unit price (SGD)	Line sub-total (SGD)	Line total (SGD)
1	Course Fee (Trainee: C [REDACTED]; SGD440.00 is taxable)	1.00	440.00	440.00	440.00
	Total (before tax)				440.00
	Add GST @ 9.00%				39.60
	Total (incl tax)				479.60

Notes to payor




Supporting Documents (Example - 2)

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 4: Fees, SFC & Supporting Documents

Check that the
“**Fee Payable By You**” and
“**Amount of Credit to Claim**” is
correct.

Check that the
Supporting Document(s) is
uploaded.

Read the **SFC T&Cs**
and check the box
before clicking on
the Submit button.

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Office Management Skills for Admin Professionals (Classroom & Asynchronous)

Course ID:
TGS-2023040930


Training Provider:
EON CONSULTING & TRAINING PTE. LTD.


Payment Details


Fee Payable By You (Including GST):
S\$360.00

Amount Of Credit To Claim:
S\$360.00

Supporting Document(s)

 580F2ED2...
JPEG 2.99 MB



 I have read and agreed to the [SkillsFuture Credit Terms & Conditions](#)

A Singapore Government Agency Website


Before Proceeding to Submit

Notice to all applicants:

It is your responsibility to ensure that all information submitted is true, complete, accurate and not misleading. SSG takes a serious view of any abuse of the SkillsFuture funding schemes and will not hesitate to act against anyone who contravenes our funding rules or terms of use. Your attention is drawn to section 58 of the SkillsFuture Singapore Agency Act 2016(No. 24 of 2016) (False or misleading information, statement or document, etc). A person who contravenes section 58(1) shall be liable upon conviction to a maximum penalty of a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 12 months or to both.

Declaration:

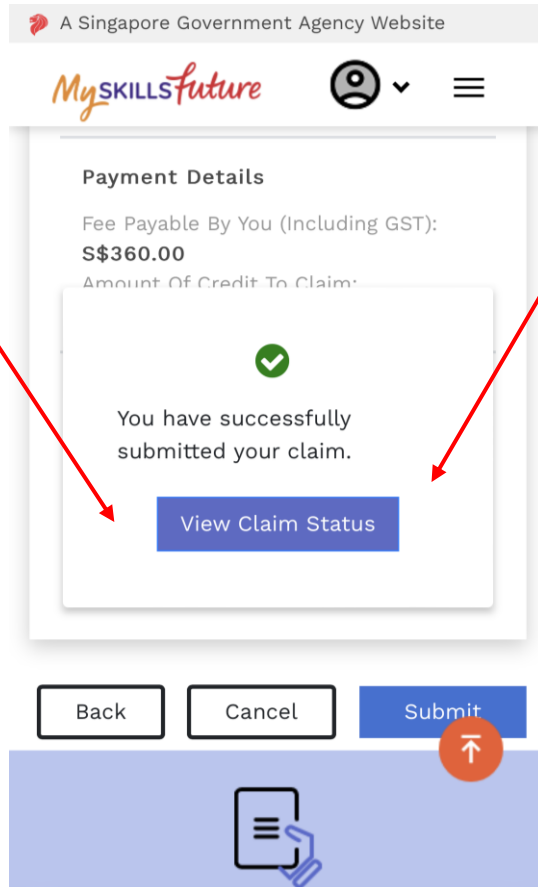
- I understand that:
 - SkillsFuture Credit can only be used for education and training purpose; and
 - Should I fail to attend the run of the course specified in my application, or if any of the information contained in my application is false, incomplete or misleading, I will be required to return an amount equivalent to the SkillsFuture Credit drawn from my account to SSG.
- I confirm that:
 - I did not receive any cash, voucher(s) or similar incentive(s), or participate in any lucky draw in connection with the course for which I'm applying to use SkillsFuture Credit for; and
 - All information in my application is true, complete, accurate and not misleading.

 **Disagree**
Agree and Submit



Step 5: Take a Screenshot

After you have submitted, click on **“View Claim Status”**.



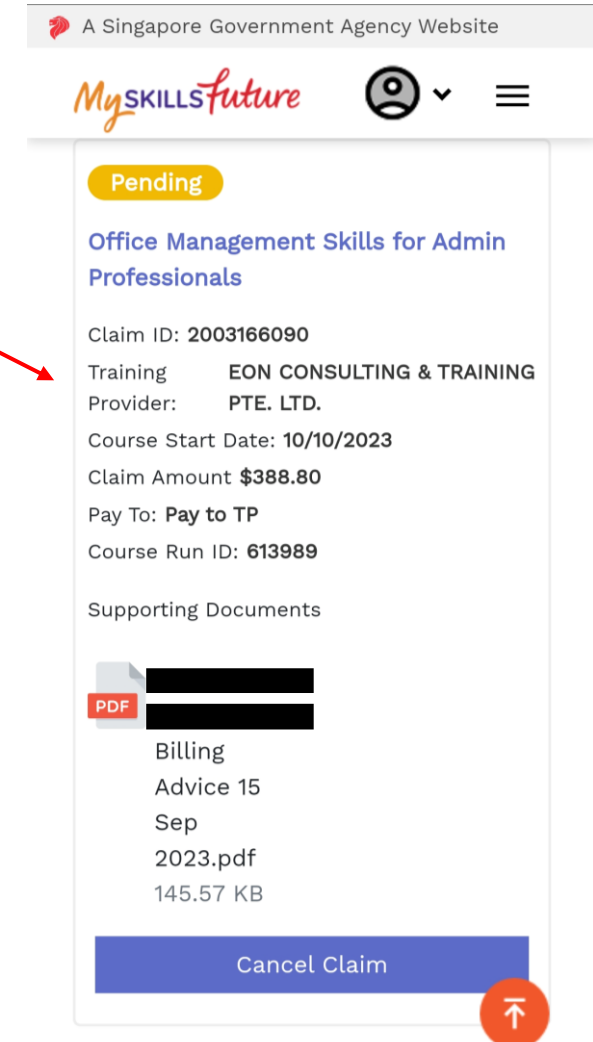
After clicking on **“View Claim Status”**:

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

IMPORTANT

Please ensure that your screenshot includes:

- **Course Title**
- **Claim ID**
- **Training Provider**
- **Course Start Date**
- **Claim Amount**
- **Course Run ID**
- **Supporting Documents**



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

