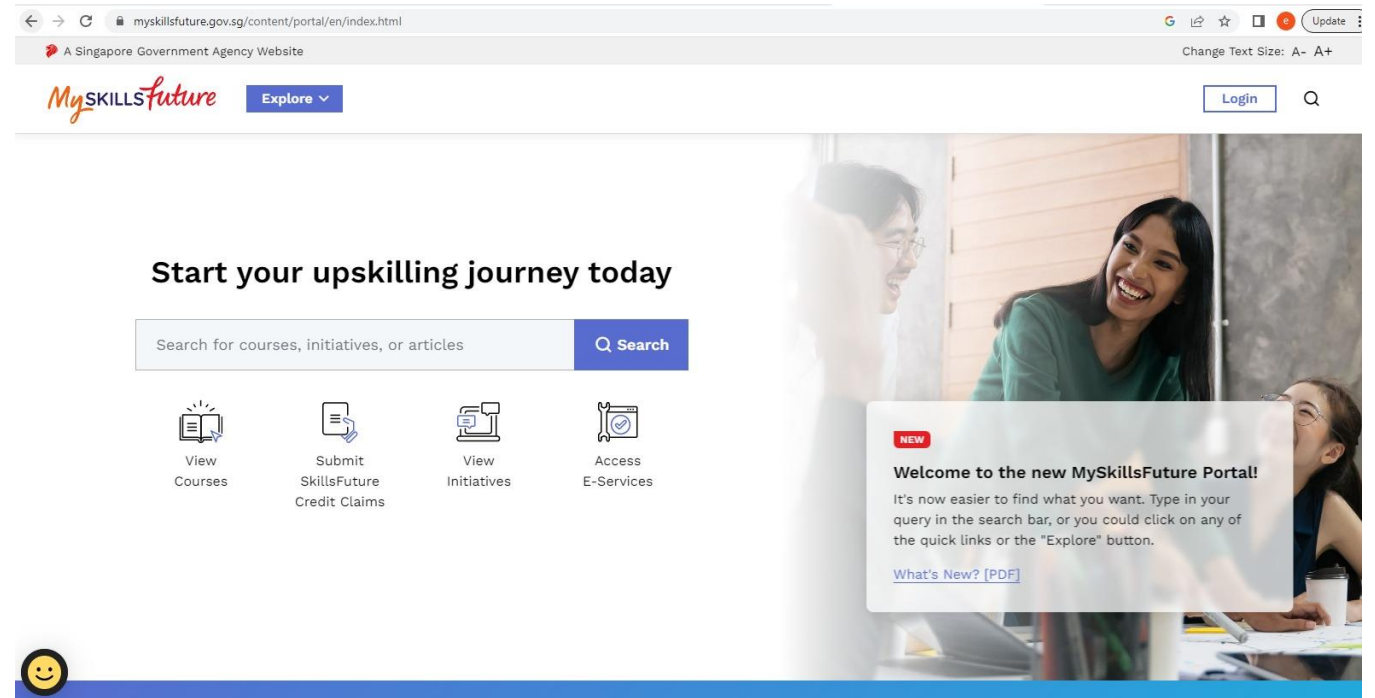


How to claim your SkillsFuture Credit (SFC)

on MySkillsFuture Portal



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

Recommended Browsers:



Chrome

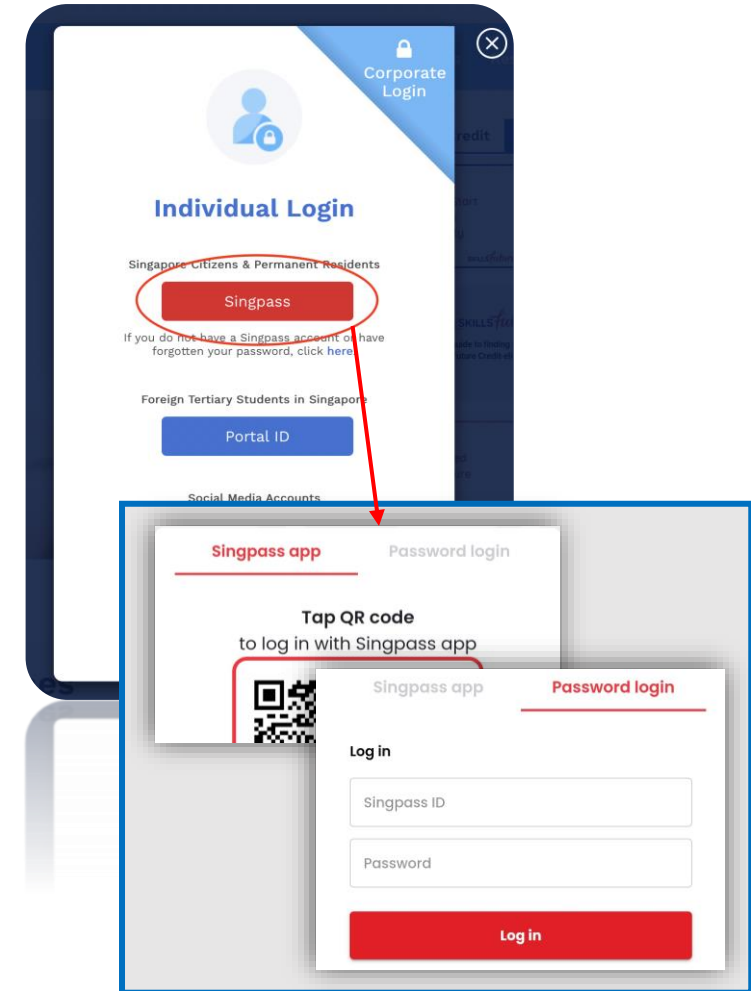
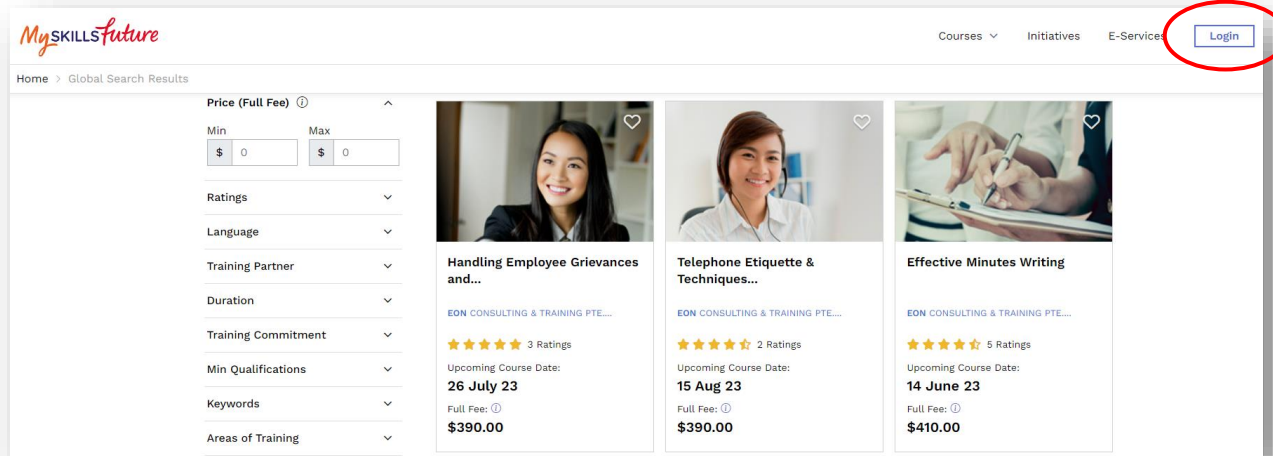


Firefox

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.



Recommended Browsers:



Chrome



Firefox

Step 2: Submit a claim

The screenshot shows the SkillsFuture Credit dashboard. At the top, it says 'SkillsFuture Credit' and 'Submit a claim or view your claim status here'. There are four tabs: 'Submit A Claim', 'Claim Status', 'Refund Status', and 'Course Enrolment'. Below the tabs, there are filters for 'Sort By', '2023', and 'Filter By Status'. There are also links for 'Claim Applications (1)' and 'Credit Transaction History (1)'. The date 'Apr 11, 2023' is displayed at the bottom.

- Once you logged in, you will be on the Claim Status page.

- Select "Submit A Claim" tab

The screenshot shows the 'Submit A Claim' page on the SkillsFuture Credit portal. The 'Submit A Claim' tab is highlighted with a red circle. Below the tabs, there is a progress bar with three steps: '1 Select Course', '2 Fill In Details', and '3 Review'. The main content area is titled 'What do you need before submitting the claim?' and contains two sections: 'Complete your profile if this is your first time submitting a claim.' and 'Register for a course with a training Provider.' There is also a section for 'Obtain a soft copy of the official invoice/receipt that contains:' with a list of required information: Name as per NRIC, Amount of course fees paid (in SGD), Name of training provider, Course start date, and Course title. A note at the bottom states: '*Please make sure the file size of your soft copy is not more than 4MB.' At the bottom of the page, there is a search bar with the text 'Select for a course to submit a claim' and two search options: 'Search by Course Name/Ref No.' and 'Search by Training provider'.




Step 3: Search for the Course


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


Submit A Claim Claim Status Refund Status Course Enrolment

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.

 Obtain a soft copy of the official invoice/receipt that contains:

- Name as per NRIC
- Amount of course fees paid (in SGD)
- Name of training provider
- Course start date
- Course title

*Please make sure the file size of your soft copy is not more than 4MB.

Supported Browsers: Individual portal is supported for all browsers except Internet Explorer.

Select for a course to submit a claim

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

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

Select for a course to submit a claim

☒ The Employment Act Search ☐ Search by Training provider Search

5 course(s) found

Comprehensive understanding of the Employment Act and its Practical Applications

Course ID: TGS-2019500196 **Select**

Training Provider: HR LAW ACADEMY PTE. LTD.

Course Support Period(s): 17/09/2013 to 31/12/2024

The Employment Act

Course ID: TGS-2020500527 **Select**

Training Provider: EON CONSULTING & TRAINING PTE. LTD.

Course Support Period(s): 26/03/2021 to 20/02/2025

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

Select course run *

Course Run Course Start Date

13/06/2023 - 14/06/2023

Primary Venue

11 CAVENAGH ROAD B1 00 HOLIDAY INN Singapore Orchard City Centre 229616 Orchid Ballroom @ Basement 1 **Select**



Course Codes

HR, Team and People Management Series

The Employment Act	2020500527
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
Conducting Performance Discussions Successfully	2019504984
Competency-Based Interview and Selection	2022011072
Office Management Skills for Admin Professionals	2023040930

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
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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

Payment details

Amount Of Credit To Claim *	Fee Payable By You (Including GST) *
<input type="text" value="S\$"/>	<input type="text" value="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.

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.

Recommended Browsers:



Chrome



Firefox

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

Tax Invoice

BILL TO

Name

[Address]

INVOICE NO. 23-00226
DATE 10/05/2023

TERMS Immediate

ACTIVITY	QTY	RATE	AMOUNT	GST
EA Normal Rate The Employment Act (Normal Rate) (Course Code TGS-2020500527, Course Run ID 610548) on 16&17 May 2023 for 1 pax.	1	600.00	600.00	SR
Participant: Irdahwati Binte Ibrahim Skills Future Credit Claim Skills Future Credit Claim	1	-600.00	-600.00	0% OS
You may make payment by the following methods:				
1. Direct Bank Credit to EON's DBS A/C : 033-903531-9			SUBTOTAL	0.00
2. PayNow to UEN 201301501N			GST TOTAL	48.00
3. Cheque to be crossed and make payment to EON Consulting & Training Pte Ltd			TOTAL	48.00
			BALANCE DUE	SGD 48.00

Note :

- Interest of 3% per month is chargeable for late payment.

GST SUMMARY

RATE	GST	NET
GST @ 8%	48.00	600.00
GST @ 0%	0.00	-600.00



Step 5: Review your submission

Review your Submission


[Working with Different Personalities](#)

Course ID:**TGS-2020500606**
Training Provider:**EON CONSULTING & TRAINING PTE. LTD.**

Payment Details

Fee Payable By You (Including GST):**S\$300.00**
Amount Of Credit To Claim:**S\$300.00**

Supporting Document(s)

 2023-Training-Cale...
541.07 KB

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

Cancel


Submit



Step 6: Take a Screenshot

Pending

Leading with Confidence

Claim ID: 2003038043	Claim Amount: \$500.00	Supporting Documents
Training Provider: EON CONSULTING & TRAINING PTE. LTD.	Pay To: Pay to TP	<div> [File Name]</div>
Course Start Date: 25/05/2023	Course Run ID: 613268	Invoice.pdf 61.51 KB

Cancel Claim

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**
- **Claim ID (Course Code)**
- **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

