

INDIVIDUAL JOURNEY

Submit and Cancel Claims

SKILLS *future* SG

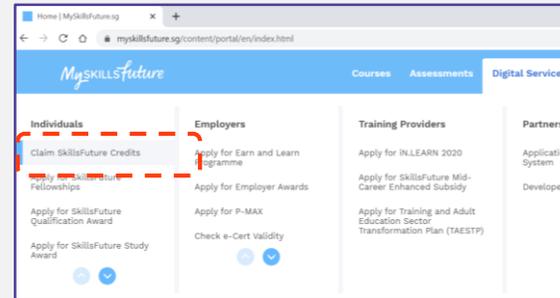
INDIVIDUAL PORTAL

Entry Points

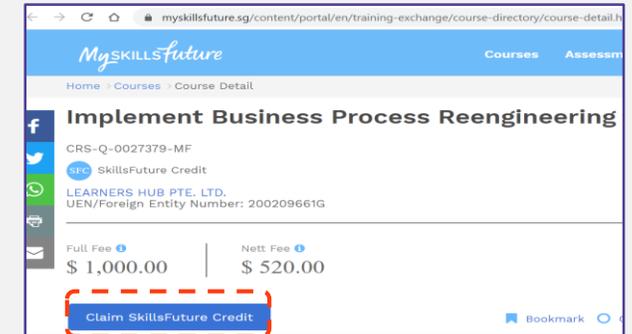
How do I access the individual portal?

1. Go to **myskillsfuture.sg**
2. Access **SkillsFuture Credits** via the various tabs as shown on the right
3. Click on **Login**
4. Enter **Singpass details**

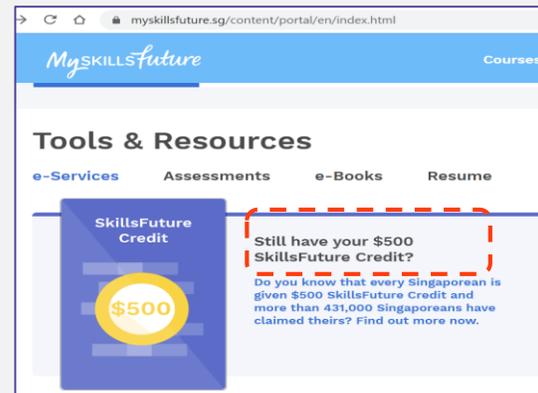
2a Digital Services



2b Course Search



2c Tools & Resources



2d Profile Image/ Icon



INDIVIDUAL SUBMITTING CLAIMS (1/6)

Proceed to Submit Claims

The screenshot displays the MySKILLSfuture user interface. At the top, the navigation bar includes 'Courses', 'Assessments', 'Digital Services', and 'Resources'. The user's name 'Charlene Tester1' and credit balance '\$931.52 Credits' are shown. The breadcrumb trail indicates 'Home > SkillsFuture Credit'. The main content area is titled 'Account Details' and is divided into two columns. The left column shows credit balances: 'Available SkillsFuture Credit' at \$988.00 and 'Available SkillsFuture Credit (Mid-Career Support)' at \$500.00. The right column shows 'Claim Applications (31)' and 'Credit Transaction History (11)'. Three claim applications are listed, each for 'Introduction to 3D Printing' from 'ABC Pte Ltd'. The first claim (dated Jul 14, 2020) is 'Pending' with a claim amount of \$1.00. The second claim (dated Jul 13, 2020) is 'Rejected' with a claim amount of \$12.00. The third claim (dated Jul 12, 2020) is 'Paid to TP' with a claim amount of \$1.00. A blue button labeled 'Proceed to Submit a Claim' is highlighted with a dashed red box. A callout bubble with the number '1' points to this button, containing the text 'Click on Proceed to Submit a Claim'. Another callout bubble on the right lists claim statuses: 'Approved / Pending / Cancelled / Suspended / Paid to TP / Paid'.

1

Click on **Proceed to Submit a Claim**

Claim statuses –
Approved /
Pending / Cancelled
/ Suspended / Paid
to TP / Paid

INDIVIDUAL SUBMITTING CLAIMS (2/6)

Select a Course

Account Details

Available SkillsFuture Credit **\$988.00**

SkillsFuture Credit **\$500.00 / \$500.00**

One-off SkillsFuture Credit Top-Up
Valid until: 31/12/2025 **\$488.00 / \$500.00**

Available SkillsFuture Credit (Mid-Career Support) **\$500.00**

Additional SkillsFuture Credit (Mid-Career Support) **\$500.00 / \$500.00**
Valid until: 31/12/2025

Open Claims **\$7.00**

Proceed to Submit a Claim

Claim Submission

BEFORE YOU BEGIN

1 2 3

2 Select a course by keying in Course Name / Training provider

Know More

Select a course

Search by Course Name Search by Training provider **Search**

3 Click Search

11 course(s) found

Introduction to 3D Printing
Course code: NC-EN1018
Training Provider: ABC Pte Ltd

→

4 Click the arrow icon to select the course of your choice

Planning & Prototyping a Blockchain System
Course code: CRS-N-0044204
Training Provider: ABC Pte Ltd

Achieving Peak Performance with Mental Skills, Emotional Strength & Team Approach
Course code: NC-PD1002
Training Provider: Nanyang Technological University

→

INDIVIDUAL SUBMITTING CLAIMS (3/6)

Key in Claim Details

Account Details

Available SkillsFuture Credit **\$988.00**

SkillsFuture Credit \$500.00 / \$500.00

One-off SkillsFuture Credit Top-Up
Valid until: 31/12/2025 \$488.00 / \$500.00

Available SkillsFuture Credit (Mid-Career Support) **\$500.00**

Additional SkillsFuture Credit (Mid-Career Support)
Valid until: 31/12/2025 \$500.00 / \$500.00

Open Claims **\$7.00**

Proceed to Submit a Claim

Claim Submission

BEFORE YOU BEGIN

5 Select Course Run / Course Start Date

Course Run Course Start Date

Selected Course Run

07/07/2020 - 07/07/2020

Primary Venue
10 Abc Street 15 001 Dale Heights 123457

6 Key in payment details

Provide Course Payment Details and Supporting Documents

Payment Details

Fee Payable By You (Including GST) Amount Of Credit To Claim

S\$ S\$

7 Upload supporting documents

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 provide your credit card or bank statement showing the Singapore Dollar equivalent paid

Tap to upload documents

INDIVIDUAL SUBMITTING CLAIMS (4/6)

Confirm Claim Submission

[←](#) Claim Submission

BEFORE YOU BEGIN

Know More



Review & Submit

Course Details

Course Title

Course Code

Training Provider

Introduction to 3D Printing

NC-EN1018

ABC Pte Ltd

Payment Details

Amount of credit to claim

Course Fee Payable by You

S\$2.00

S\$2.00

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

8

Agree to the T&Cs

9

Click Submit

Submit

INDIVIDUAL SUBMITTING CLAIMS (5/6)

Declare and Submit

Before Proceeding to Submit

A pop-up notification on an individual's declaration will appear to confirm claim submission

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 wbe 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:

1. I understand that SkillsFuture Credit can only be used for education and training purpose, and I declare that all information submitted in my claim application is true, complete, accurate and not misleading.
2. 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 am applying to use SkillsFuture Credit for.

10

Click on **Agree and Submit** to confirm

Agree and Submit

Disagree

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

INDIVIDUAL SUBMITTING CLAIMS (6/6)

View Submitted Claim

The screenshot displays the MySkillsFuture user interface. At the top, the navigation bar includes 'Courses', 'Assessments', 'Digital Services', and 'Resources'. The user's name 'Charlene Tester1' and credit balance '\$931.52 Credits' are shown in the top right. Below the navigation bar, the breadcrumb 'Home > SkillsFuture Credit' is visible. The main content area is divided into 'Account Details' on the left and a list of 'Claim Applications' on the right. The 'Account Details' section shows three credit balances: 'Available SkillsFuture Credit' at \$988.00, 'Available SkillsFuture Credit (Mid-Career Support)' at \$500.00, and 'Open Claims' at \$1.00. A blue button labeled 'Proceed to Submit a Claim' is located at the bottom of this section. The 'Claim Applications' section features a table with columns for 'Sort By', 'Year', and 'Filter By Status'. The table lists three applications for 'Introduction to 3D Printing' from 'ABC Pte Ltd'. The first application, dated Jul 14, 2020, has a 'Pending' status and a claim amount of \$1.00. The second application, dated Jul 13, 2020, has a 'Rejected' status and a claim amount of \$12.00. The third application, dated Jul 12, 2020, has a 'Paid to TP' status and a claim amount of \$1.00. Each application entry includes a 'View More' link.

MySkillsFuture

Courses Assessments Digital Services Resources

Charlene Tester1
\$931.52 Credits

Home > SkillsFuture Credit

Account Details

Available SkillsFuture Credit **\$988.00**

SkillsFuture Credit \$500.00 / \$500.00

One-off SkillsFuture Credit Top-Up
Valid until: 31/12/2025 \$488.00 / \$500.00

Available SkillsFuture Credit (Mid-Career Support) **\$500.00**

Additional SkillsFuture Credit (Mid-Career Support)
Valid until: 31/12/2025 \$500.00 / \$500.00

Open Claims **\$1.00**

[Proceed to Submit a Claim](#)

Sort By 2020 Filter By Status

Claim Applications (31) Credit Transaction History (11)

Jul 14, 2020

Introduction to 3D Printing **Pending**
Training Provider: ABC Pte Ltd Claim Amount: \$1.00
[View More](#)

Jul 13, 2020

Introduction to 3D Printing **Rejected**
Training Provider: ABC Pte Ltd Claim Amount: \$12.00
[View More](#)

Jul 12, 2020

Introduction to 3D Printing **Paid to TP**
Training Provider: ABC Pte Ltd Claim Amount: \$1.00
[View More](#)

The claim that you successfully submitted can be viewed under **Claim Applications** with a 'Pending' status.

INDIVIDUAL CANCELLING CLAIMS

Submit Reason for Cancellation

Account Details

Available SkillsFuture Credit **\$988.00**

SkillsFuture Credit **\$500.00 / \$500.00**

One-off SkillsFuture Credit Top-Up
Valid until: 31/12/2025 **\$488.00 / \$500.00**

Available SkillsFuture Credit (Mid-Career Support) **\$500.00**

Additional SkillsFuture Credit (Mid-Career Support)
Valid until: 31/12/2025 **\$500.00 / \$500.00**

1 Select a cancellation reason from the dropdown options available

Claim Applications (31)

Jul 14, 2020

Introduction to 3D Printing

Pending

Claim ID: 2000000236 Claim Amount: \$1.00 Pay To: Pay to TP

Course Start Date: 16/07/2020

Training Provider: ABC Pte Ltd

Supporting Documents

Receipt.pdf
17.19 KB

Reason for Cancellation

--Please Select--

2 Click **Submit** to confirm your cancellation

Submit

View Less ^

Under **Claim Applications**, navigate to the claim in which you would like to cancel. Click **'View More' > 'Cancel Claims'**