

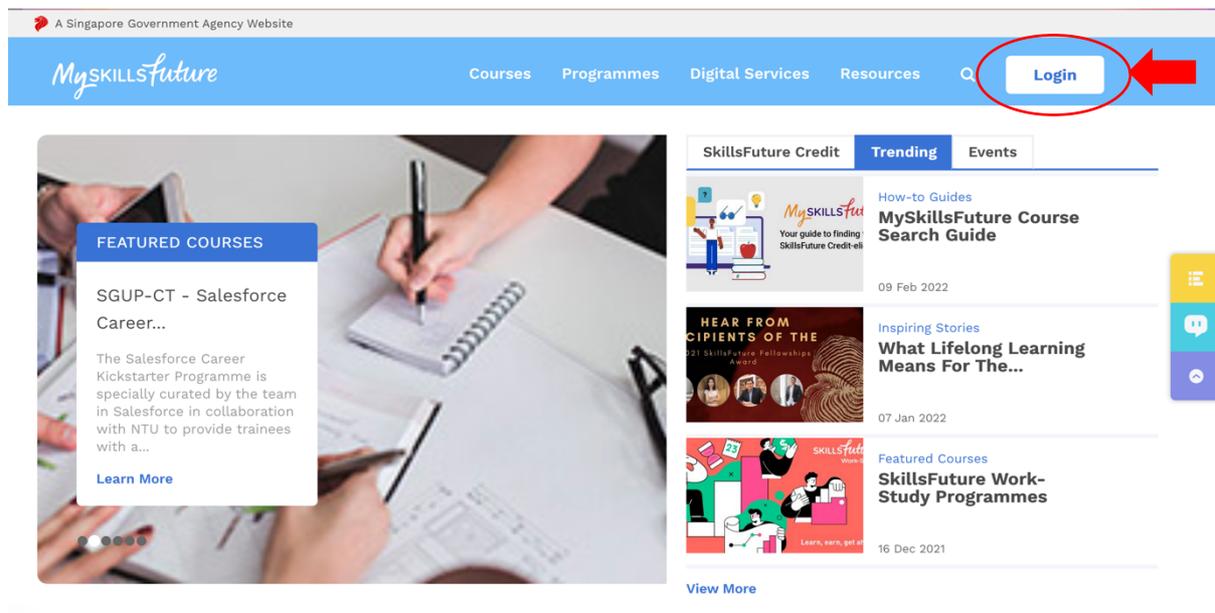
## Step-by-step guide on claiming SkillsFuture Credits (Individuals)

- 1) Before you login to the SkillsFuture web portal, please ensure that you have downloaded the tax invoice or tax receipt onto your desktop/mobile device.
  - a) Tax invoice: This may be found in the confirmation email sent to you after the successful registration for the course.
  - b) Official receipt: This may be found in the email sent to you after the successful payment for the course.

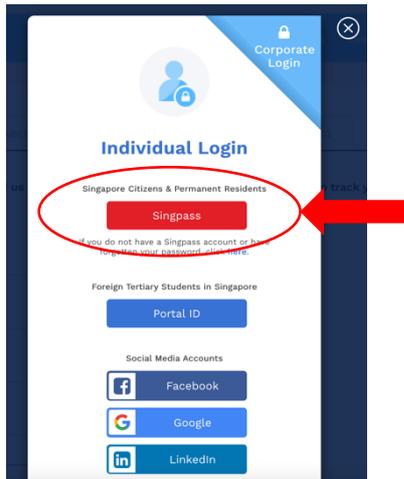


- 2) Login to SkillsFuture web portal (<https://www.myskillsfuture.gov.sg/content/portal/en/index.html>) with your SingPass, password and 2-step verification.

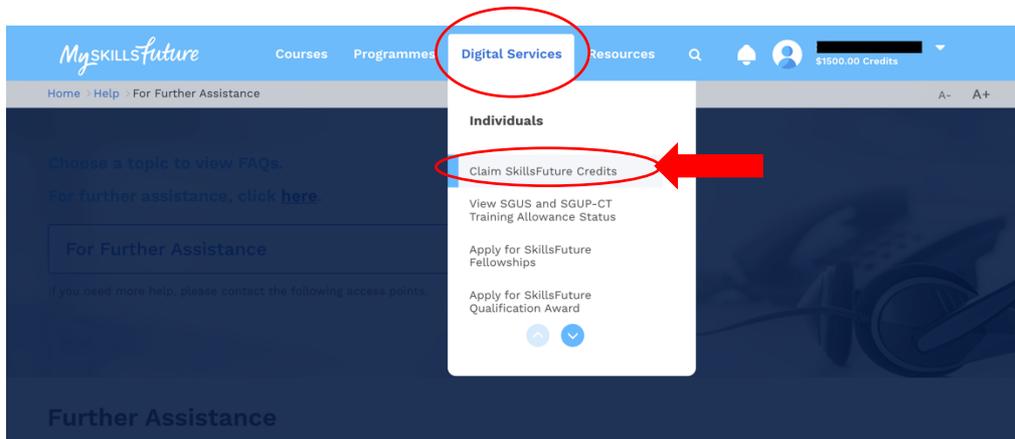
### STEP 1: Click on Login



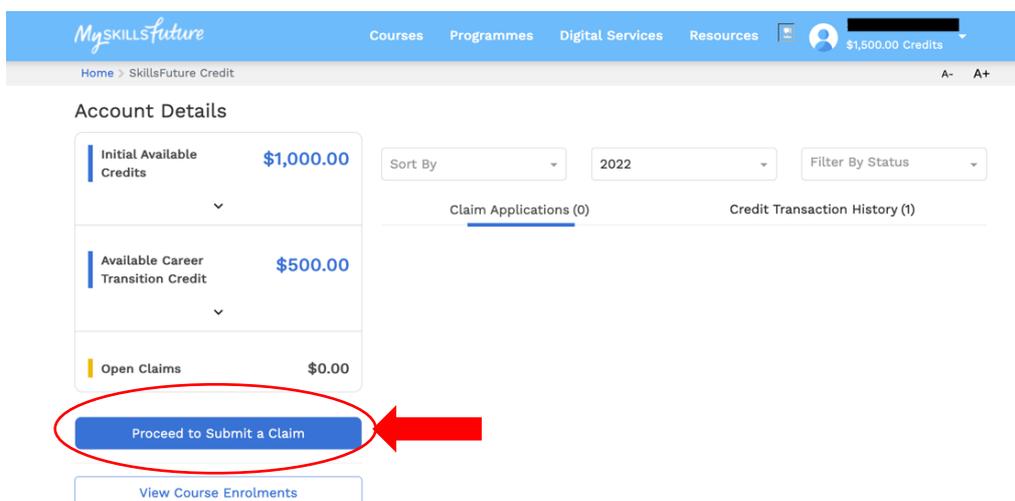
**STEP 2:** Login via SingPass.



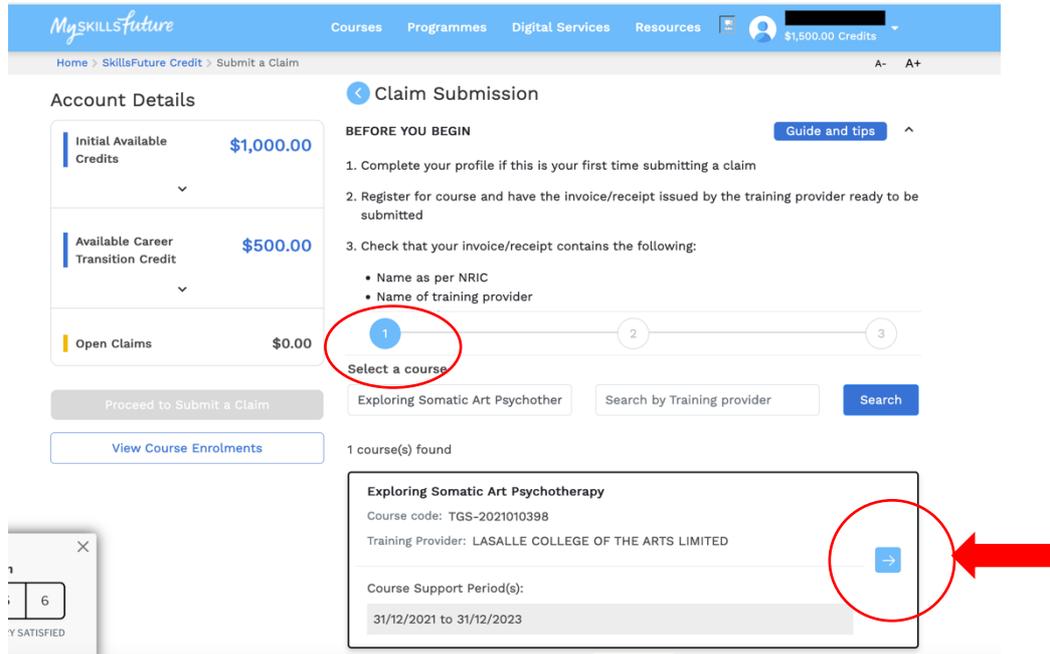
**STEP 3:** Choose 'Digital Services' from the top bar and click on 'Claim SkillsFuture Credits'.



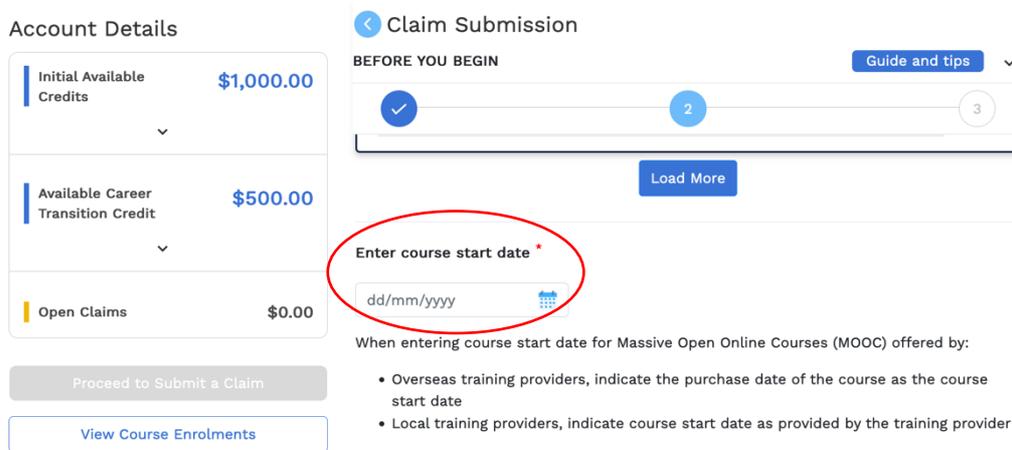
**STEP 4:** Click on 'Proceed to Submit a Claim'.



**STEP 5:** Select the course title and click on the light blue arrow.



**STEP 6:** Enter the course start date.



**STEP 7:** Fill in the amount under 'Fee Payable By You' and 'Amount Of Credit To Claim'.

The screenshot shows the 'Claim Submission' interface. On the left, 'Account Details' lists: Initial Available Credits (\$1,000.00), Available Career Transition Credit (\$500.00), and Open Claims (\$0.00). The main section, 'BEFORE YOU BEGIN', shows a progress bar with step 3 active. The title is 'Provide Course Payment Details and Supporting Documents'. Under 'Payment Details \*', there is a note explaining that 'Fee Payable by You' includes course fee, assessment fee, certification fee, and GST. Below this, two input fields are shown: 'Fee Payable By You (Including GST)' and 'Amount Of Credit To Claim', both with the value \$420.00. Red circles highlight these two fields. Below the fields are two warning icons with text: 'Please refer to your invoice and include the total fees for components (a) to (d) specified above. Please ensure the amount entered only includes the components (a) to (d) specified above. Your claim may be rejected otherwise.' and 'Please enter a claim amount equal or lesser than the amount entered in 'Fee Payable By You:'.

**Important note:**

'Fee Payable by You (Including GST)' should reflect the full course fee, before any discount and/or subsidy.

For example:

Course A (full fee) is \$560.00 (including GST).

Course A (fee after subsidy e.g. National Silver Academy subsidy) is \$298.32.

In the 'Fee Payable by You (Including GST)', you will need to indicate \$560.00 and **not** \$298.32.

'Amount Of Credit To Claim' is the amount of credits you wish to utilise.

**STEP 8:** Upload invoice/receipt from LASALLE.

The screenshot shows the 'Claim Submission' interface at step 3, titled 'Upload Supporting Documents \*'. It instructs users to submit official invoices/receipts and provides instructions for foreign currencies. A red circle highlights a button labeled 'Tap to upload documents' with a red arrow pointing to it from the right.

**STEP 9:** Check the box 'I have read and agreed to the SkillsFuture Credit Terms & Conditions' and click 'Submit'.

Open Claims		\$0.00
Proceed to Submit a Claim		
View Course Enrolments		

<b>Review &amp; Submit</b>		
<b>Course Details</b>		
Course Title	Course Code	Training Provider
Exploring Somatic Art Psychotherapy	TGS-2021010398	LASALLE COLLEGE OF THE ARTS LIMITED

<b>Payment Details</b>	
Course Fee Payable by You	Amount of credit to claim
S\$420.00	S\$420.00

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

**Submit**