# 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.

| Sing<br>Main<br>Fina<br>Fax | Lasalle.edu.sg<br>Nally Street<br>apore 187940<br>:: HIS 6496 5000<br>no: : HIS 6496 5270<br>: HIS 6496 5252   |                                  | LASALL<br>COLLEGE OF THE AR                            |
|-----------------------------|--|----------------------------------|--|
|                             | (  | TAX INVOICE                      |  |
| 0:                          |  |                                  |  |
| Ang                         | April Testing  | Company Reg No                   | : 199202950W   |
| 23                          | Monfort Drive  | GST Reg No                       | : M2-0112972-9   |
| inį                         | apore 123456   | Application No                   | : SC202207356  |
|                             |  | Date                             | : 23 Mar 2022  |
|                             |  | Involce Number                   | : SBN2200234   |
|                             |  | Credit Terms                     | : Due Immediately                                      |
|                             |  | Due Date                         |  |
| No.                         | Description  |                                  | Amount SS  |
|                             | [Evening] Watercolour Painting I   | nn 10.00nn                       |  |
| ۱.                          | Evening) Watercolour Painting I<br>1 Jun - 20 Jul 2022, Every Wed, 7:00<br>Course Fee before Subsidy   | pm - 10:00pm                     | 560.01   |
|                             | tEvening) Watercolour Painting I<br>1 Jun - 20 Jul 2022, Every Wed, 7:00<br>Course Fee before Subsidy<br>Course Fee Subsidy  | pm - 10:00pm                     | 560.00<br>261.81                                       |
| -                           | IEvening) Watercolour Painting I<br>1 Jun - 20 Jul 2022, Every Wed, 7:00<br>Course Fee before Subsidy<br>Course Fee Subsidy<br>Fees Payable (incl. QST)  | pm - 10:30pm                     | 560.0<br>261.6<br>298.3                                |
|                             | IEvening) Watercolour Palning  <br>1 Jun - 20 Jul 2022, Every Wed, 7:00<br>Course Fee before Subsidy<br>Course Fee Subsidy<br>Fees Payable (incl. 0ST)<br>SkillsFuture Credit Claim              | pm - 10:30pm                     | 560.00<br>261.61<br>298.33<br>298.33                   |
|                             | ElEvening II Watercoloer Pating I<br>1 Jan - 20 Jal 2022, Every Wed, 7:00<br>Course Fee Subody<br>Course Fee Subody<br>Course Fee Subody<br>Fee Payable (incl. 037)<br>Biblis/Future Credt Claim | pm - 10-dopm<br>Payment Required | 560.01<br>261.61<br>298.33<br>298.33<br>298.33<br>0.00 |

| npany Reg                              | M2-0112972-9<br>; 199202950W  |                                  |           |                                  |
|--|---|----------------------------------|-----------|----------------------------------|
| No.                                    | Description   | Amount<br>excluding<br>Tax<br>S3 | OST<br>53 | Amount<br>Including<br>Tax<br>53 |
| 1                                      | Shof Courses<br>(ORLINE) WRITING BOOKS FOR YOUNG CHILDREN,5 APR - 24 MAY 2022,<br>EVERY TUE, 7.05PM - 12:00PM     | 642.06                           | 37.94     | 580.0                            |
| 2                                      | Other Receivables<br>SKILLSFUTURE CREDIT CLAIM (PAYABLE TO TRAINING PROVIDER)                                     | -400.00                          | 0.00      | -400.0                           |
| Total Amos                             | nt Pald   | 142.08                           | 37.94     | 180.0                            |
| ount Tend<br>ineCCard-:<br>aed By :Fin | ered:<br>cox-x \$\$180.00 (SC202106234_1416XX04)<br>ance Team<br>uter generated letter. No signature is required. |                                  |           |                                  |

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

#### STEP 1: Click on Login

| A Singapore Governn                                  | nent Agency Website                             |                    |   |   |        |
|--|---|--------------------|---|---|--------|
| Myskillsfu   | ture  | Courses Programmes | Digital Services Res  | sources Q Login   |        |
| FEATURED   | COURSES   | K                  | SkillsFuture Credit   | Trending Events<br>How-to Guides<br>MySkillsFuture Course<br>Search Guide |        |
| SGUP-CT  | - Salesforce                                    | -fil               |   | 09 Feb 2022   | Ε      |
| Career<br>The Salesfo<br>Kickstarter<br>specially cu | rce Career<br>Programme is<br>rated by the team | STOR D             | HEAR FROM<br>CIPIENTS OF THE<br>221 Stillpeture Felowships<br>Aword | Inspiring Stories<br>What Lifelong Learning<br>Means For The              | •<br>• |
| in Salesford<br>with NTU to<br>with a                | e in collaboration<br>o provide trainees        |                    | SKILSFUL<br>Warrs   | 07 Jan 2022<br>Featured Courses   |        |
| Learn More   | 17  | 52                 |   | SkillsFuture Work-<br>Study Programmes                                    |        |
| 1 how  | 11 12   |                    | View More   |   |        |

## STEP 2: Login via SingPass.



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

|                                      |   |  | - <b>(</b> ) \$ | 500.00 Credits |       |
|--------------------------------------|---|--|-----------------|----------------|-------|
| Home > Help > For Further Assistance | e |  |                 |                | A- A+ |
|                                      |   | Individuals  |                 |                |       |
|                                      |   | Claim SkillsFuture Credits                         |                 |                |       |
|                                      |   | View SGUS and SGUP-CT<br>Training Allowance Status |                 |                |       |
|                                      |   | Apply for SkillsFuture<br>Fellowships              |                 |                |       |
|                                      |   | Apply for SkillsFuture<br>Qualification Award      |                 |                |       |
|                                      |   |  |                 |                |       |
|                                      |   |  |                 |                |       |

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

| Myskillsfuture              |        | Programmes     | Digital Services | Resources | \$1,500.00 Credits    |
|-----------------------------|--------|----------------|------------------|-----------|-----------------------|
| Home > SkillsFuture Credit  |        |                |                  |           | A- A+                 |
| Account Details             |        |                |                  |           |                       |
| Initial Available \$1,000.0 | Sort B | ý              | -                | *         | Filter By Status      |
| ~                           |        | Claim Applicat | tions (0)        | Credit Tr | ansaction History (1) |
| Available Career \$500.0    | 0      |                |                  |           |                       |
| Open Claims \$0.            | 00     |                |                  |           |                       |
| Proceed to Submit a Claim   |        |                |                  |           |                       |
| View Course Enrolments      |        |                |                  |           |                       |

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

| MyskillsFuture                              | Courses Programmes Digital Services Resources 🗏 🕥 \$1,500.00 Credits -  |
|---|---|
| Home > SkillsFuture Credit > Submit a Claim | A- A+   |
| Account Details                             | Claim Submission  |
| Initial Available \$1,000.00                | BEFORE YOU BEGIN Guide and tips   |
| ×   | <ol> <li>Complete your profile if this is your first time submitting a claim</li> <li>Register for course and have the invoice/receipt issued by the training provider ready to be</li> </ol> |
| Available Career<br>Transition Credit       | submitted<br>3. Check that your invoice/receipt contains the following:<br>• Name as per NRIC<br>• Name of training provider  |
| Open Claims \$0.00                          |   |
| Proceed to Submit a Claim                   | Select a course           Exploring Somatic Art Psychother         Search by Training provider  |
| View Course Enrolments                      | 1 course(s) found   |
|   | Exploring Somatic Art Psychotherapy<br>Course code: TGS-2021010398  |
| ×   | Training Provider: LASALLE COLLEGE OF THE ARTS LIMITED  |
| 6   | Course Support Period(s):   |
| SFIED                                       | 31/12/2021 to 31/12/2023  |

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

| Account Details                                | Claim Submission  |
|--|---|
| Initial Available                              | BEFORE YOU BEGIN Guide and tips   |
| Credits  | 2 3   |
| Available Career \$500.00<br>Transition Credit | Load More   |
| ~  | Enter course start date *   |
| Open Claims \$0.00                             | dd/mm/yyyy  |
| Proceed to Submit a Claim                      | Overseas training providers, indicate the purchase date of the course as the course start date                |
| View Course Enrolments                         | <ul> <li>Local training providers, indicate course start date as provided by the training provider</li> </ul> |

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

| Account Details                       |           | Claim Submission  |  |
|---------------------------------------|-----------|---|--|
| Initial Available<br>Credits          | 51,000.00 | BEFORE YOU BEGIN  | Guide and tips v   |
| Available Career<br>Transition Credit | \$500.00  | Provide Course Payment Details and Support<br>Payment Details *   | ting Documents   |
| ~                                     |           | Note:<br>'Fee Payable by You' only includes<br>(a) Course fee   |  |
| Open Claims                           | \$0.00    | <ul> <li>(b) Assessment fee</li> <li>(c) Certification fee for approved online cour</li> <li>(d) GST imposed on (a) to (c).</li> </ul>  | rses   |
| Proceed to Submit a C                 | Claim     | Please submit the nett fee (after deducting a   | any subsidies/grants).   |
| View Course Enrolme                   | ents      | Under <b>'Amount of Credit to claim'</b> , please would like to claim.  | submit the SkillsFuture Credit amount you  |
|                                       | (         | Fee Payable By You (Including GST)  | Amount Of Credit To Claim  |
|                                       |           | <ul> <li>Please refer to your invoice and include the total fees for components (a) to (d) specified above.</li> <li>Please ensure the amount entered only includes the components (a) to (d) specified above. Your claim may be rejected otherwise.</li> </ul> | <ul> <li>Please enter a claim amount equal or lesser than<br/>the amount entered in 'Fee Payable By You'.</li> </ul> |

### 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 <u>not</u> \$298.32.

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

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

| Account Details                                | Claim Submission   |  |  |  |
|--|--|--|--|--|
| Initial Available<br>Credits                   | BEFORE YOU BEGIN Guide and tips ~  |  |  |  |
| Available Career \$500.00<br>Transition Credit | Upload Supporting Documents *<br>Please submit official invoices/ receipts as supporting documents.<br>Where payment details are available only in a foreign currency in the invoices/ receipts,<br>please also provide your credit card or bank statement showing the Singapore Dollar<br>equivalent paid |  |  |  |
| Open Claims \$0.00                             | Cap to upload documents  |  |  |  |

### LASALLE CONTINUING EDUCATION PROGRAMME

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

| ~                |         | O TO/ ONIO                             |                              |  |  |  |
|------------------|---------|--|------------------------------|--|--|--|
| Open Claims      | \$0.00  | Review & Submit<br>Course Details      |                              |  |  |  |
|                  |         | Course Title                           | Course Code                  | Training Provider                      |  |  |
|                  | a Claim | Exploring Somatic Art<br>Psychotherapy | TGS-2021010398               | LASALLE COLLEGE OF THE<br>ARTS LIMITED |  |  |
| View Course Enro | lments  | Payment Details                        |                              |  |  |  |
|                  |         | Course Fee Payable by You              | Amount o                     | f credit to claim                      |  |  |
|                  |         | S\$420.00                              | S\$420.00                    |  |  |  |
|                  |         | ✓ I have read and agreed to            | the SkillsFuture Credit Terr | ms & Conditions 🤊 *                    |  |  |