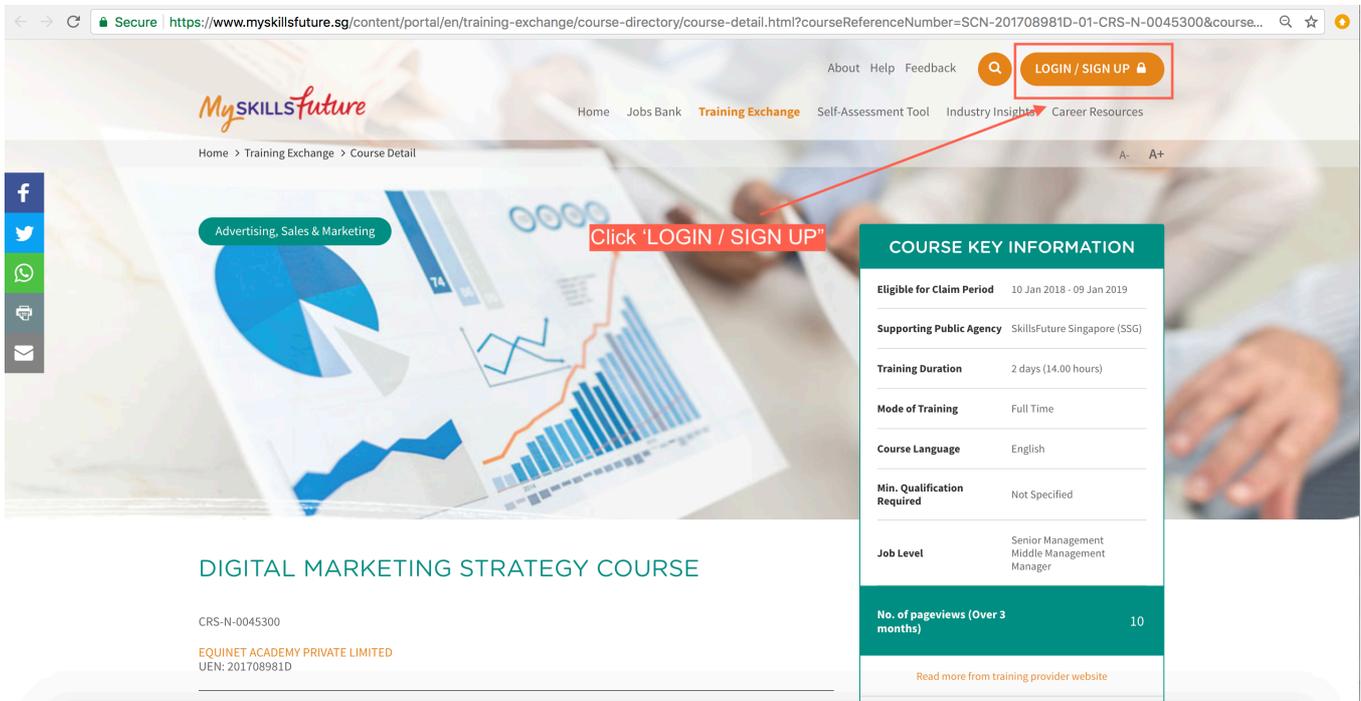
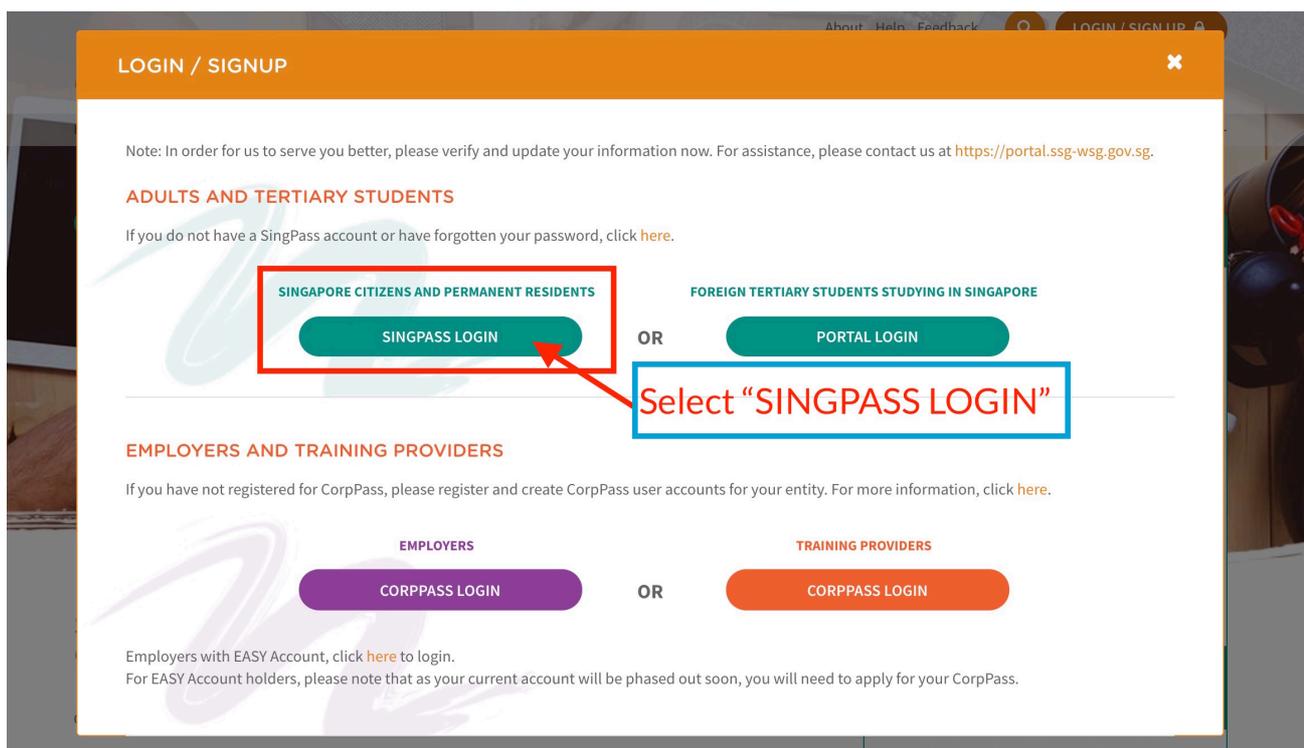


Step 1 (For first-timers claiming SkillsFuture Credit)

a) Navigate to [Myskillsfuture.sg](https://myskillsfuture.sg) and click "Login/Signup". **Note: If you have already completed your profile information on MySkillsFuture, skip to Step 2.**

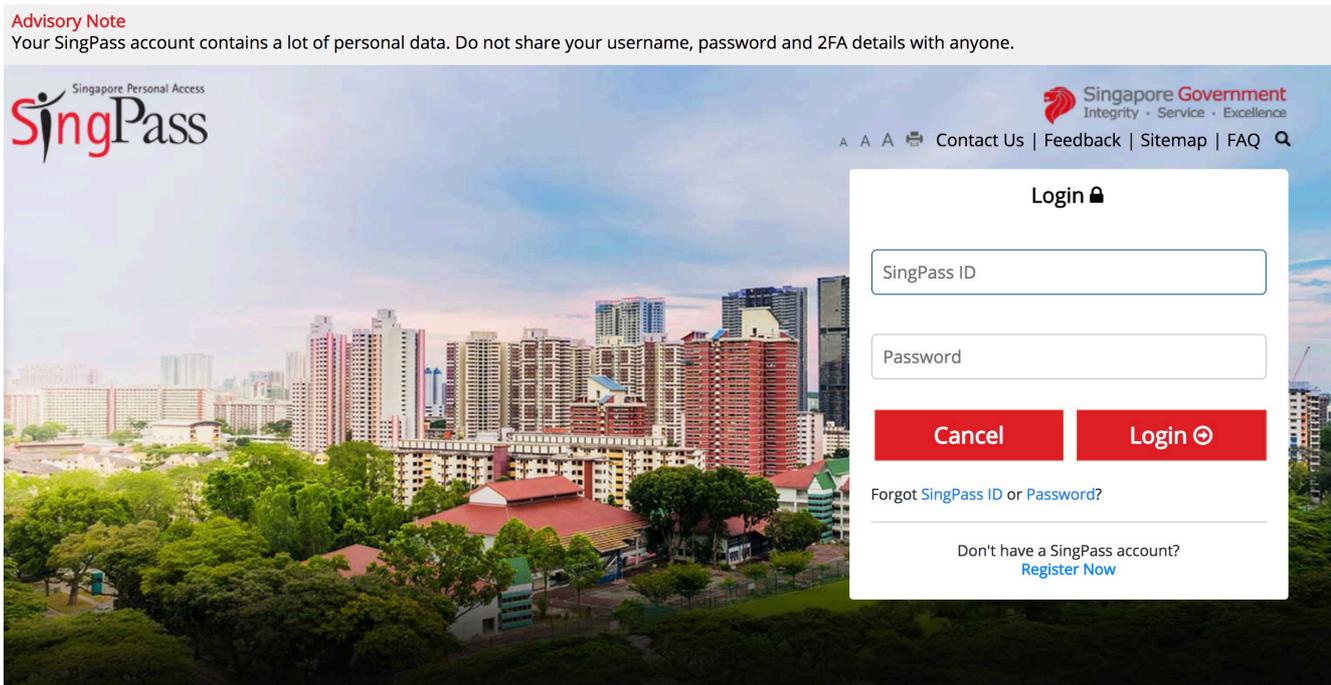


b) Select "Singpass Login".



c) Login via Singpass.

Advisory Note
Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.



Singapore Personal Access
SingPass

Singapore Government
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Login

SingPass ID

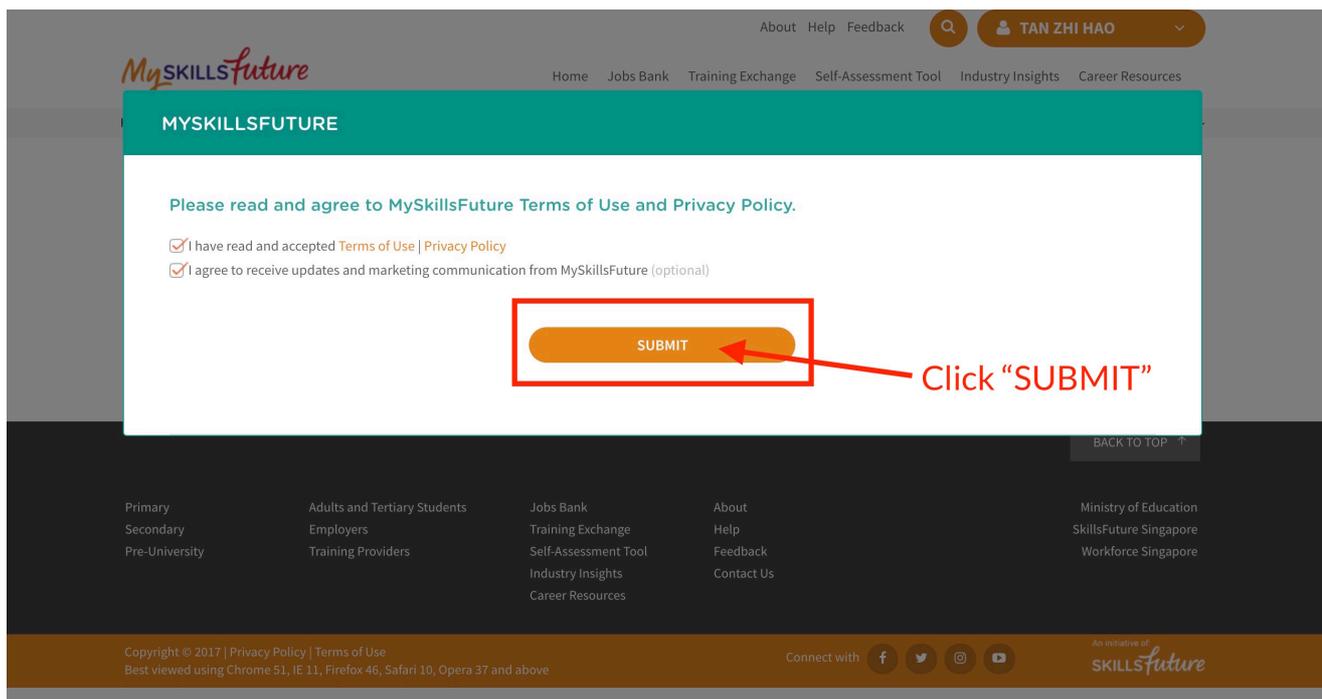
Password

Cancel Login

Forgot SingPass ID or Password?

Don't have a SingPass account?
[Register Now](#)

d) Click "Submit" Note: If you have already completed your profile information on MySkillsFuture, skip to *Step 2*.



About Help Feedback

TAN ZHI HAO

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MYSKILLSFUTURE

Please read and agree to MySkillsFuture Terms of Use and Privacy Policy.

I have read and accepted [Terms of Use](#) | [Privacy Policy](#)

I agree to receive updates and marketing communication from MySkillsFuture (optional)

SUBMIT

Click "SUBMIT"

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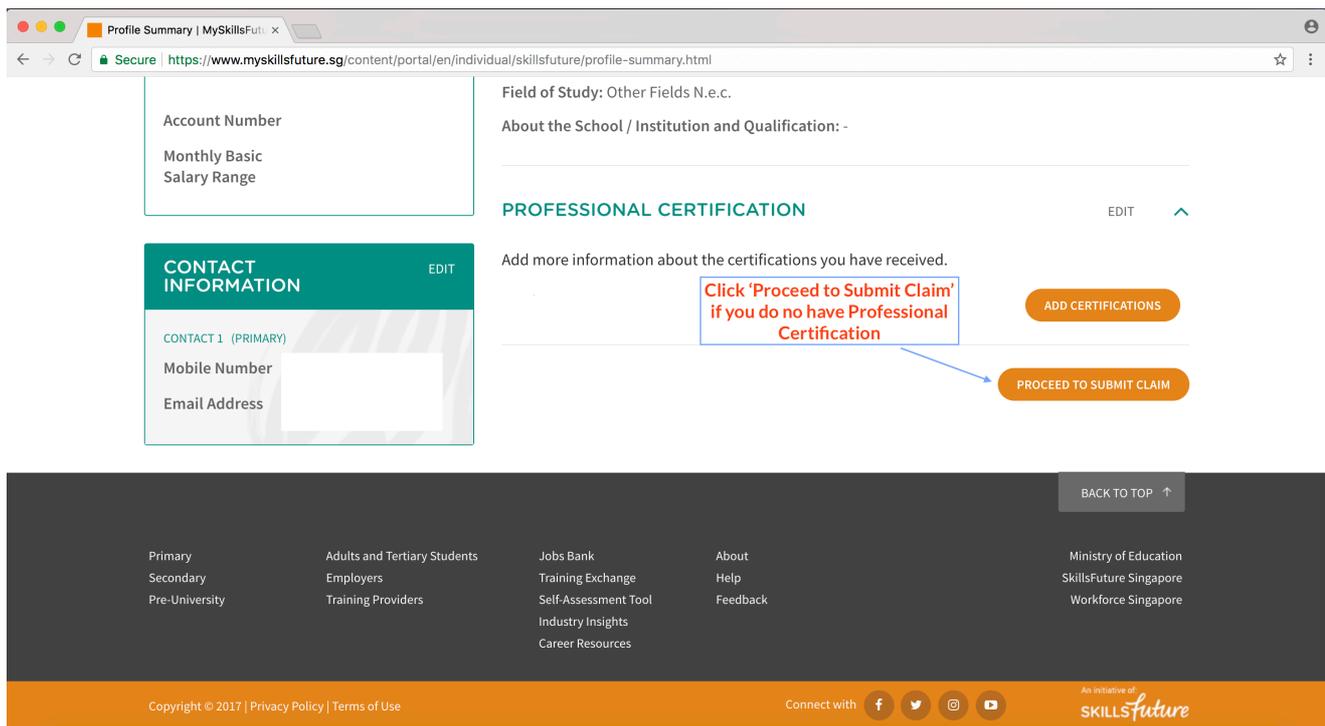
Ministry of Education
SkillsFuture Singapore
Workforce Singapore

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Best viewed using Chrome 51, IE 11, Firefox 46, Safari 10, Opera 37 and above

Connect with    

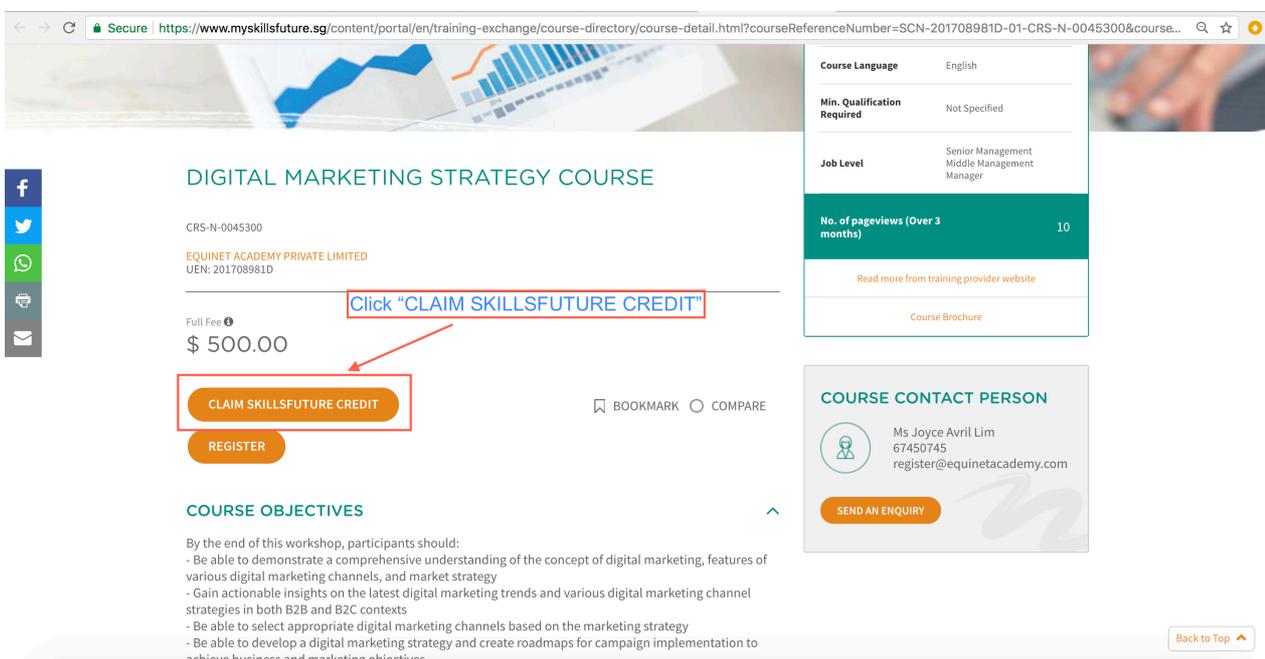
An initiative of
SKILLSfuture

e) Fill in all required fields and click "Proceed to Submit Claim".



Step 2 (For individuals who have already completed their SkillsFuture profile information)

a) Navigate to [Myskillsfuture.sg](https://www.myskillsfuture.sg) Digital Marketing Strategy course to submit your claim. Click "Claim SkillsFuture Credit".



b) Select your course start date. Fill in the actual course fee at the 'fee payable by you' box and the amount you wish to claim at the 'amount of credit to claim box'.

The screenshot shows a web browser window with the URL <https://www.skillsfuture.sg/content/portal/en/individual/skillsfuture/course-submit-claim.html>. The page is titled "Submit A Claim | MySkillsFuture" and has two main sections: "SELECT YOUR COURSE" and "ENTER YOUR PAYMENT DETAILS".

At the top, there is a banner for "Available Credit" of \$120.00. Below this, the course details are listed:

- Course Code: CRS-N-0045300
- Course Title: Digital Marketing Strategy Course
- Training Provider: EQUINET ACADEMY PRIVATE LIMITED

The "COURSE START DATE" field is set to 05/03/2018. A red callout box with the number 1 points to this field with the text "Select your course start date".

Below the start date, there are two input fields:

- "FEES PAYABLE BY YOU (including GST)": \$500.00. A red callout box with the number 2 points to this field with the text "Fill in the actual course fee and amount to be claimed with SkillsFuture Credit".
- "AMOUNT OF CREDIT TO CLAIM": \$500. A red callout box with the number 2 points to this field with the same text.

At the bottom, there is a "PAY TO" section with a radio button selected for "Training Provider". A "Back to Top" button is located in the bottom right corner.

c) Upload supporting documents (Invoice), check the declaration checkbox and click 'Submit'. (See next step on how to download the PDF version of the invoice)

The screenshot shows the "SUPPORTING DOCUMENTS" section of the form. It includes the text: "SUPPORTING DOCUMENTS (e.g. official receipts, invoices, etc.)" and "Up to 10 files may be uploaded (maximum 5MB in total). File types supported: pdf, doc, docx, xls, xlsx, tif, tiff, jpeg, png." Below this is an upload button with a red callout box with the number 1 and the text "Upload your invoice".

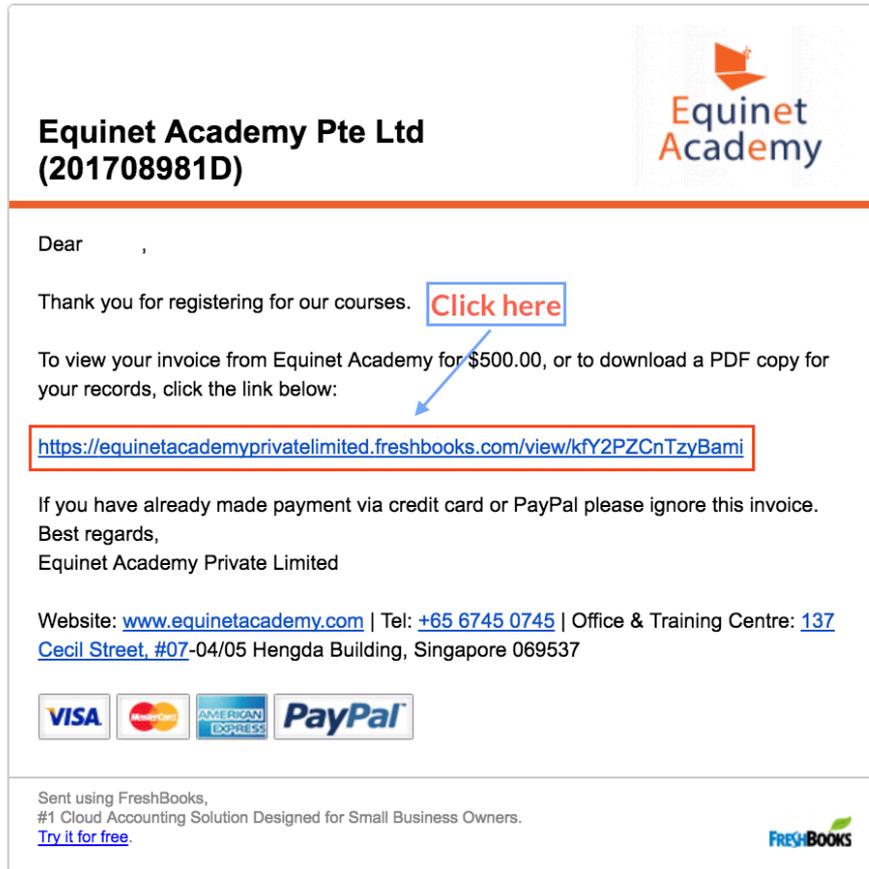
Below the upload section is the "DECLARATION" section. It features a checkbox that is checked, with the text "I have read and agreed to the skillsfuture credit terms and conditions". A red callout box with the number 2 points to this checkbox with the text "Check the declaration checkbox".

At the bottom of the declaration section, there is a "RESELECT YOUR COURSE" button and a "SUBMIT" button. A red callout box with the number 3 points to the "SUBMIT" button with the text "Click 'Submit'".

At the bottom of the page, there is a footer with a "BACK TO TOP" button and a navigation menu with the following links:

- Primary
- Secondary
- Pre-University
- Adults and Tertiary Students
- Employers
- Training Providers
- Jobs Bank
- Training Exchange
- Self-Assessment Tool
- Industry Insights
- Career Resources
- About
- Help
- Feedback
- Ministry of Education
- SkillsFuture Singapore
- Workforce Singapore

d) To download the PDF version of the invoice, click on the invoice link sent to you in a **separate email**.



e) Click "PDF" to download the PDF version of the invoice. (Return to Step 2c and click 'Submit')

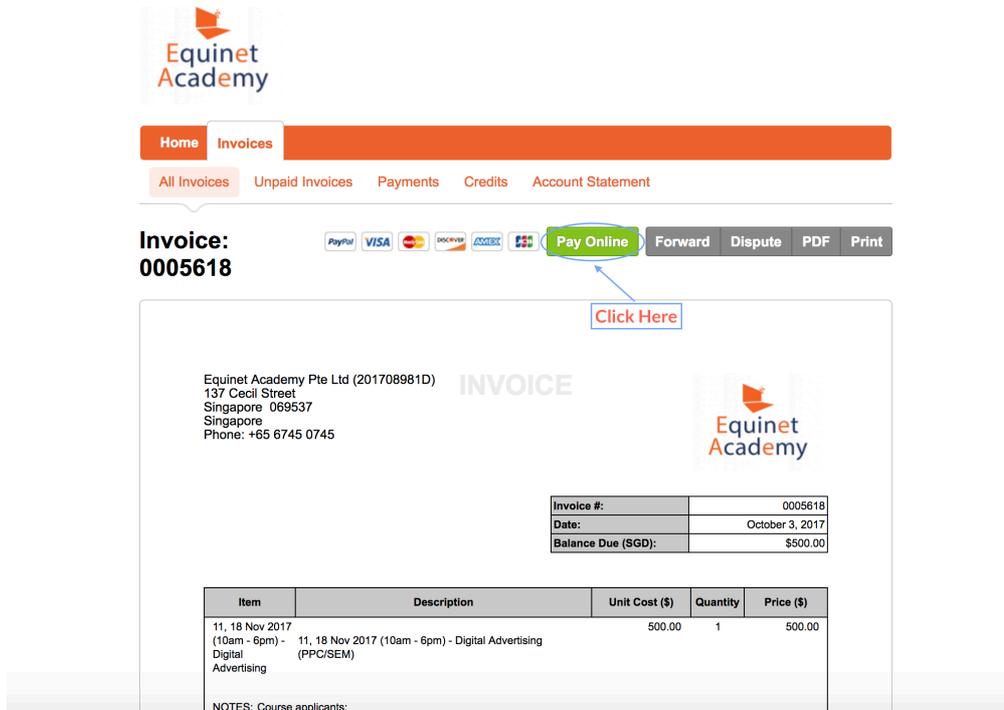
You will be directed to the confirmation page stating your claim has been successful.

If you do not have an outstanding payment amount i.e. your course fee is \$500 and you claimed \$500 SkillsFuture credit, please email us your claim ID to confirm your class seat.

If you have an outstanding payment amount, kindly proceed to Step 3.

Step 3 (For outstanding payment amount only)

a) To make payment by credit card or PayPal for the remaining amount (if you have insufficient SkillsFuture credit), click on the invoice link in a separate email, click "Pay Online".



Enter the remaining amount i.e. \$250.00 upon payment.

The screenshot shows the 'Enter Your Payment Information' form. It includes fields for 'Card Number', 'Security Code', 'Full Name', and 'Expiration Date'. Below these, there are fields for 'Street Address', 'City', 'Postal/Zip Code', and 'Phone'. There are also dropdown menus for 'Country' (set to 'United States') and 'Province/State' (set to '[Choose One]'). At the bottom, there is a 'Payment Amount (SGD)' field with the value '250.00' entered, highlighted with a blue circle and a red box labeled 'Enter remaining amount'. A green 'Pay Now' button is located at the bottom of the form. A small link 'Read about our security safeguards.' is visible at the very bottom.

b) To make payment for the remaining amount via cheque, kindly mail all cheques in favour of **EQUINET ACADEMY PTE LTD** to:

Equinet Academy
137 Cecil Street,
#10-08 Hengda Building,
Singapore 069537

To make payment for the remaining amount via iBanking, kindly transfer to **DBS Current 003-947024-0** and send us a receipt/screenshot of the transaction.

Once you have successfully submitted the payment via SkillsFuture, **kindly email us your Claim ID** to confirm your seat.

*****Please note that the earliest you can make payment via the SkillsFuture Website for the course is 60 Days before the class start date.**

Important note: Payment must be made within 7 days from the date of registration in order to confirm your seat(s).

Thank you and feel free to [contact us](#) should you require any assistance.