

# 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.**

The screenshot shows the MySkillsFuture website interface. At the top right, there is a search icon and a 'LOGIN / SIGN UP' button highlighted with a red box. Below the navigation bar, the course title 'EMAIL MARKETING AND LEAD NURTURING (MARKETING AUTOMATION)' is displayed. To the right, a 'COURSE KEY INFORMATION' table provides details about the course. At the bottom, there is a 'COURSE CONTACT PERSON' section.

COURSE KEY INFORMATION	
Eligible for Claim Period	20 Feb 2018 - 19 Feb 2019
Supporting Public Agency	SkillsFuture Singapore (SSG)
Training Duration	2 days (14.00 hours)
Mode of Training	Full Time
Course Language	English
Min. Qualification Required	Not Specified
Job Level	Managerial Supervisory Operational

b) Select "Singpass Login".

The screenshot shows the 'LOGIN / SIGNUP' modal window. It contains instructions for different user groups and login options. A red box highlights the 'SINGPASS LOGIN' button, with an arrow pointing to it and the text 'Select "SINGPASS LOGIN"'. Other options include 'CORPPASS LOGIN' and 'PORTAL LOGIN'.

**ADULTS AND TERTIARY STUDENTS**  
If you do not have a SingPass account or have forgotten your password, click [here](#).

**SINGAPORE CITIZENS AND PERMANENT RESIDENTS** (SINGPASS LOGIN) OR **FOREIGN TERTIARY STUDENTS STUDYING IN SINGAPORE** (PORTAL LOGIN)

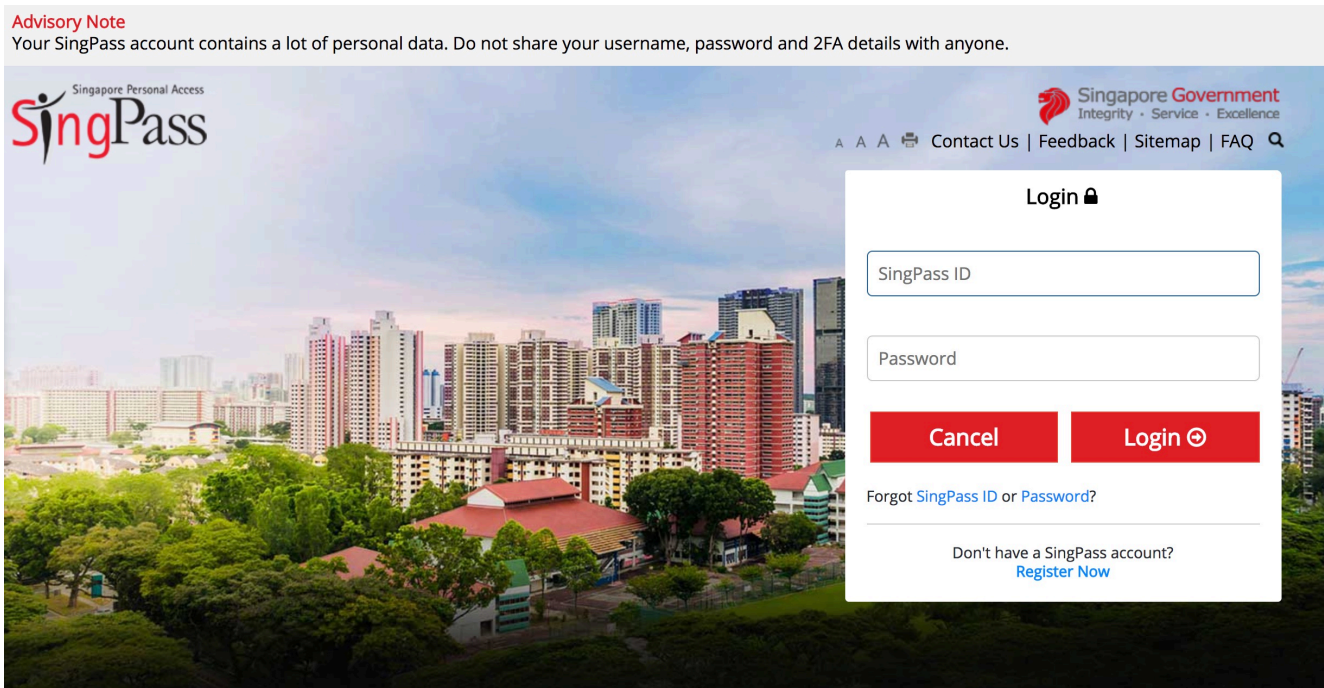
**EMPLOYERS AND TRAINING PROVIDERS**  
If you have not registered for CorpPass, please register and create CorpPass user accounts for your entity. For more information, click [here](#).

**EMPLOYERS** (CORPPASS LOGIN) OR **TRAINING PROVIDERS** (CORPPASS LOGIN)

Employers with EASY Account, click [here](#) to login.  
For EASY Account holders, please note that as your current account will be phased out soon, you will need to apply for your CorpPass.

## 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  
Integrity · Service · Excellence

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**Login**

SingPass ID

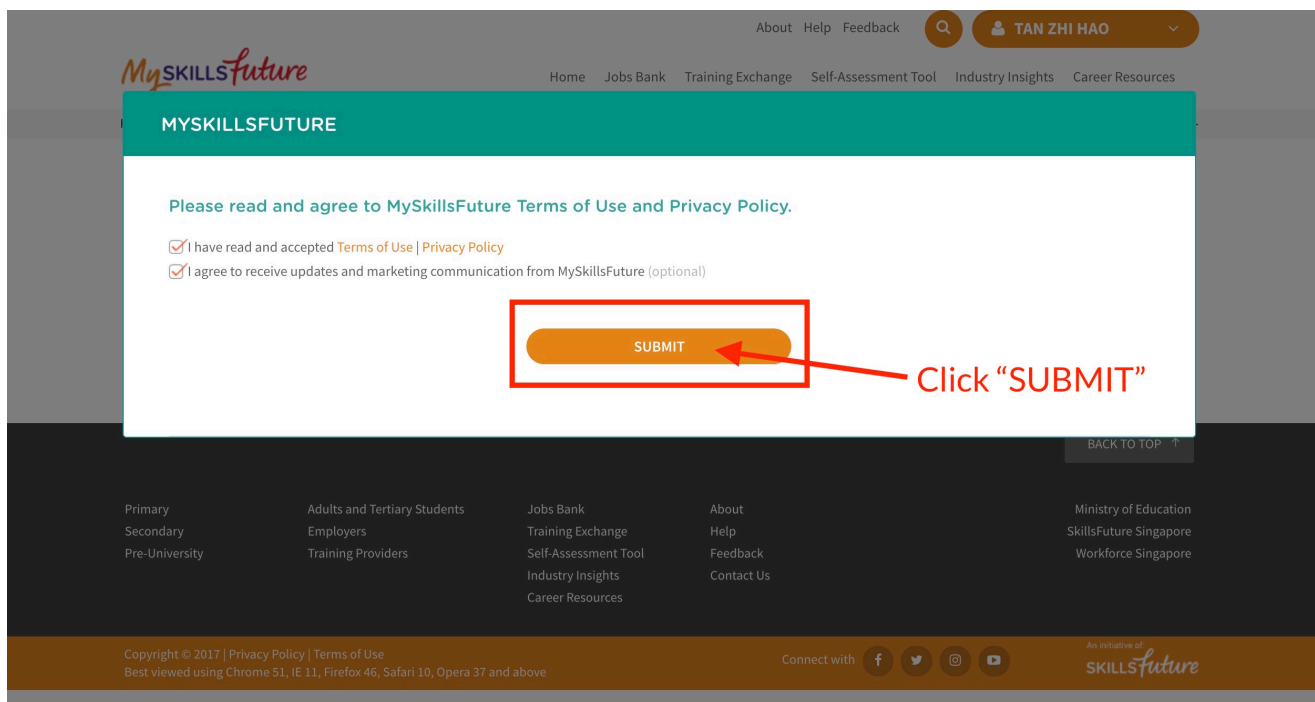
Password

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*.



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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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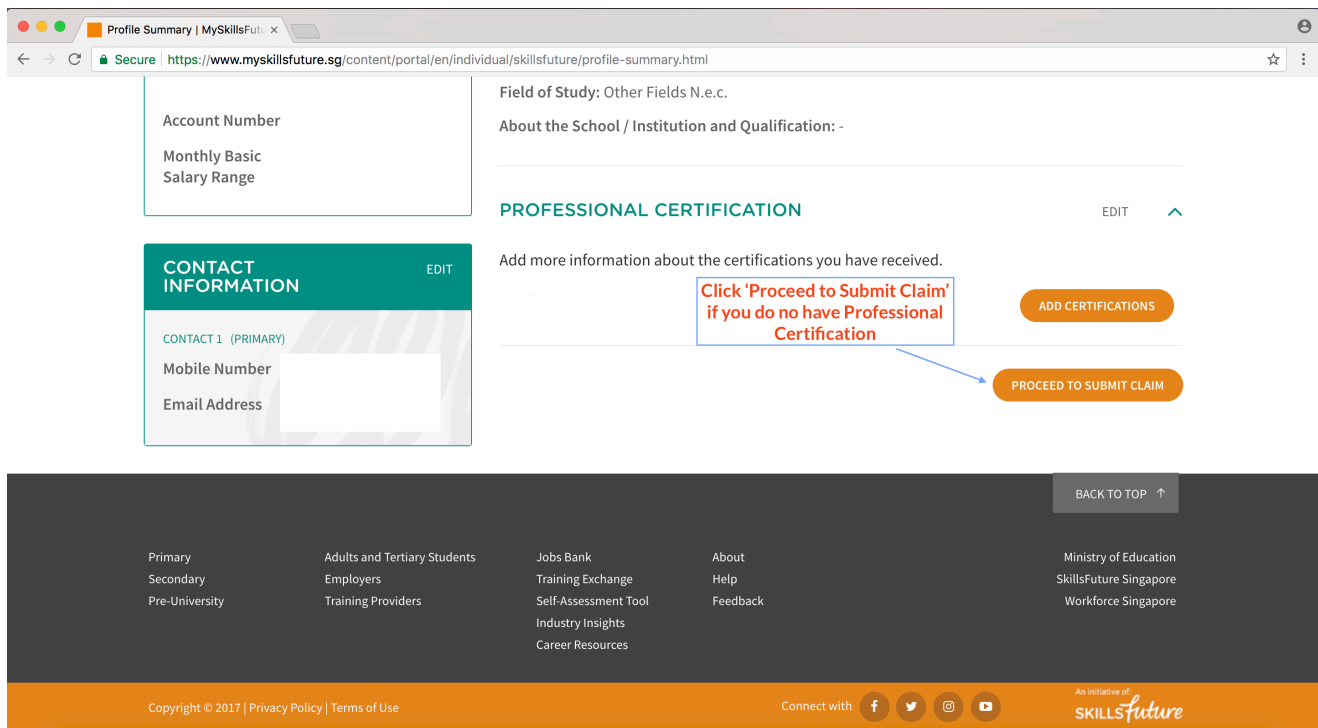
Ministry of Education  
SkillsFuture Singapore  
Workforce Singapore

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

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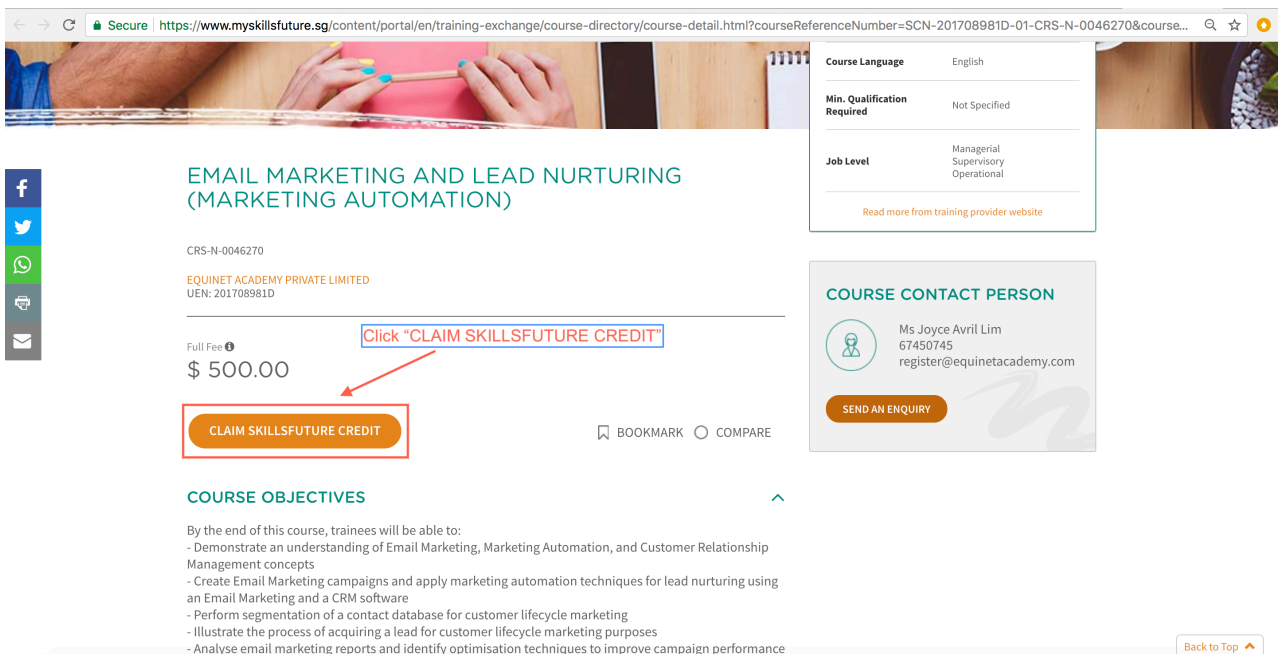
An initiative of  
**SKILLSfuture**

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) [Email Marketing and Lead Nurturing \(Marketing Automation\) 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 the 'SUBMIT A CLAIM' page with the following details:

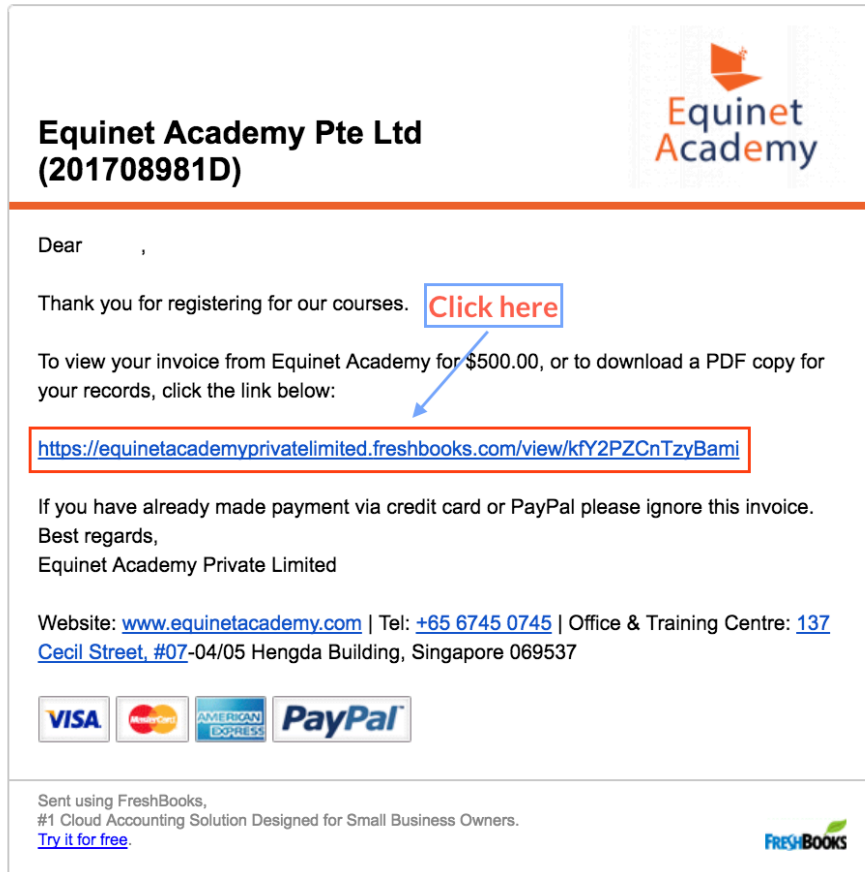
- Available Credit:** \$120.00
- Course Code:** CRS-N-0046270
- Course Title:** Email Marketing and Lead Nurturing (Marketing Automation)
- Training Provider:** EQUINET ACADEMY PRIVATE LIMITED
- COURSE START DATE:** 30/07/2018 (Annotated with '1' and 'Select your course start date')
- FEES PAYABLE BY YOU (including GST):** S\$ 500 (Annotated with '2' and 'Enter the actual course fee')
- AMOUNT OF CREDIT TO CLAIM:** S\$ 500 (Annotated with '3' and 'Enter the amount to be claimed with SkillsFuture credit')
- PAY TO:** Training Provider

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 'SUBMIT A CLAIM' page with the following sections:

- SUPPORTING DOCUMENTS (e.g. official receipts, invoices, etc.):** Up to 10 files may be uploaded (maximum 5MB in total). File types supported: pdf, doc, docx, xls, xlsx, tiff, tiff, jpeg, png. (Annotated with '1' and 'Upload your invoice')
- DECLARATION:**  I have read and agreed to the [skillsfuture credit terms and conditions](#). (Annotated with '2' and 'Check the declaration checkbox')
- Buttons:** RESELECT YOUR COURSE (disabled), SUBMIT (Annotated with '3' and 'Click Submit')

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.

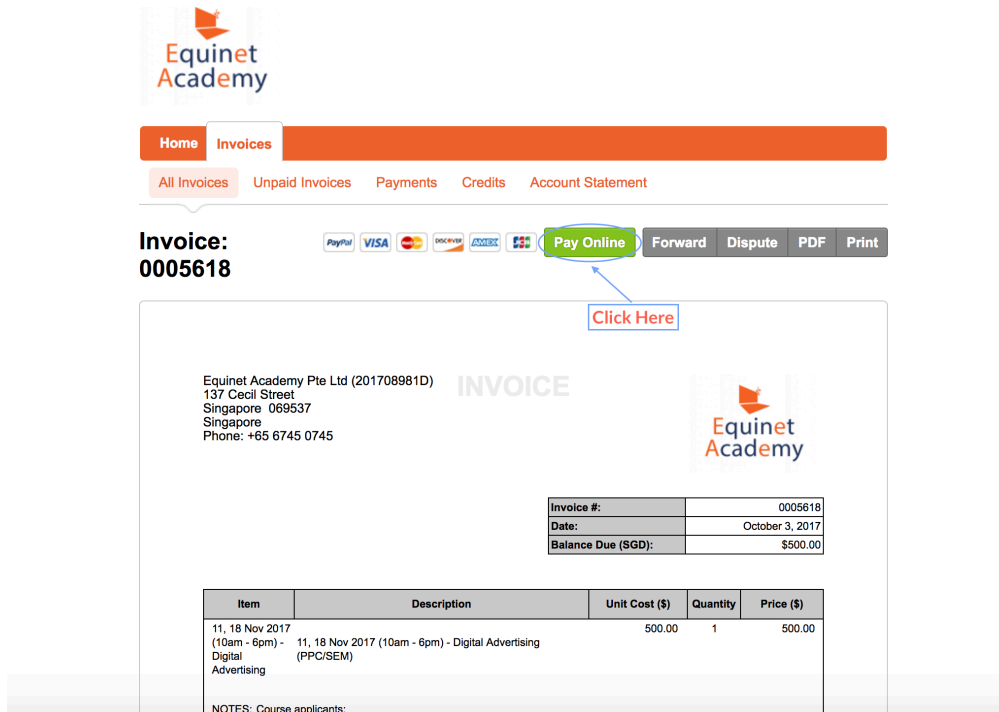
**If you do not have an outstanding payment amount i.e. your course fee is \$500 and you claimed \$500 SkillsFuture credit, please email us your claim ID to confirm your class seat.**

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".



The screenshot shows the Equinet Academy website interface. At the top, there is a navigation bar with 'Home' and 'Invoices' tabs. Below this, there are links for 'All Invoices', 'Unpaid Invoices', 'Payments', 'Credits', and 'Account Statement'. The main content area displays the invoice number '0005618' and a 'Pay Online' button, which is circled in green and has a blue arrow pointing to it from a 'Click Here' label. Other buttons include 'Forward', 'Dispute', 'PDF', and 'Print'. Below the invoice details, there is a table with columns for 'Item', 'Description', 'Unit Cost (\$)', 'Quantity', and 'Price (\$)'. The table contains one row for 'Digital Advertising' with a unit cost of 500.00 and a price of 500.00. A 'Pay Online' button is also present in the top right corner of the invoice details area.

Equinet Academy Pte Ltd (201708981D)  
137 Cecil Street  
Singapore 069537  
Singapore  
Phone: +65 6745 0745

**INVOICE**

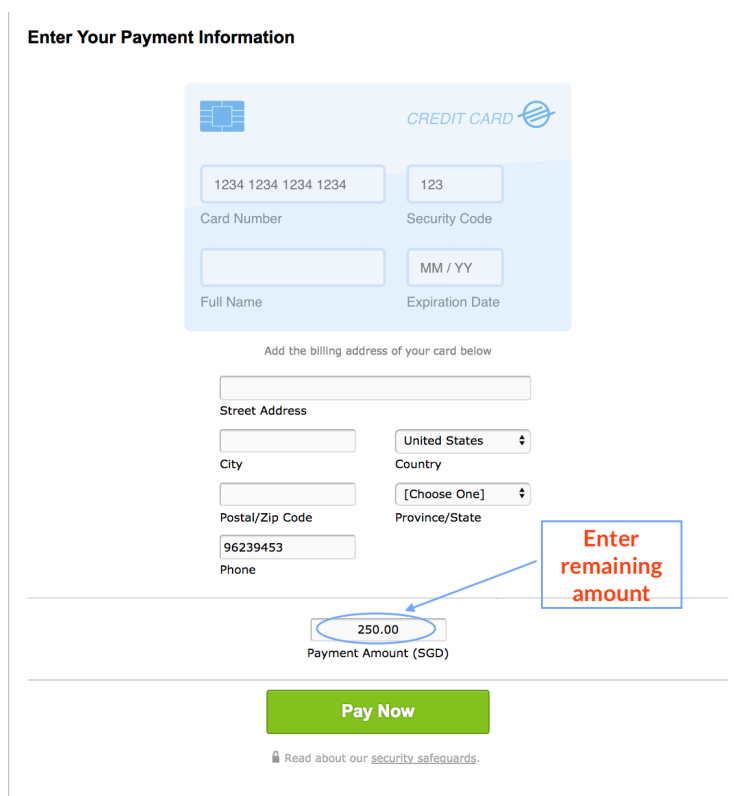
Equinet Academy

Invoice #:	0005618
Date:	October 3, 2017
Balance Due (SGD):	\$500.00

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
11, 18 Nov 2017 (10am - 6pm) - Digital Advertising	11, 18 Nov 2017 (10am - 6pm) - Digital Advertising (PPC/SEM)	500.00	1	500.00

NOTES: Course applicants:

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 is a section for 'Add the billing address of your card below' with fields for 'Street Address', 'City', 'Postal/Zip Code', 'Phone', 'Country', and 'Province/State'. The 'Payment Amount (SGD)' field is highlighted with a blue circle and a blue arrow pointing to it from a 'Enter remaining amount' label. A green 'Pay Now' button is located at the bottom of the form.

Enter Your Payment Information

CREDIT CARD

1234 1234 1234 1234 123  
Card Number Security Code

Full Name Expiration Date

Add the billing address of your card below

Street Address  
City  
Postal/Zip Code  
Phone

United States  
Country

[Choose One]  
Province/State

250.00  
Payment Amount (SGD)

Pay Now

Read about our [security safeguards](#).

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.