

Step-by-Step Guide: Using Your SkillsFuture Credit

Search for courses

1) Go to www.skillsfuture.sg/credit



2) Enter the **Course Title** to search for a course.



3) Register for the course directly with the training provider.

Apply to use your credit

4) Apply to submit payment to the training provider using your credits **60 days before, inclusive of the course start date**.



5) **Log in to your account** at www.skillsfuture.sg/credit with your **SingPass**. If you need help with your SingPass, please visit www.singpass.gov.sg or call SingPass Helpdesk at 6643 0555.



6) Click on **"Submit a Claim"**. Update your information including your bank account details under **My Profile** (if this is your first time applying to use the credit).



7) Fill in your Course Start Date, Course Title and/or Training Provider.



8) Select the course.



9) Enter payment details.



10) Accept the declaration and submit the claim. Your submission will be processed within 1 working day.

Cancel your claim

11) **Log in to your account** at www.skillsfuture.sg/credit with your **SingPass**.



12) Under **"Claim Application"**, click on **"Select Action"**.



13) Select a cancellation reason from the drop-down list.



14) You will receive a confirmation that your claim cancellation has been received.

*For any further queries, please call the SSG hotline at: 6785 5785.

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