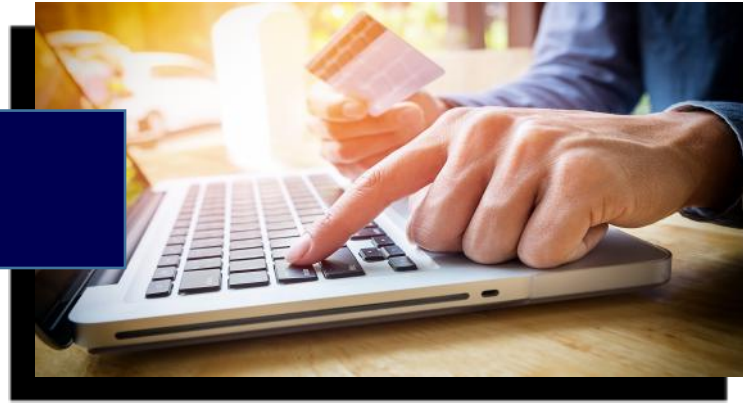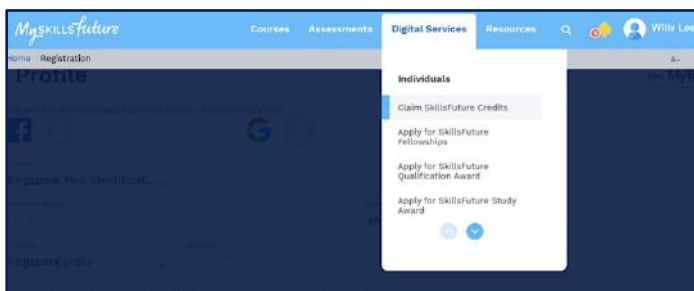# SKILLSFUTURE

PAYMENT INSTRUCTIONS

Payment Guide via My SKILLSFuture Credit

Login

1. Login at www.myskillsfuture.sg using your SingPass.

2. After logging in, select "Digital Services" and click on "Claim SkillsFuture Credit".

2. If this is the first time that you are submitting a claim, you will need to provide your Contact, Education and Employment information.

If you have submitted a claim before, please ensure that your details are updated before submitting a new claim.
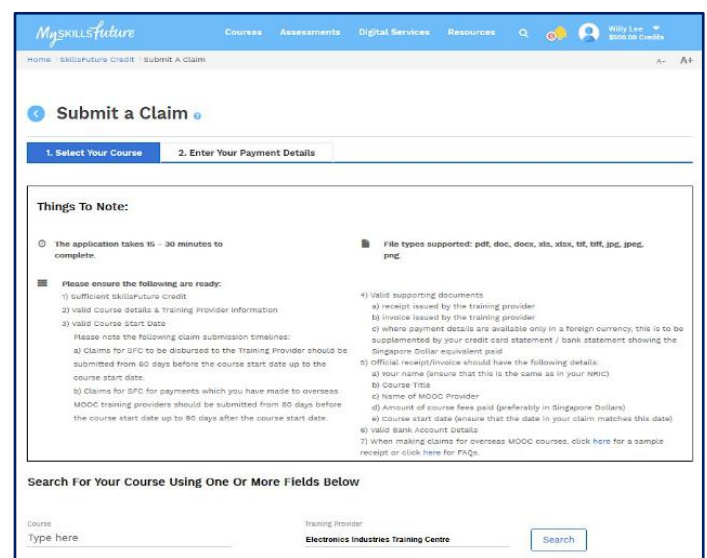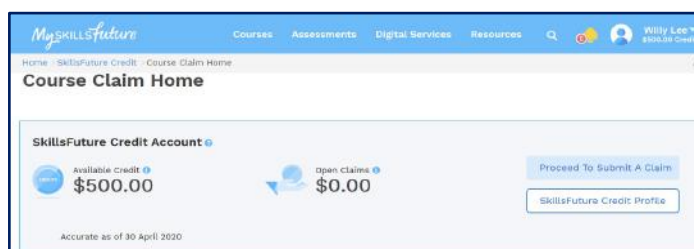
3. Select your Course by keying in the Course Title OR Training Provider in the respective fields and click the "Search" button.

View my Account Summary

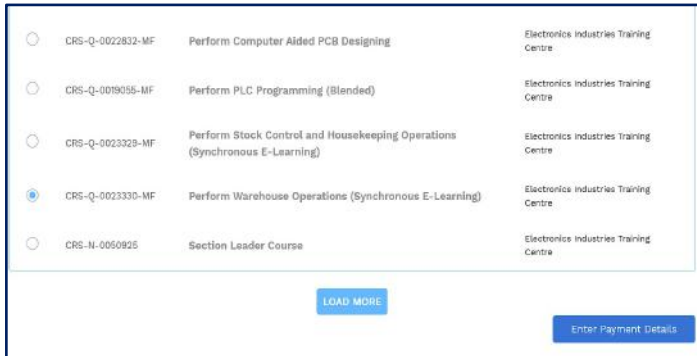1. After successfully logging in, your SkillsFuture Credit Account Summary page is displayed.

Submit a claim

1. Click the "Proceed to Submit a Claim" button.

4. From the list of search results, select the course that you want to claim for, then click the "Enter Payment Details" button to proceed.
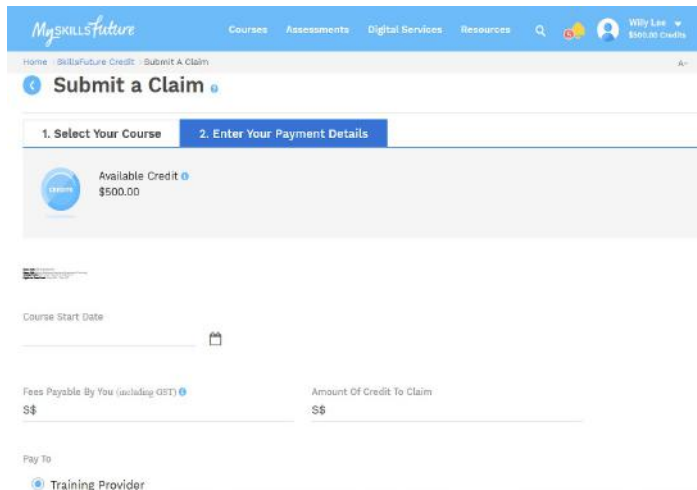

Enter your payment details for application:

- **Course Start Date**

- **Fees payable by you (including GST)** – the total course fees that you need to pay, excluding subsidies or grants.

- **Amount of credit to claim** – the amount of SkillsFuture Credit to be claimed.

- For "Pay to", the claim will be disbursed directly to the Training Provider.

5. Click the Upload icon to upload Supporting Documents.

This opens a window from which you can select the file that you want to upload from your computer.

The supporting document can be the confirmation email that is given to you. Select the file and click "Open".

Before you submit your claim, please read the SkillsFuture Credit Terms and Conditions. Then, click "Submit" to submit your claim.

6. Lastly, take a screenshot of the confirmation page and email to ELITC.