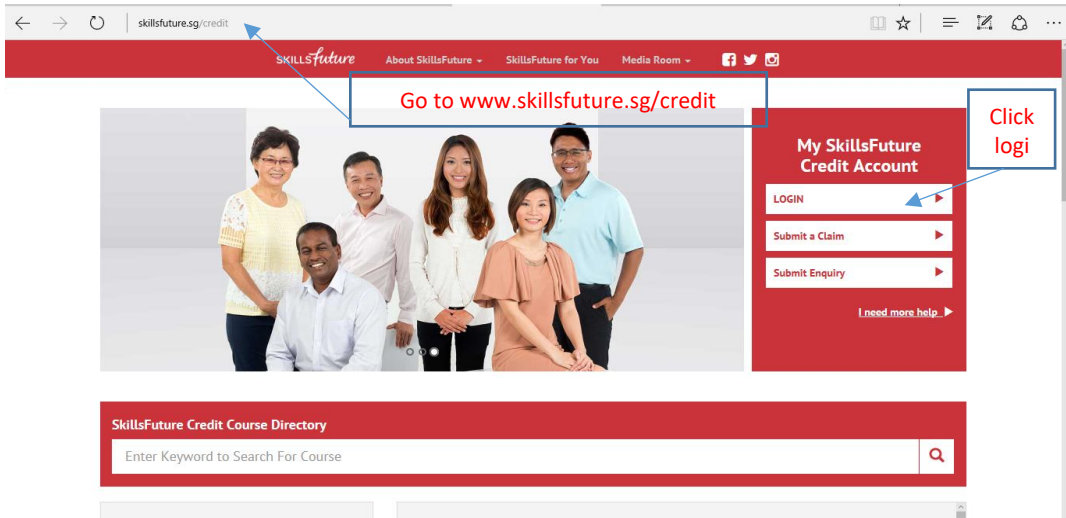
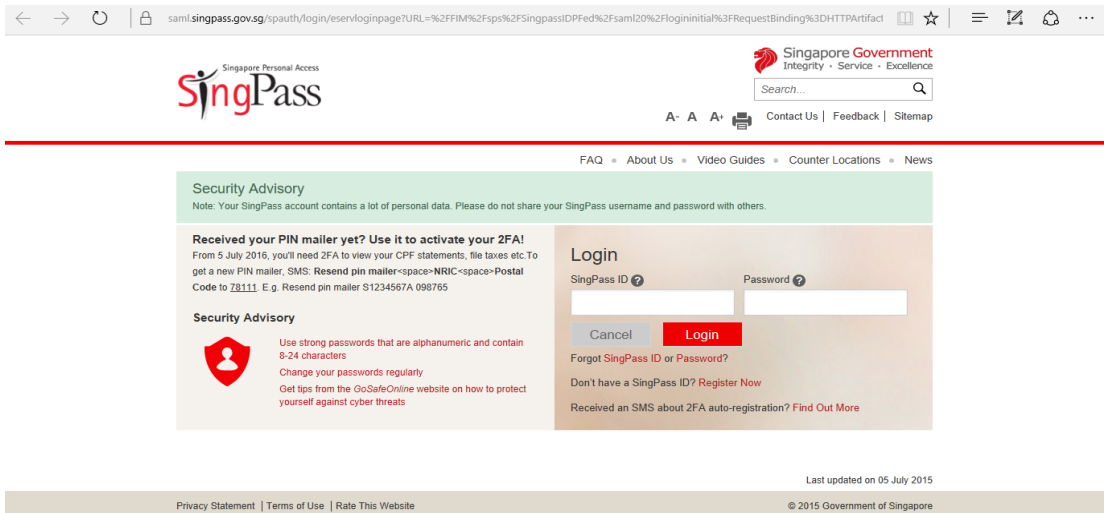


How to Submit a Claim in SkillsFuture

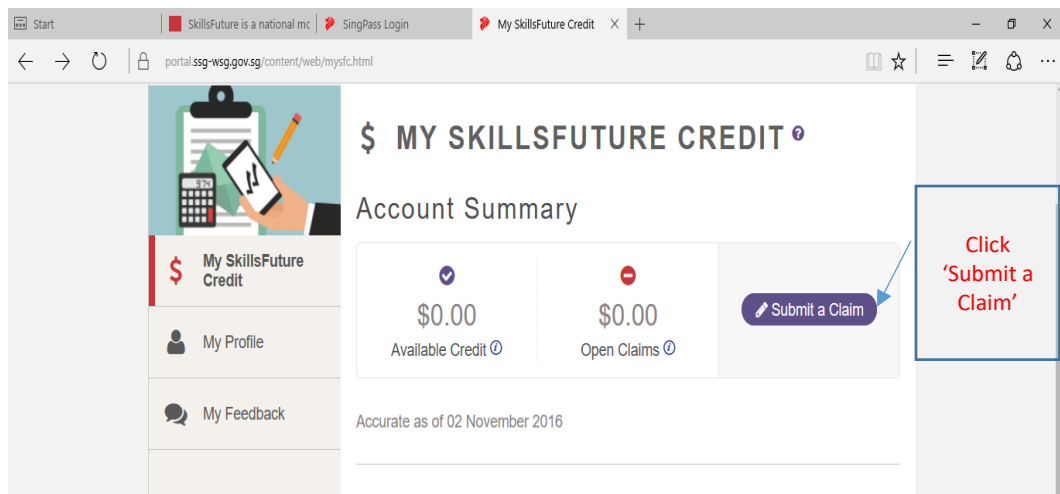
1. Go to the website via this link : <http://www.skillsfuture.sg/credit>
Click on the login button.



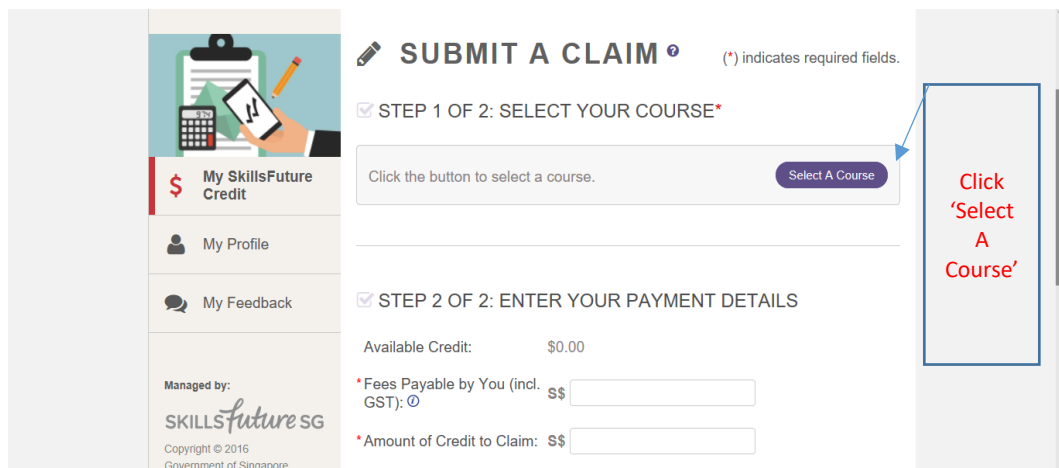
2. Login via Singpass



3. Click on 'Submit a Claim'



4. To go to the course selection page, click on 'Select a Course'



5. Fill in the COURSE START DATE and course title “Diploma in Tesol” and click ‘Search’.

The screenshot shows a web browser window with a 'Claim Submission' page. A modal window titled 'Select a Course' is open. It contains the following fields and elements:

- Header: 'Select a Course' with a red box and arrow pointing to the title, and a red box 'Select the course'.
- Text: 'Please search for your course using the course start date and one or more fields below.'
- Form Fields:
 - * Course Start Date: 07/11/2016 (with a calendar icon)
 - * Course Title: Diploma in Tesol (with a red box 'Fill in the course title')
 - Training Provider: (empty)
- Buttons: 'Search' (with a magnifying glass icon) and 'Cancel'.
- Table:

Course ID	Course Title	Training Provider
- Footer: 'Cancel' and 'Done' buttons.

Annotations include a red box 'Click 'Search'' pointing to the search button and a red box 'Click 'Done'' pointing to the 'Done' button at the bottom right.

6. Click on ‘British Education Centre’ followed by ‘Done’. (Please take note of the course reference number CRS-N-0032937)

The screenshot shows the same web browser window, but the modal window now displays search results. The fields and buttons are the same as in the previous screenshot, but the 'Training Provider' field is now filled with 'British Education Centre'.

The search results table is as follows:

Course ID	Course Title	Training Provider
CRS-N-0032937	PREPARATORY COURSE FOR DIPLOMA IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)	BRITISH EDUCATION CENTRE PTE. LTD.

Annotations include a red box 'Click on 'British Education Centre'' pointing to the provider name in the table, and a red box 'Click 'Done'' pointing to the 'Done' button at the bottom right.

7. Fill in the actual course fee and the amount to be claimed. Check the pay to 'Training Provider' box. (This is if you are not applying for reimbursement).

The screenshot shows the SkillsFuture Credit portal interface. On the left is a navigation menu with 'My SkillsFuture Credit', 'My Profile', and 'My Feedback'. The main content area is titled 'Course Selected' and displays the following details:

Course Start Date:	07/11/2016	Training Provider:	BRITISH EDUCATION CENTRE PTE. LTD.
Course Title:	PREPARATORY COURSE FOR DIPLOMA IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)	Course ID:	CRS-N-0032937

Below the course details, there is a note: 'Please ensure that you have registered for a course before making a claim.' and a button '+ Select A Course'.

The 'STEP 2 OF 2: ENTER YOUR PAYMENT DETAILS' section includes:

- Available Credit: \$0.00
- * Fees Payable by You (incl. GST): \$ [input field]
- * Amount of Credit to Claim: \$ [input field]
- * Pay to: Training Provider My Bank Account ()

Red callout boxes provide instructions: 'Fill in the actual course fee and amount to be claimed with Skillsfuture Credit' points to the input fields; 'Select pay to 'Training Provider'' points to the selected radio button.

8. Check the declaration box and click 'Submit'.

The screenshot shows the 'UPLOAD SUPPORTING DOCUMENTS' section with a note: 'Up to 10 files may be uploaded (maximum 5MB each). File types supported: pdf, doc, docx, xls,xlsx, tif, jpg, png.' There is a 'Choose File' button and a 'Please select your attachment' prompt.

Below this is the 'DECLARATION' section with a checkbox: I have read and agreed to the [SkillsFuture Credit Terms and Conditions](#).

Red callout boxes provide instructions: 'Declaration must be made before you can submit the claim' points to the checkbox; 'Uploading of invoice is not necessary' points to the document upload section; 'Click 'Submit'' points to the 'Submit' button.

At the bottom, there are links for '< Back to My Account Summary' and 'Back to Top'.

9. Once you have successfully submitted the payment via Skillsfuture, kindly email us your **Claim ID** and we will confirm your seat.