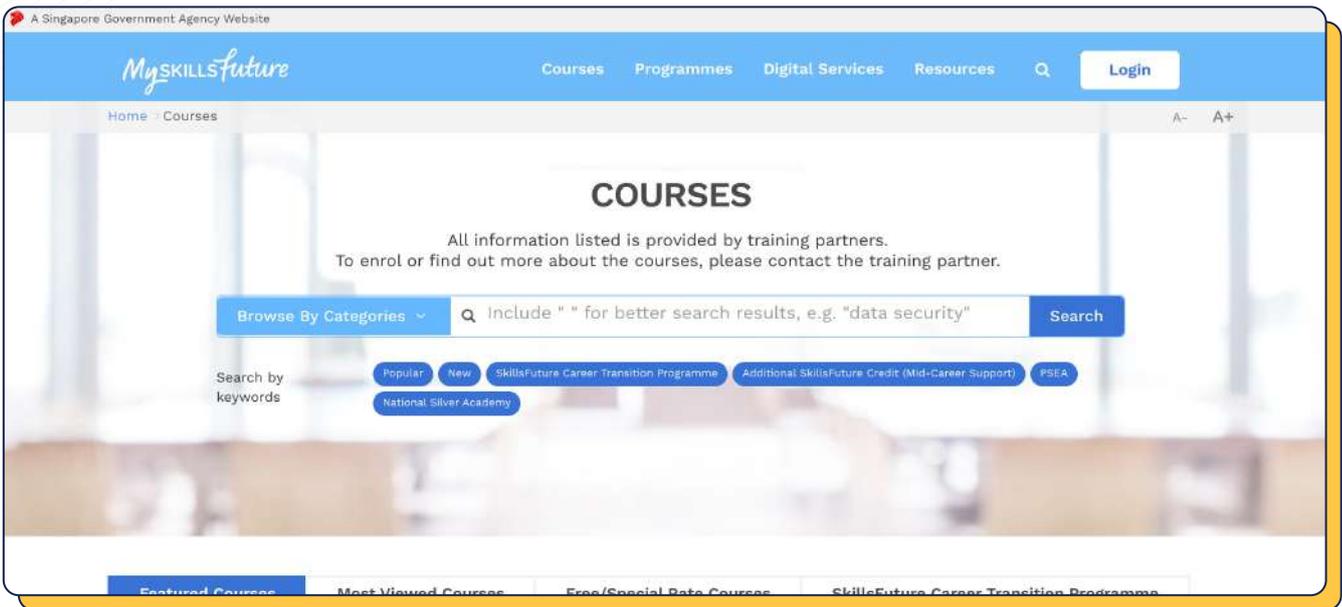


# How to Submit SkillsFuture Credits Claim

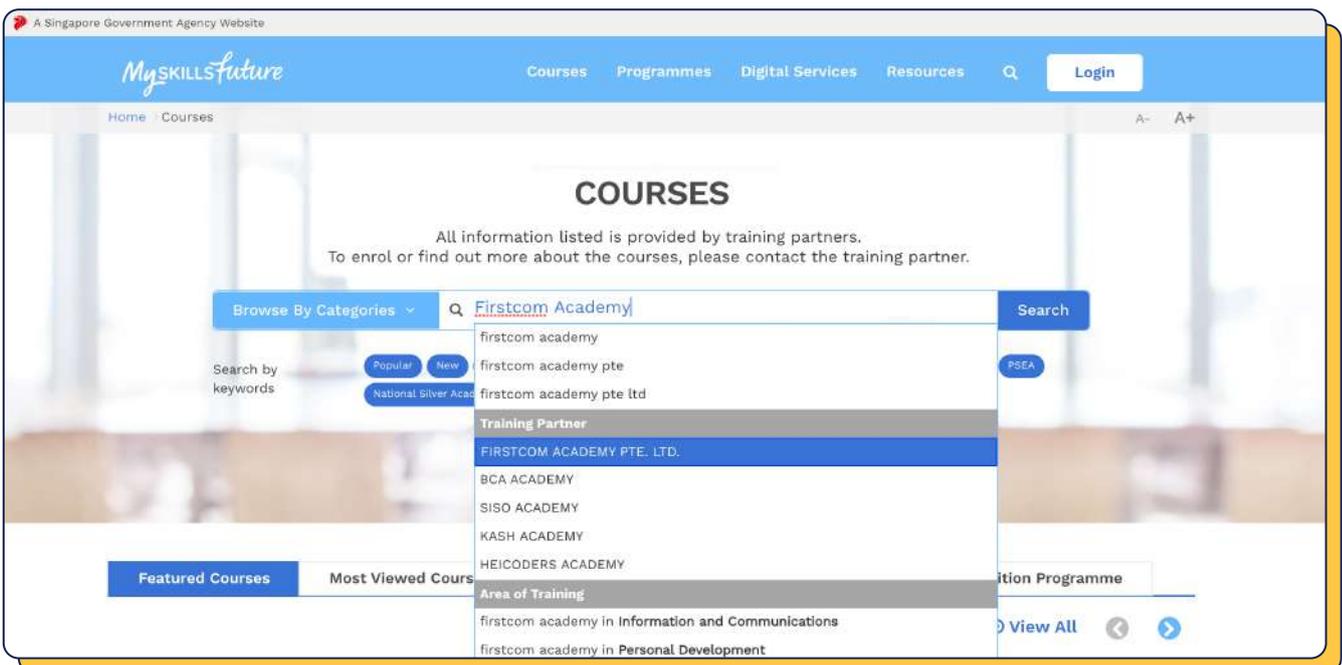
## 1. Visit the Skills Futures website

(<https://www.myskillsfuture.gov.sg/content/portal/en/training-exchange/course-landing.html>)

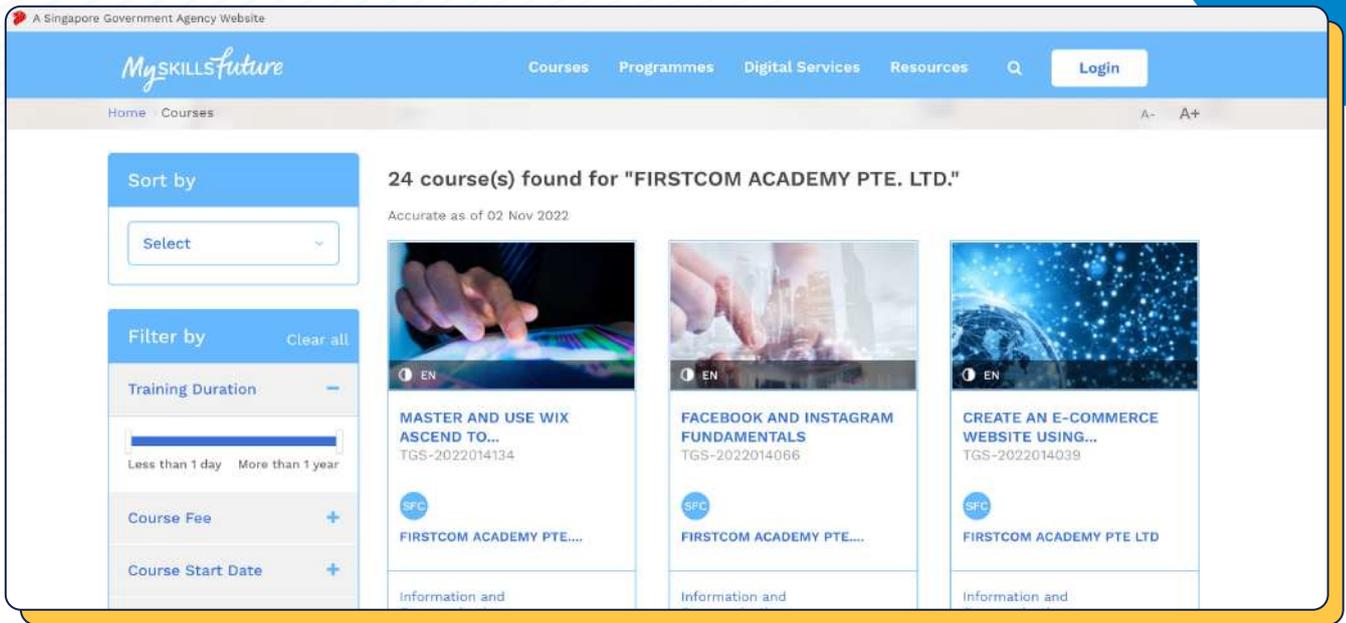


## 2. In the search bar, type

## 3. Select Firstcom Academy Pte. Ltd. and hit the search button.



4. Select the course that you will be attending.



5. Click on Claim SkillsFuture Credit.



6. Sign in SingPass App.



7. Click on the Course Support Period section.

The screenshot shows the 'Claim Submission' page on MySkillsFuture. The user is logged in as Huang Jiafeng with \$1,000.00 Credits. The page is divided into 'Account Details' and 'Claim Submission' sections. Under 'Account Details', 'Initial Available Credits' is \$1,000.00 and 'Open Claims' is \$0.00. The 'Claim Submission' section has a progress bar with three steps. Step 1 is active, and the user has selected the course 'TGS-2021008862'. A search box is also present. Below the search, a list of courses is shown, with one course selected and highlighted: 'TikTok Fundamentals and Running Advertisements on TikTok' (Course code: TGS-2021008862, Training Provider: FIRSTCOM ACADEMY PTE. LTD.). The 'Course Support Period(s)' is highlighted with a red box and shows '30/09/2021 to 29/09/2023'. A 'Load More' button is at the bottom.

8. Select the course date that you will be attending.

The screenshot shows the 'Claim Submission' page on MySkillsFuture. The user is logged in as Huang Jiafeng with \$1,000.00 Credits. The page is divided into 'Account Details' and 'Claim Submission' sections. Under 'Account Details', 'Initial Available Credits' is \$1,000.00 and 'Open Claims' is \$0.00. The 'Claim Submission' section has a progress bar with three steps. Step 2 is active, and the user is selecting a course run. The 'Course Run' button is highlighted. Below the search, a list of course runs is shown, with one course run selected and highlighted: '02/11/2022 - 04/11/2022' (Primary Venue: 158 KALLANG WAY 03 15B PERFORMANCE BUILDING 349245 Communication). A 'Load More' button is at the bottom.

9. Key in the i) amount payable (Refer to invoice), ii) amount of credit to claim, iii) Upload Supporting Documents (Invoice).

The screenshot shows the 'Claim Submission' page on MySkillsFuture. The user is logged in as Huang Jiafeng with \$1,000.00 Credits. The page is divided into 'Account Details' and 'Claim Submission' sections. Under 'Account Details', 'Initial Available Credits' is \$1,000.00 and 'Open Claims' is \$0.00. The 'Claim Submission' section has a progress bar with three steps. Step 3 is active, and the user is entering the fee payable and the amount of credit to claim. The 'Fee Payable By You (Including GST)' field is highlighted with a red box and contains '\$0'. The 'Amount Of Credit To Claim' field is highlighted with a red box and contains '\$0'. Below the fields, there are instructions: 'Please refer to your invoice and include the total fees for components (a) to (d) specified above.' and 'Please enter a claim amount equal or lesser than the amount entered in 'Fee Payable By You.''. A 'Load More' button is at the bottom.

10. Click on the  checkbox to acknowledge the Terms & Conditions.

11. Submit.

Home > SkillsFuture Credit > Submit a Claim

### Account Details

Initial Available Credits **\$1,000.00**

Open Claims **\$0.00**

Proceed to Submit a Claim

View Course Enrolments

### Claim Submission

BEFORE YOU BEGIN Guide and tips

0 KB/4MB

#### Review & Submit

Course Details

Course Title	Course Code	Training Provider
TikTok Fundamentals and Running Advertisements on TikTok	TGS-2021008862	FIRSTCOM ACADEMY PTE. LTD.

Payment Details

Course Fee Payable by You	Amount of credit to claim
S\$	S\$

I have read and agreed to the [SkillsFuture Credit Terms & Conditions](#)

Submit

12. Toggle to the Claim Applications Section and take a screenshot.

Sort By | 2022 | Filter By Status

Claim Applications (1) | Credit Transaction History (1)

Oct 30, 2022

Social Media Marketing with Video Creation	Pending
Training Provider: FIRSTCOM ACADEMY PTE. LTD.	Claim Amount: \$407.00

View More