

HOW TO CLAIM YOUR SKILLSFUTURE CREDITS

Course Title	Facilitate Effective Learning Process for School Children Through Meaningful Touch and Movement Activities
Course ID	CRS-N-0052671
Course URL	https://www.myskillsfuture.sg/content/portal/en/training-exchange/course-directory/course-detail.html?courseReferenceNumber=SCN-T12LL1067B-01-CRS-N-0052671

1. Login to www.myskillsfuture.sg using your Singpass

1.

MySkillsFuture Courses Assessments Digital Services Resources **Login**

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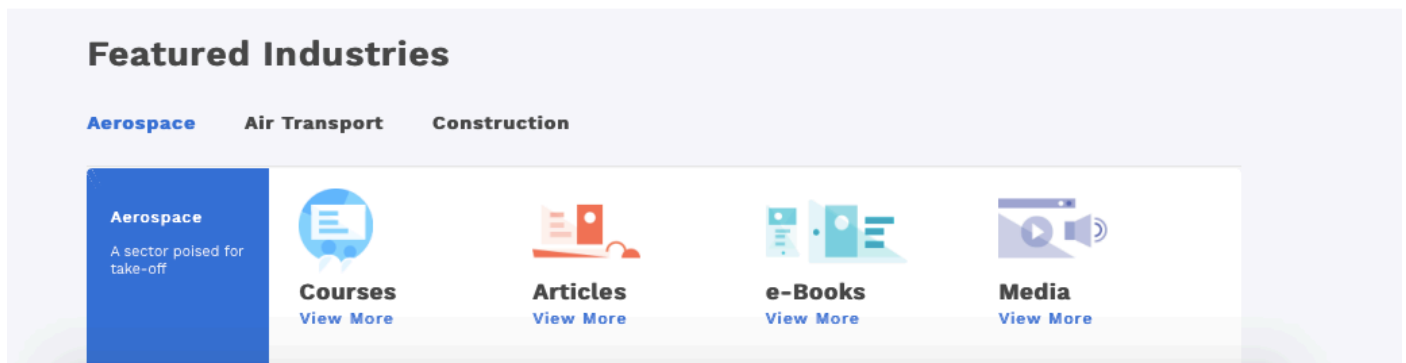
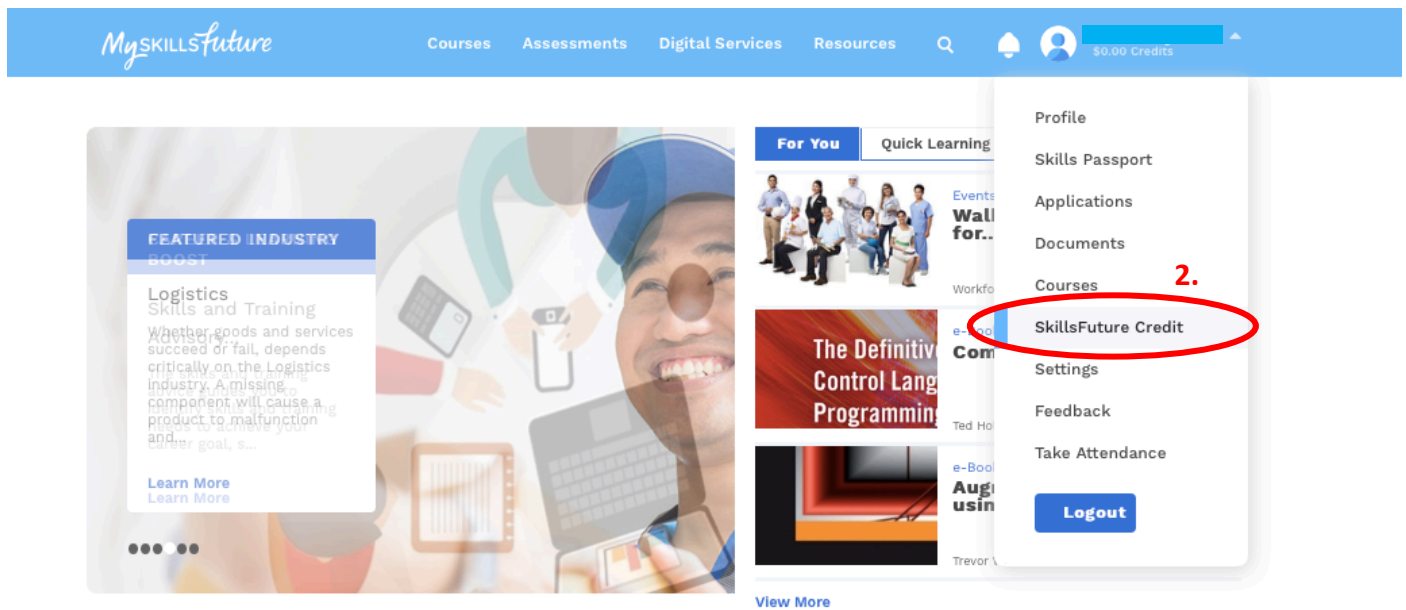
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2. Click on SkillsFuture Credit in the dropdown menu



3. Click on **Proceed To Submit A Claim**

The screenshot shows the MySkillsFuture account page. The header includes the MySkillsFuture logo and navigation links: Courses, Assessments, Digital Services, Resources, a notification bell, a user profile icon, and a balance of \$500.00. The main content area is titled 'Account Details' and shows 'Initial Available Credits' as \$500.00. A green box with the text 'Take note of how much available credit you have' points to this amount. Below this, there is a section for 'Open Claims' and a blue button labeled 'Proceed to Submit a Claim' which is circled in red. A red number '3.' is placed next to this button.

4. Copy and paste the **Course Title** into the search field and click **Search**
Course Title : Facilitate Effective Learning Process for School Children Through Meaningful Touch and Movement Activities
5. Click on the blue arrow to proceed

The screenshot shows the 'Claim Submission' page. The header is similar to the previous one, but the user profile icon now shows the name 'Kimbl' and a balance of '\$500.0'. The main content area is titled 'Claim Submission' and has a 'BEFORE YOU BEGIN' section with a progress bar showing three steps. Step 1 is 'Select a course', which is circled in red and labeled with a red '4.'. Below this, the search results show '1 course(s) found'. The first result is 'Facilitate Effective Learning Process for School Children Through Meaningful Touch and Movement Activities', which is also circled in red. To the right of the search field, there is a blue 'Search' button, also circled in red and labeled with a red '4.'. Below the search results, there is a blue button with a right-pointing arrow, circled in green and labeled with a green '5.'. A green box with the text 'Click this button!' points to this arrow. The bottom of the page features a footer with links to 'MYSKILLSFUTURE', 'OTHER PROGRAMMES', 'MYSKILLSFUTURE APP', and 'MySkillsFuture is in association with'.

6. Key in **Course Start Date**

The screenshot shows the 'MySkillsFuture' website interface. The top navigation bar includes 'Courses', 'Assessments', 'Digital Services', and 'Resources'. The user is logged in, as indicated by a profile icon and a blue bar. The breadcrumb trail reads 'Home > SkillsFuture Credit > Submit a Claim'. The page is titled 'Claim Submission' with a back arrow. A progress bar shows three steps: 1 (Completed), 2 (Current), and 3. Below the progress bar, the 'Training Provider' is listed as 'MOM N BABY LLP'. A 'Load More' button is present. The 'Account Details' sidebar on the left shows 'Initial Available Credits' as \$500.00 and 'Open Claims' as \$0.00. A button 'Proceed to Submit a Claim' is at the bottom of the sidebar. The main content area is titled 'Enter course start date *'. A date input field with the placeholder 'dd/mm/yyyy' is circled in red and labeled '6.'. Below the input field, instructions state: 'When entering course start date for Massive Open Online Courses (MOOC) offered by:'. Two bullet points follow: 'Overseas training providers, indicate course start date as the purchase date of the course' and 'Local training providers, indicate course start date as provided by the training provider'. The footer contains 'MYSKILLSFUTURE', 'OTHER PROGRAMMES', 'MYSKILLSFUTURE APP', and 'MySkillsFuture is in association with'.

7. Key in **Fees Payable by You** (the training fee amount)
8. Key in **Amount of Credit to Claim** (the amount of credits you want to use, if you are claiming full credits, key in the same amount)
9. Upload Invoice provided by training provider

The screenshot shows the 'MySkillsFuture' website interface, specifically the 'Claim Submission' page, Step 3: Provide Course Payment Details and Supporting Documents. The top navigation bar and breadcrumb trail are the same as in the previous screenshot. The progress bar now shows three steps: 1 (Completed), 2 (Completed), and 3 (Current). The 'Account Details' sidebar remains the same. The main content area is titled 'Provide Course Payment Details and Supporting Documents'. Under the 'Payment Details *' section, there are two input fields: 'Fee Payable By You (Including GST)' and 'Amount Of Credit To Claim'. Both fields are circled in red and labeled '7.' and '8.' respectively. The 'Fee Payable By You' field contains 'S\$ 475.00' and the 'Amount Of Credit To Claim' field contains 'S\$ 475.00'. Below the payment details, the 'Upload Supporting Documents *' section is visible. It includes instructions: 'Please submit official invoices/ receipts as supporting documents.' and 'Where payment details are available only in a foreign currency in the invoices/ receipts, please also provide your credit card or bank statement showing the Singapore Dollar equivalent paid'. A dashed box contains a button labeled '9. Tap to upload documents', which is circled in red. At the bottom, there is a file upload area showing '0 KB/5MB'.

10. Submit claim

Take a screenshot of the confirmation page and email it to contact@mnbtwc.com

MySKILLSfuture

CoursesAssessmentsDigital ServicesResources

Home > SkillsFuture Credit > Submit a Claim

A- A+

Account Details

Initial Available Credits

\$500.00

Open Claims

\$0.00

Proceed to Submit a Claim

Claim Submission

BEFORE YOU BEGIN

Guide and tips

1

2

3

Review & Submit

Course Details

Course Title

Facilitate Effective Learning Process for School Children Through Meaningful Touch and Movement Activities

Course Code

CRS-N-0052671

Training Provider

MOM N BABY LLP

Payment Details

Course Fee Payable by You

S\$475.00

Amount of credit to claim

S\$475.00

☒ have read and agreed to the [Skillsfuture Credit Terms & Conditions](#)

10.

Submit