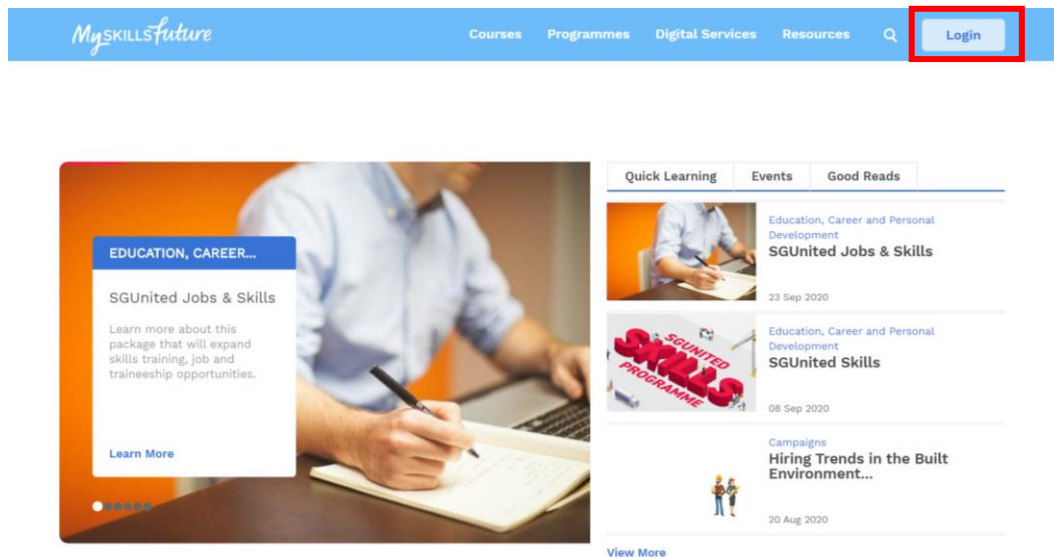


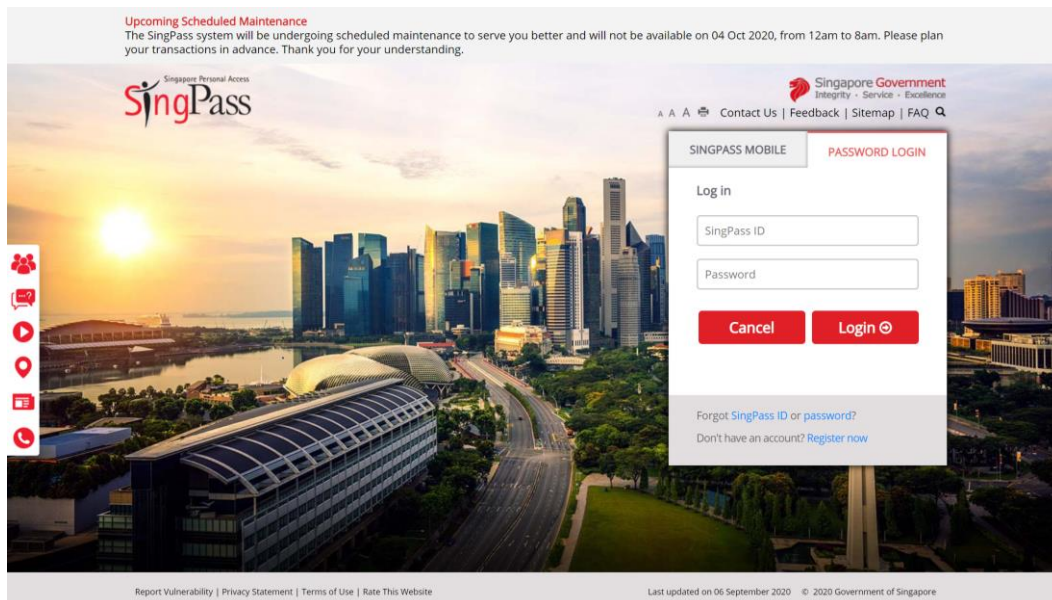
Step 1: My SkillsFuture Website

- Go to the SkillsFuture Credit Account [here](#)
- Click on “Login” and you will be directed to the SingPass login page



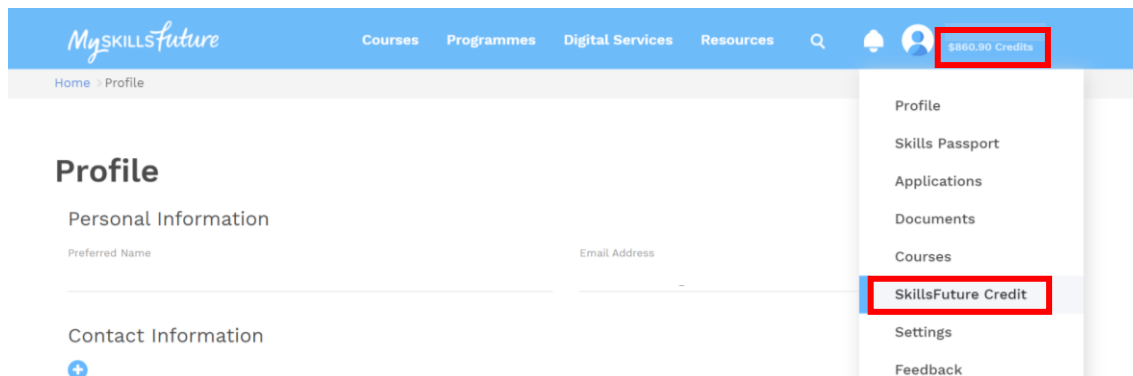
Step 2: SingPass Login page

- Enter your login details and click on “Login”



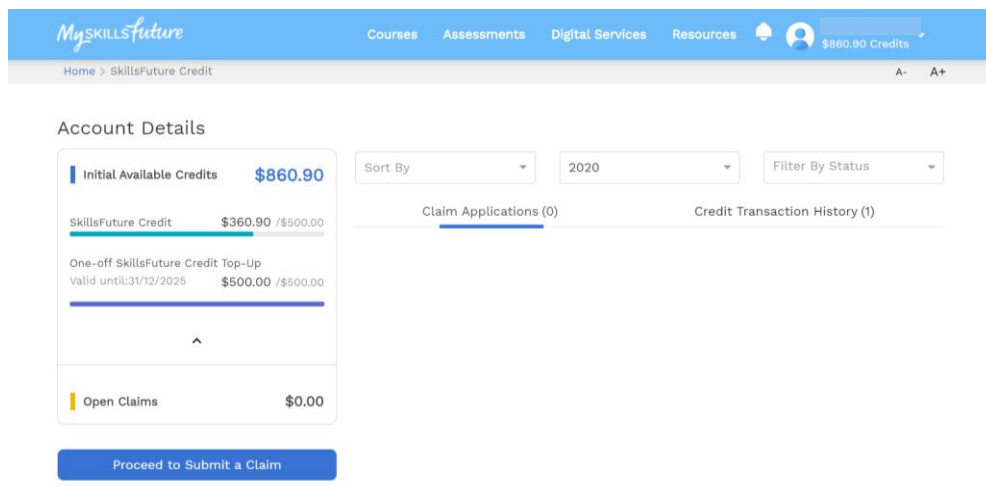
Step 3: Checking your balance

- Upon successful login, you will see your credit balance on the top right-hand corner
- Click onto “SkillsFuture Credit”



Step 4: Take a screenshot of your balance – to be submitted within 24 hours

- Take a screenshot of your SkillsFuture showing your full name and balance breakdown. Email to our team at info@fitsingapore.sg together with the following information:
 - Course Name
 - Amount of SkillsFuture Credit you would like to claim



Step 5: Confirmation on course availability

- Upon receiving confirmation on course availability from us, complete the payment of balance amount (if any)
 - *Eg. If the course fee is \$600 and you would like to claim \$500, complete the balance payment of \$100 to FIT Singapore, and you will receive the official receipt for claim purpose.*
 - *Eg. If the course fee is \$500 and you would like to claim the full amount of \$500, no payment is required, and our team will issue the official receipt for claim purpose.*

Step 6: Bank Transfer Details

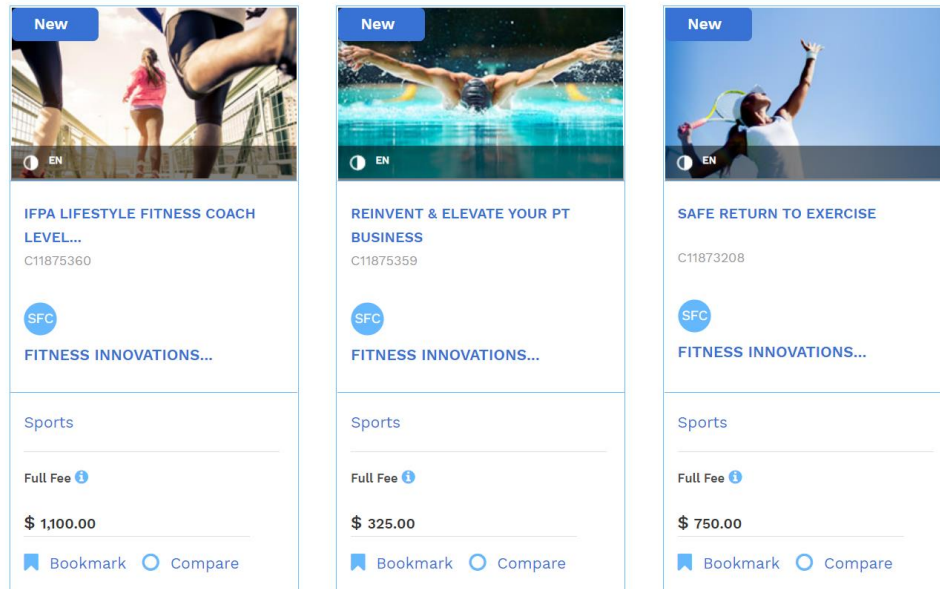
PayNow UEN No.	200817643K
Bank Transfer	FITNESS INNOVATIONS SINGAPORE PTE LTD OCBC BANK 508-7827-78001

Step 7: Login into SkillsFuture website – directed to FIT Singapore’s course directory

- After receiving official receipt from our team, login to [SkillsFuture website](#)
- Select the course that you have registered for

15 course(s) found for "FITNESS INNOVATIONS (SINGAPORE) PTE LTD"

Accurate as of 02 Oct 2020



The screenshot displays three course cards from the SkillsFuture website. Each card includes a 'New' badge, a course title, a course ID, a 'SFC' (SkillsFuture Credit) icon, the provider name 'FITNESS INNOVATIONS...', a category 'Sports', and a 'Full Fee' amount. The first card is 'IFPA LIFESTYLE FITNESS COACH LEVEL...' with ID C11875360 and a fee of \$1,100.00. The second card is 'REINVENT & ELEVATE YOUR PT BUSINESS' with ID C11875359 and a fee of \$325.00. The third card is 'SAFE RETURN TO EXERCISE' with ID C11873208 and a fee of \$750.00. Each card also has 'Bookmark' and 'Compare' buttons at the bottom.

Course Title	Course ID	Full Fee
IFPA LIFESTYLE FITNESS COACH LEVEL...	C11875360	\$ 1,100.00
REINVENT & ELEVATE YOUR PT BUSINESS	C11875359	\$ 325.00
SAFE RETURN TO EXERCISE	C11873208	\$ 750.00

Step 8: Claim submission

- Ensure that you have selected the correct course with the course start date
- Under the field “Fee Payable by You”, please enter the **full course fee**. If you are entitled for Early Bird rate, enter the Early Bird rate for this field. *(Refer to official receipt for confirmation)*
- Under the field “Amount of Credit to Claim,” enter the SkillsFuture Credit you are claiming. *(Please note that the input amount must be the same amount reflected on the official receipt)*
- Under “Uploading Supporting Documents”, attach the official receipt provided by FIT Singapore
- Once all details are in order, click “Submit”

Claim Submission

BEFORE YOU BEGIN Guide and tips

1 2 3

Select a course

e2i-200817643K-01-C11875360 Search by Training provider

1 course(s) found

Selected Course

IFPA Lifestyle Fitness Coach Level 1
Course code: C11875360
Training Provider: FITNESS INNOVATIONS (SINGAPORE) PTE. LTD.

Enter course start date

22/10/2020

When entering course start date for Massive Open Online Courses (MOOC) offered by:

- Overseas training providers, indicate course start date as the purchase date of the course
- Local training providers, indicate course start date as provided by the training provider

Provide Course Payment Details and Supporting Documents

Payment Details

Fee Payable By You (Including GST) S\$ Amount Of Credit To Claim S\$

Upload Supporting Documents

Please submit official invoices/ receipts as supporting documents.
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

0 KB/5MB

Review & Submit

Course Details

Course Title	Course Code	Training Provider
IFPA Lifestyle Fitness Coach Level 1	C11875360	FITNESS INNOVATIONS (SINGAPORE) PTE. LTD.

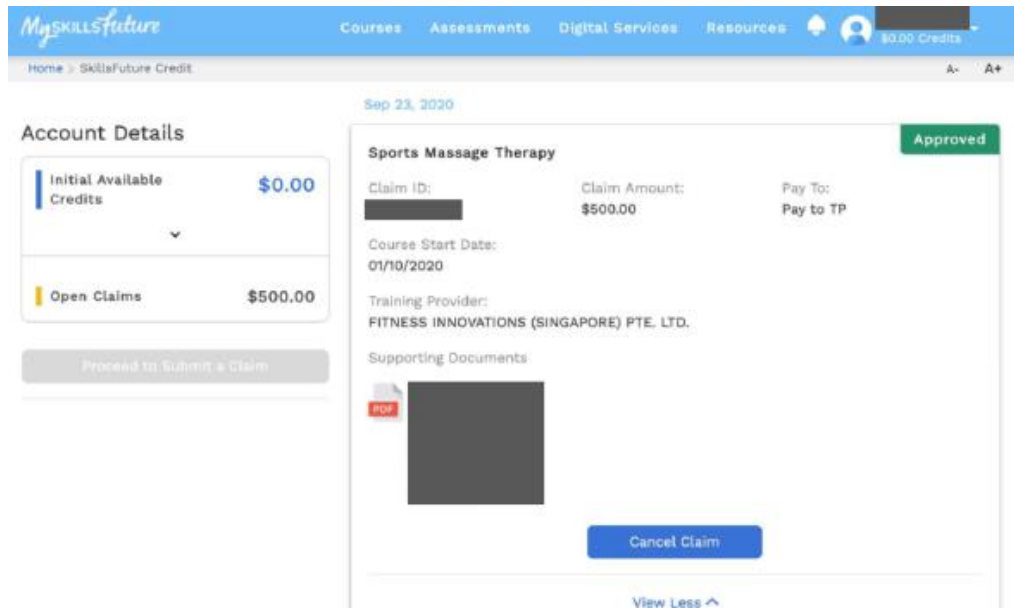
Payment Details

Course Fee Payable by You	Amount of credit to claim
<input type="text"/> S\$	<input type="text"/> S\$

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

Step 9: Course confirmation

- Take a screenshot of the claim and send it to info@fitsingapore.sg upon submission
- Receive email confirmation from our staff once your spot is secured



The screenshot shows the MySkillsFuture SkillsFuture Credit portal. On the left, the 'Account Details' section shows 'Initial Available Credits' at \$0.00 and 'Open Claims' at \$500.00, with a 'Proceed to Submit a Claim' button. The main content area displays a claim for 'Sports Massage Therapy' with a status of 'Approved'. The claim details include: Claim ID (redacted), Claim Amount of \$500.00, Pay To: Pay to TP, Course Start Date of 01/10/2020, and Training Provider: FITNESS INNOVATIONS (SINGAPORE) PTE. LTD. A 'Supporting Documents' section shows a redacted PDF file. A 'Cancel Claim' button is visible at the bottom of the claim details, and a 'View Less' link is at the very bottom.