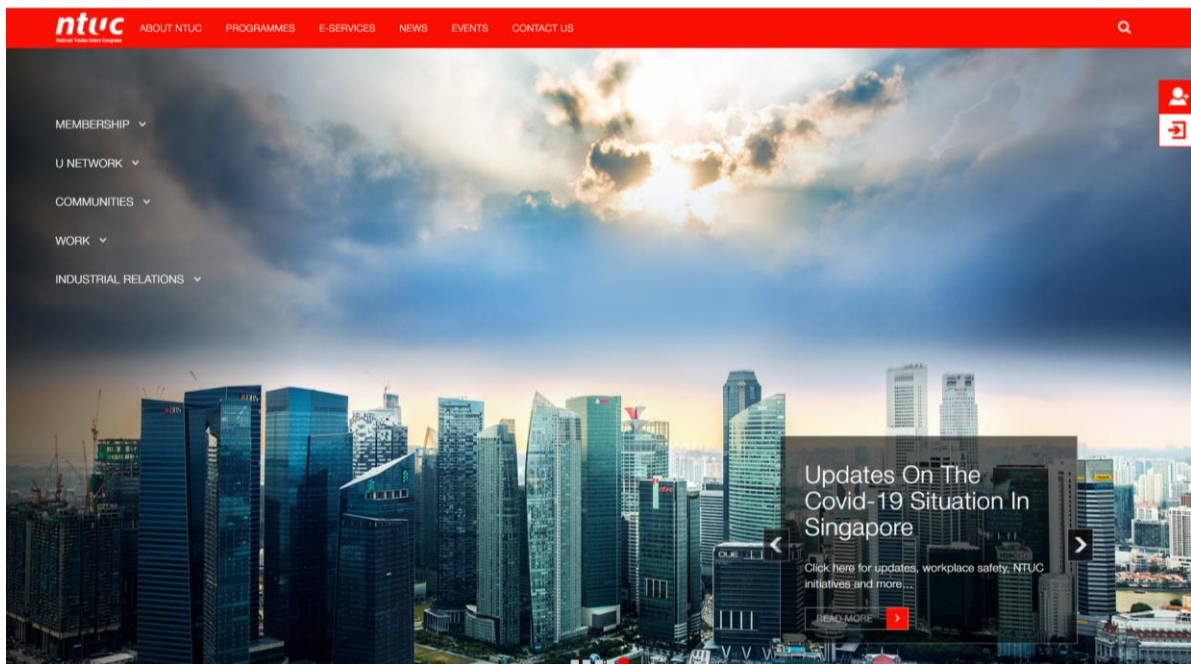


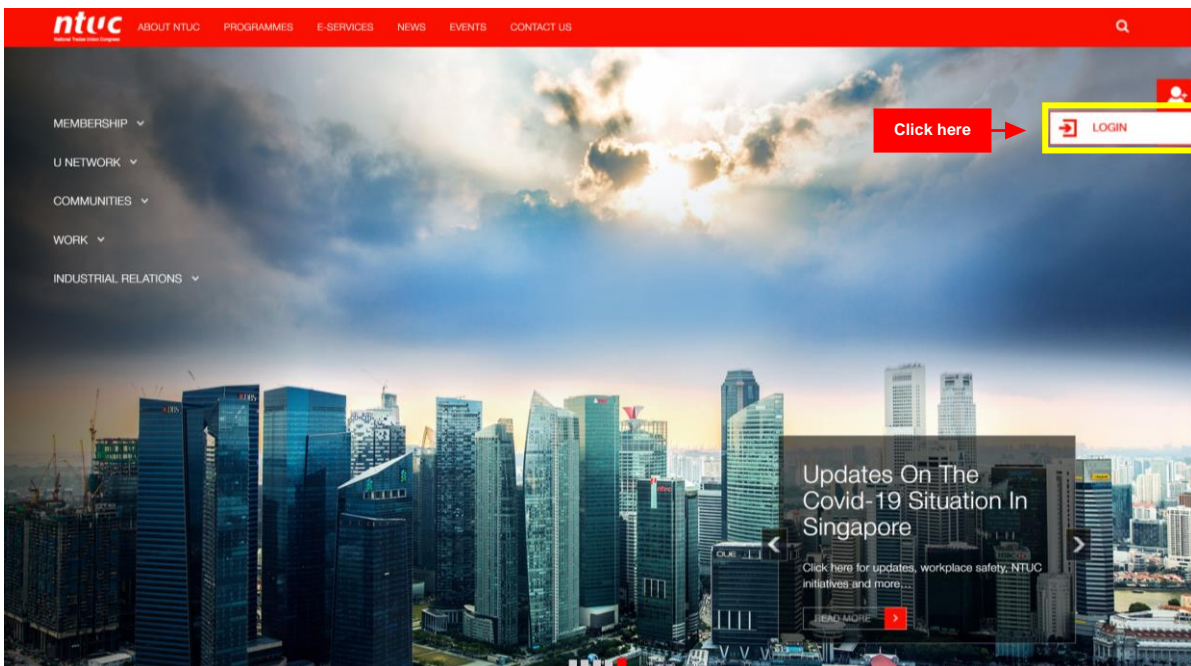
Step 1: Navigate to the site

- Navigate to U Portal [here](#)
- You will be directed to the homepage as shown below



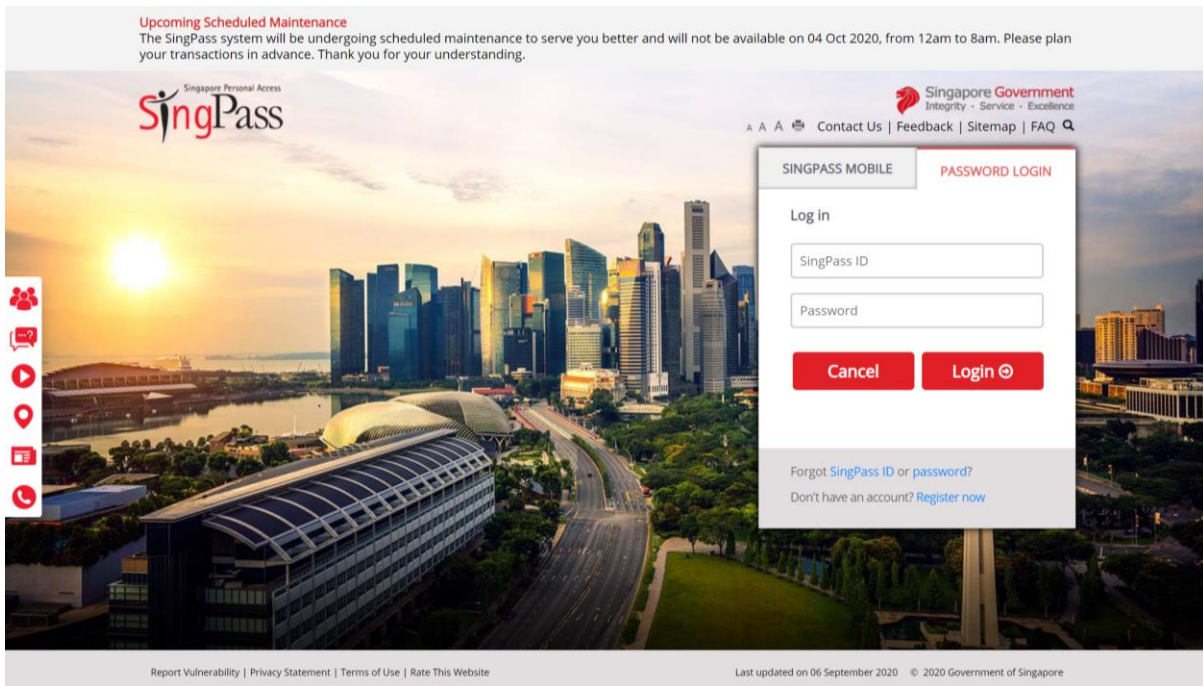
Step 2: Login

- Hover over the red arrow and click “**LOGIN**”



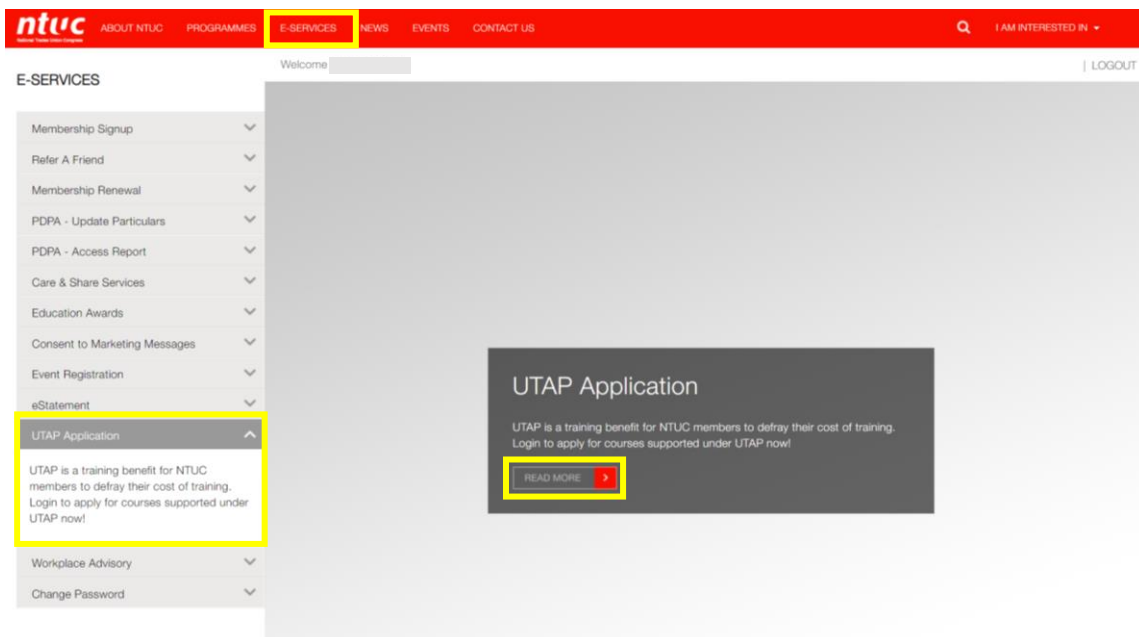
Step 3: Enter login details

- You will be directed to the SingPass login page
- Enter your login details and click on “Login”



Step 4: Sign-in complete

- Once you have logged in successfully, click on “**E-SERVICES**” at the top of the page, and you will be led to the page below
- Click onto “**UTAP Application**”, then “**READ MORE**”



Step 5: Declaration of membership

- You will be prompted to declare your membership. Click “Yes”, followed by “Submit”.

Membership Declaration



Are you holding on to this card?

Yes No

Submit

Cancel

Step 6: Inputting required course details

- Training Provider: Fitness Innovations (Singapore) Pte Ltd
- Course name: Please select the specific course name based on the amount that you have initially paid for

Nric: *

Name: *

Date of Birth: * (dd-mm-yyyy)

Course Details

Training

Provider: *

Course name *

*With effect from 1 Oct 2015, we only accept applications for training allowance under 'WTS Scheme, supported by UTAP'. Refer to <http://skillsupgrade.ntuc.org.sg/> for more information.

Start Date: *

End Date: *

Employment Status: *

Funding Type: *

I have attended 75% of the total course hours

Terms and Conditions

Service Agreement on SkillsUpgrade

DEFINITIONS

Unless the context otherwise requires, the following definitions shall apply for the purposes of this Agreement:

This "Agreement" refers to these Terms and Conditions which may be amended, modified or varied by NTUC or e2i from time to time.

"National Trades Union Congress", "NTUC" or words importing a similar effect refers to the National Trades Union Congress, a federation

* I hereby declare that all information provided is true and correct and agree to abide and be bound by the Terms and Conditions

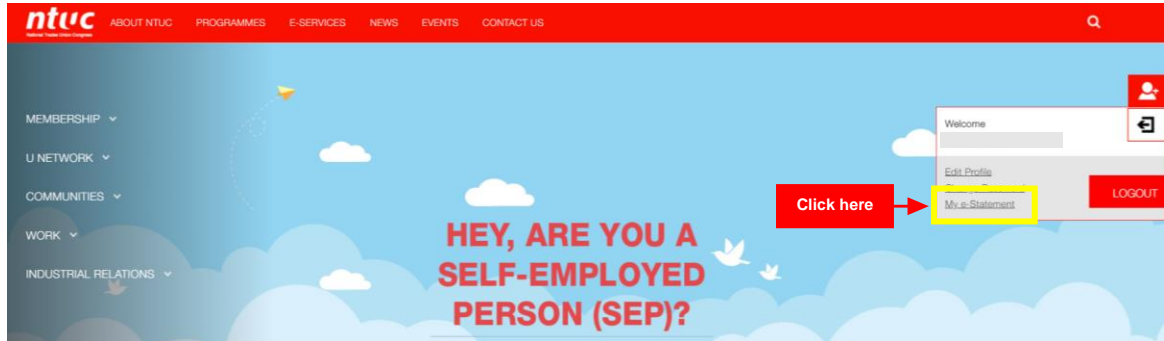
Submit Reset Cancel

Please note that UTAP SG50 campaign has ended. Members whose training started between 1 Mar to 31 Dec 2015 can still enjoy 100% unfunded course fee support, capped at \$250 on your 1st training & application for year 2015. Prevailing conditions apply. Please e-mail UTAP@e2i.com.sg if you need further clarification.

Please be informed that processing of claim will take about 4 to 6 weeks.

Checking your UTAP balance

To check on your UTAP Balance, click onto **“My e-Statement”** on the right side of the page after you have login



Your UTAP Balance will be reflected – below

My Profile

Date of birth: Marital status:

Union Membership

| Member of | Occupation | Income | Join Date | Payment Mode | Last Paid Date |
|-----------|------------|--------|-----------|--------------|----------------|
| | | | | | |

+ Expand / - Collapse all

+ LinkPoints

+ FairPrice Rebates Received

+ **UTAP Balance: \$250.00**

+ Events

+ U Stretch & U Care Back to School Vouchers, Education Awards

+ Online Referral