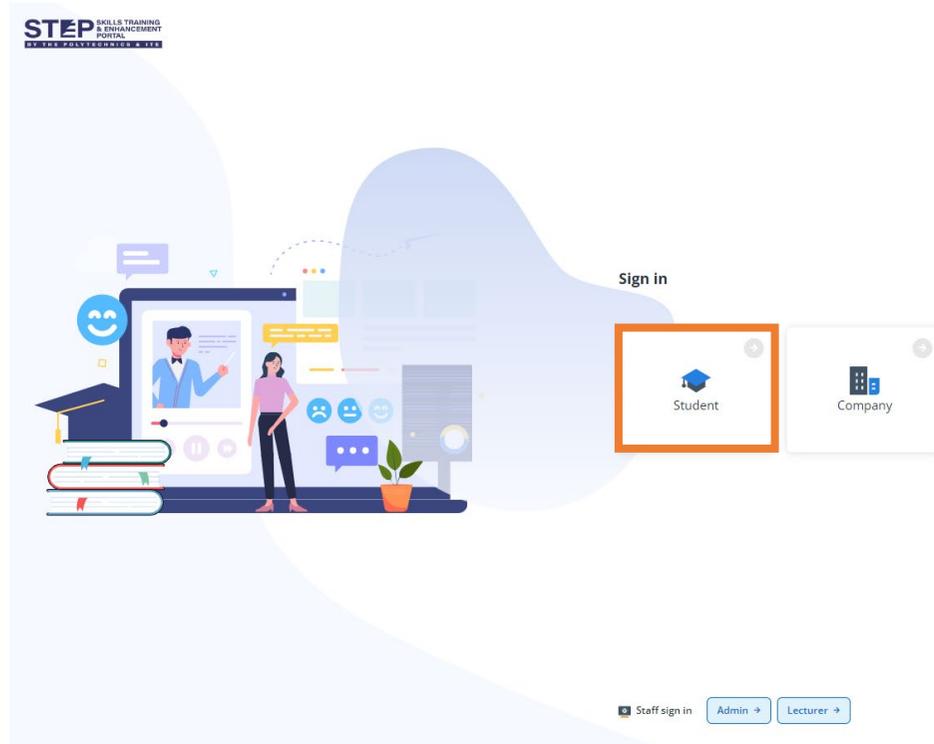


Step-by-Step Guide on Applying SkillsFuture Credit (SFC) to Course Payment

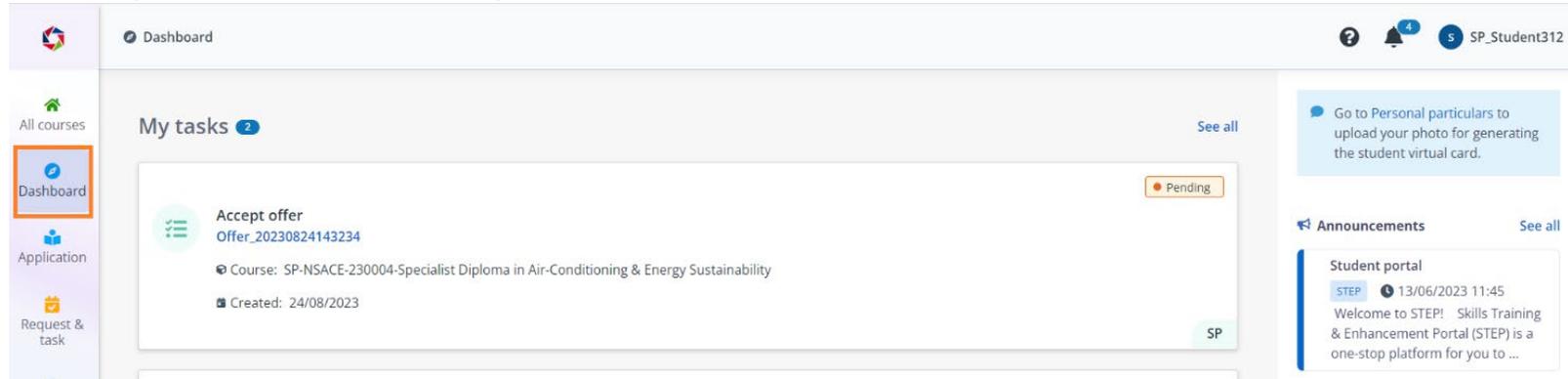
Note: the course dates, course code and fees shown in the screenshots below are for illustration purposes only.

1. Sign in to the [STEP Student Portal](#)



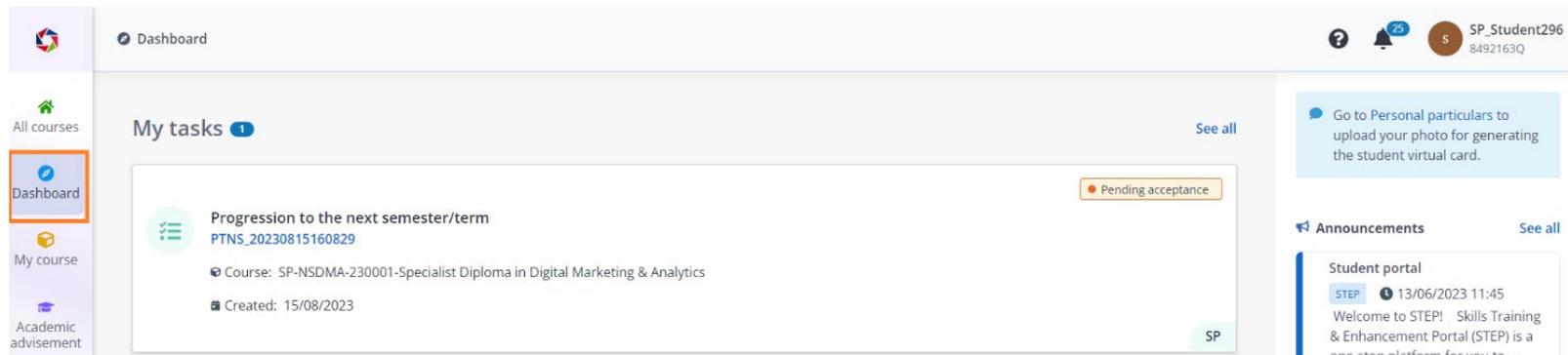
2. Navigate to **[Dashboard]** on the left panel
3. Click on the respective task under **[My Tasks]** to accept course offer or accept progression to the next semester

a. Example of Task to click to accept course offer:



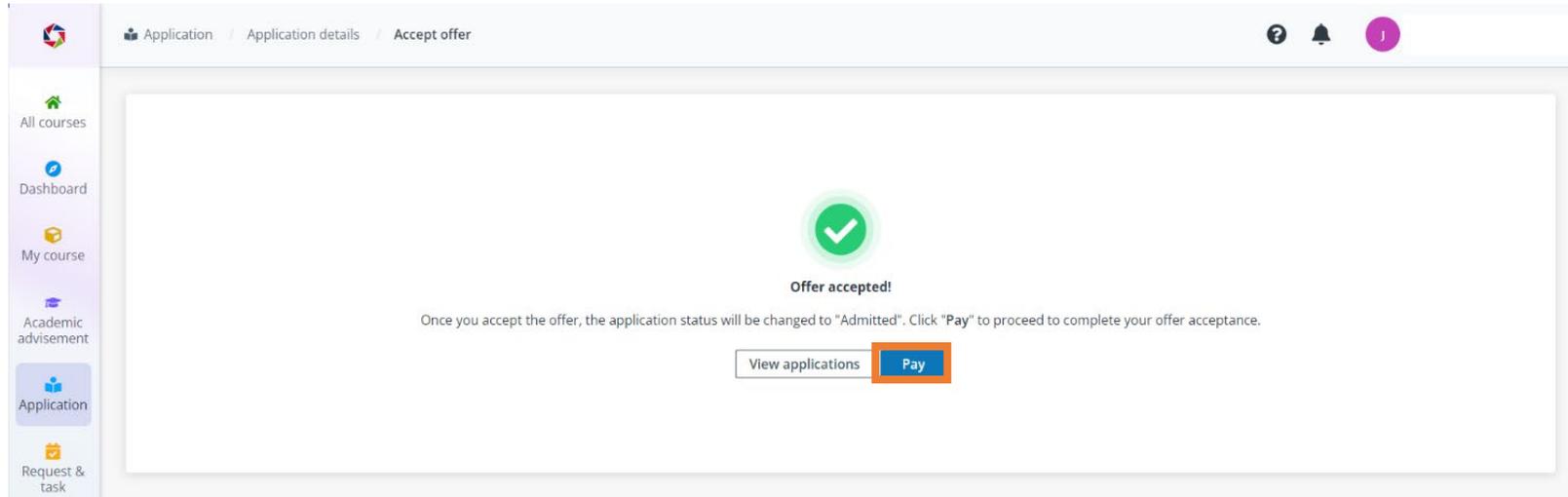
The screenshot shows a student dashboard for user SP_Student312. The left sidebar has a 'Dashboard' button highlighted with an orange box. The main content area is titled 'My tasks 2' and contains a task card for 'Accept offer Offer_20230824143234'. The task details include 'Course: SP-NSACE-230004-Specialist Diploma in Air-Conditioning & Energy Sustainability' and 'Created: 24/08/2023'. The task status is 'Pending' and it is associated with 'SP'. On the right, there are announcements, including one about uploading a photo for a virtual card and another from the 'Student portal' dated 13/06/2023.

b. Example of Task to click to accept progression to the next semester:



The screenshot shows a student dashboard for user SP_Student296. The left sidebar has a 'Dashboard' button highlighted with an orange box. The main content area is titled 'My tasks 1' and contains a task card for 'Progression to the next semester/term PTNS_20230815160829'. The task details include 'Course: SP-NSDMA-230001-Specialist Diploma in Digital Marketing & Analytics' and 'Created: 15/08/2023'. The task status is 'Pending acceptance' and it is associated with 'SP'. On the right, there are announcements, including one about uploading a photo for a virtual card and another from the 'Student portal' dated 13/06/2023.

4. After accepting course offer or progression to the next semester, click **[Pay]** to navigate to the payment page.



5. On the Payment Summary page, please check [✓] the [SkillsFuture Credits (SFC)] option.

□ Green box refers to the amount claimable using SFC – $(\$405.00 + \$32.40 - \$4.05 = \$433.35)$

□ Orange box refers to the miscellaneous fees not claimable using SFC – $(\$0.94 + \$0.08 - \$0.01 + \$7.00 + \$0.56 - \$0.07 + \$2.10 + \$0.17 - \$0.02) = \$10.75)$

The screenshot shows the 'Payment summary' page. On the left is a navigation sidebar with icons for 'All courses', 'Dashboard', 'My course', 'Academic advisement', 'Application', 'Request & task', 'Transaction', 'Award', 'Academic document', 'Calendar', and 'Resource'. The main content area is divided into two sections:

Payment summary

Billing reference No. SPBILL/2023/100000461IN
 Payment due date 15/10/2023

Certificate in Coaching and Stakeholder Management	\$S405.00
Certificate in Coaching and Stakeholder Management - GST (8%)	\$S32.40
GST subsidy (1%)	-\$S4.05
Statutory Licence Fee (CLASS)	\$S0.94
Statutory Licence Fee (CLASS) - GST (8%)	\$S0.08
Statutory Licence Fee (CLASS) - GST subsidy (1%)	-\$S0.01
Miscellaneous Fee	\$S7.00
Miscellaneous Fee - GST (8%)	\$S0.56
Miscellaneous Fee - GST subsidy (1%)	-\$S0.07
Insurance (GPA)	\$S2.10
Insurance (GPA) - GST (8%)	\$S0.17
Insurance (GPA) - GST subsidy (1%)	-\$S0.02
Total amount payable	\$S444.10
Outstanding amount	\$S444.10

I would like to pay with *

SkillsFuture Credits (SFC)

With effect from January 2016, Singaporeans aged 25 years and above who received their SkillsFuture Credit account activation letter will be eligible for an initial credit of \$500 which can be used to pay for course fees for a range of eligible skills-related courses. The credits can be used on top of existing course fee subsidies/funding.

This is only applicable for self-sponsored applicants. Application via SkillsFuture Portal can only be made starting from 60 days before the course commencement date.

SkillsFuture Credits (SFC) Certificate in Coaching and Stakeholder Management
 Please enter no more than \$S433.35 in the MySkillsFuture Portal.

[Proceed to apply for SkillsFuture Credit \(SFC\)](#)

Post-Secondary Education Account (Adhoc withdrawal form)
 Post-Secondary Education Account (Standing order form)
 Other payment modes

A 'Close' button is located at the bottom right of the page.

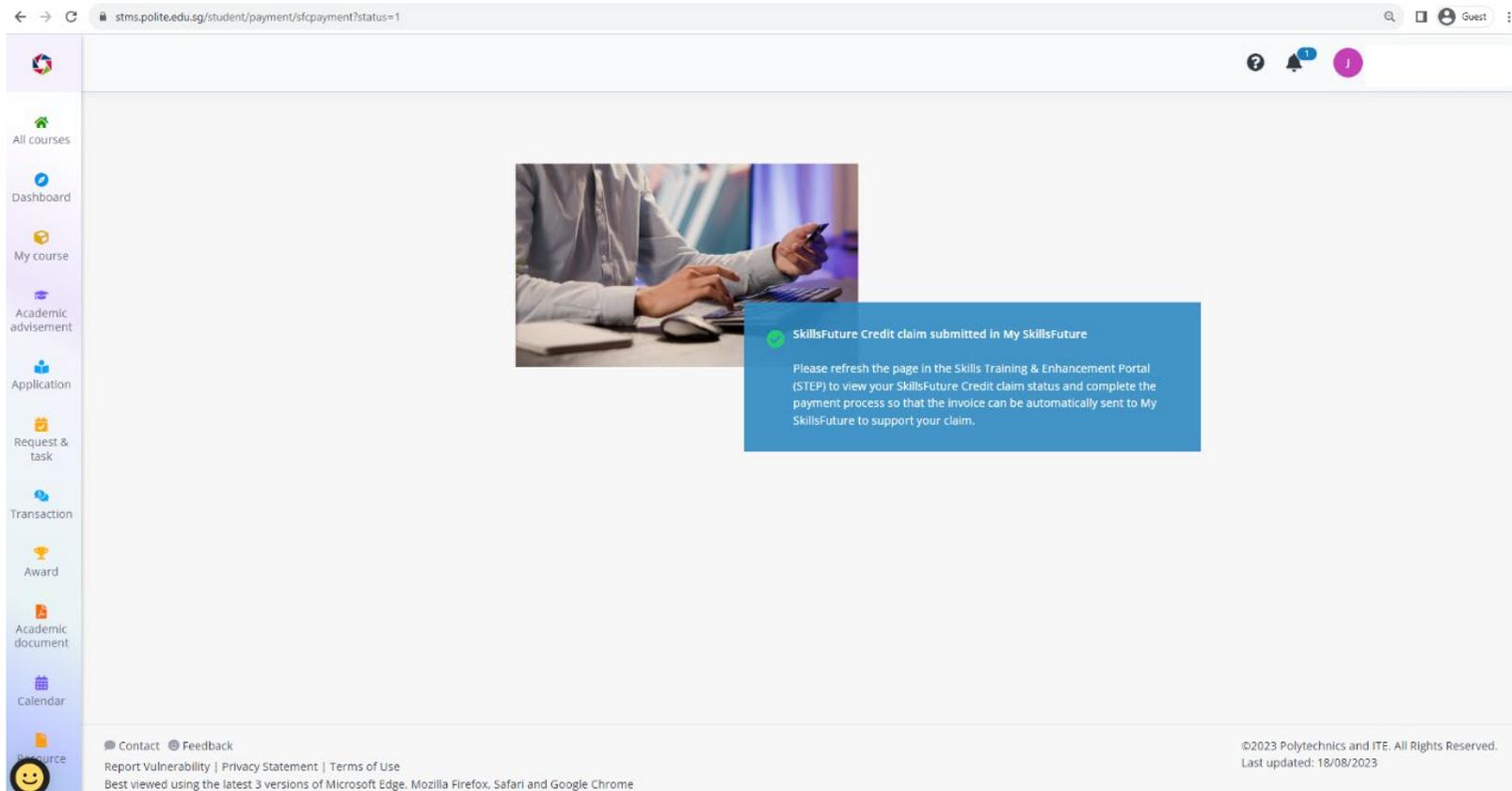
6. After checking [✓] the [SkillsFuture Credits (SFC)] option, click on [Proceed to apply for SkillsFuture Credit (SFC)].

7. You will be prompted to login via Singpass on the MySkillsFuture Portal.

8. After logging in, enter the amount that you wish to pay using SFC and click **[submit]**.

The screenshot shows a web browser window with the URL `sfc.myskillsfuture.gov.sg/payment`. The page title is "SKILLSFUTURE CREDIT PAY". At the top, it displays the date "22/08/2023" and the available credit amount "Available Credit: S\$1,000.00". Below this, there is a "Welcome" message and a "Profile" section with input fields for "Contact Number" (containing "65") and "Email Address". The "Course Details" section includes "Course Code" (TGS-2022016206), "Course Title" (Certificate in Coaching and Stakeholder Management), "Course Start Date" (16/10/2023), and "Training Provider" (Singapore Polytechnic). A highlighted box shows "Fees Payable by you: S\$433.35". The "Payment Details" section has an input field for "Amount of credit to claim" with a "S\$" prefix. A red warning message states: "Check your available credit as above. Enter the amount of credit you wish to claim and click [submit]". At the bottom, there is a checkbox for "I have read and agreed to the SkillsFuture Credit Terms & Conditions." and a note: "*Note: Successful submission of this claim is dependent on the completion of payment and registration with the training provider. For more information, kindly contact your respective training provider. All claim submissions are subject to approval." The page features a "Cancel" button and a "Submit" button at the bottom.

9. Upon successful submission of your SFC claim, you will see the following confirmation screen.



10. Please return to the STEP student portal and refresh the payment page to view your SFC claim status.

Payment summary

Billing reference No.	SPBILL/2023/1000000461IN
Payment due date	15/10/2023
Certificate in Coaching and Stakeholder Management	\$5405.00
Certificate in Coaching and Stakeholder Management - GST (8%)	\$532.40
GST subsidy (1%)	-\$54.05
Statutory Licence Fee (CLASS)	\$50.94
Statutory Licence Fee (CLASS) - GST (8%)	\$50.08
Statutory Licence Fee (CLASS) - GST subsidy (1%)	-\$50.01
Miscellaneous Fee	\$57.00
Miscellaneous Fee - GST (8%)	\$50.56
Miscellaneous Fee - GST subsidy (1%)	-\$50.07
Insurance (GPA)	\$52.10
Insurance (GPA) - GST (8%)	\$50.17
Insurance (GPA) - GST subsidy (1%)	-\$50.02
Total amount payable	\$5444.10
SkillsFuture Credit amount	-\$5433.35
Outstanding amount	\$510.75

I would like to pay with *

SkillsFuture Credits (SFC)

With effect from January 2016, Singaporeans aged 25 years and above who received their SkillsFuture Credit account activation letter will be eligible for an initial credit of \$500 which can be used to pay for course fees for a range of eligible skills-related courses. The credits can be used on top of existing course fee subsidies/funding.

This is only applicable for self-sponsored applicants. Application via SkillsFuture Portal can only be made starting from 60 days before the course commencement date.

SFC (SkillsFuture Credit) claim amount (\$S)

Post-Secondary Education Account (Adhoc withdrawal form)

Post-Secondary Education Account (Standing order form)

Other payment modes

You can make payment for the outstanding amount with other payment modes above.

11. The outstanding fees must be paid using other payment modes to complete the course payment process.