



The Plaza, 7500A Beach Road, #12-324, Singapore 199591

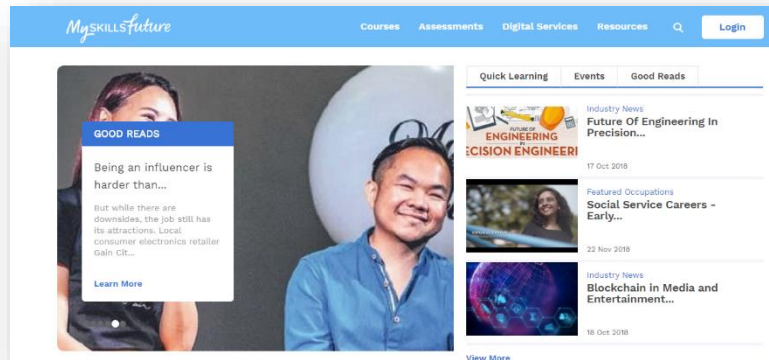
Tel: (65) 6440-2166 Website: www.bond-intl.com

USER GUIDE FOR SKILLSFUTURE CREDIT CLAIM

SUBMISSION OF CLAIMS THROUGH MYSKILLSFUTURE

1. Visit

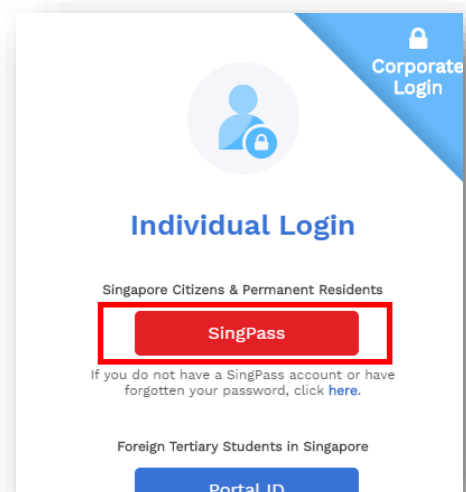
<https://www.myskillsfuture.sg>



2. Click on the **Login** button

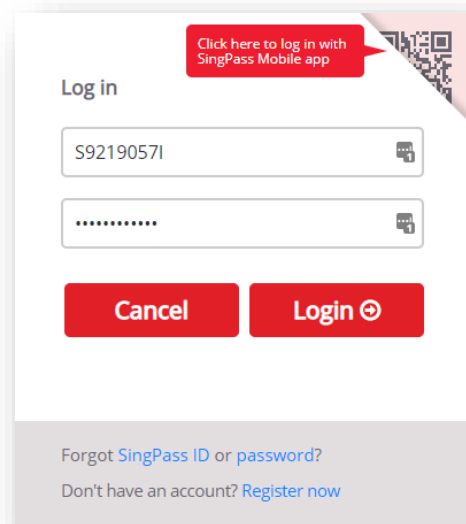


3. Click on the **SingPass** button

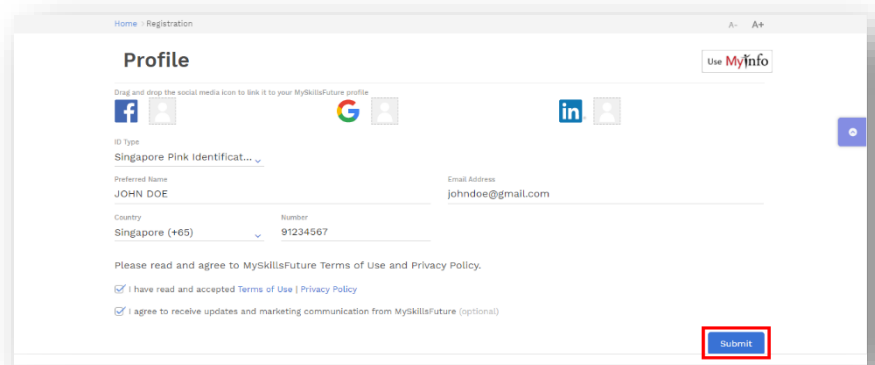


4. Enter your **SingPass ID** and **Password** in the fields provided and click the "Login" button

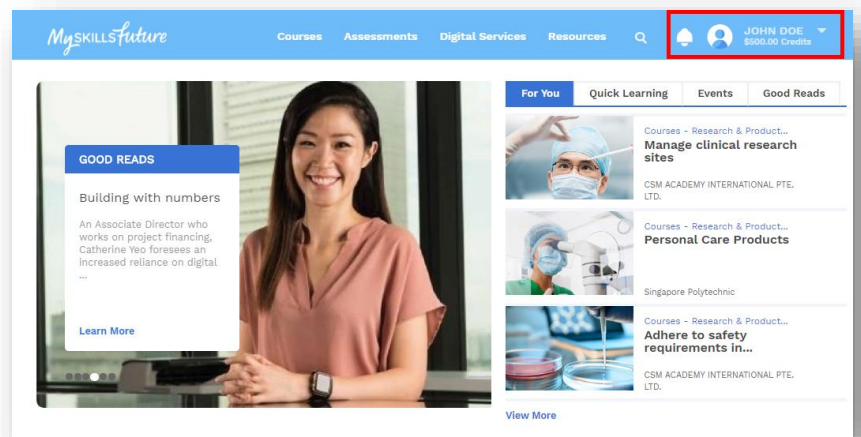
If you encounter any difficulties, please contact the SingPass Helpdesk at +65 6643 0555 or refer to the SingPass website at <https://www.singpass.gov.sg>



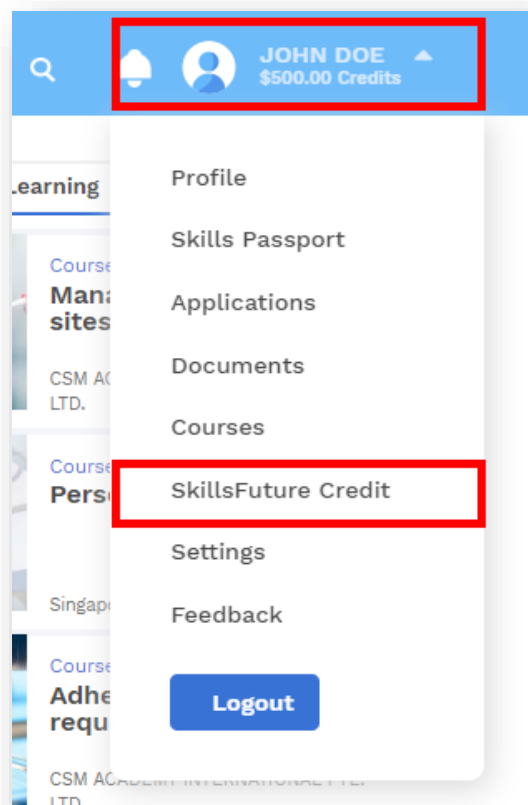
5. If it is the first time you access your account on MySkillsFuture, you may face this registration page. Fill it up and click **Submit**.



6. Once your profile page is set up, you should see the main page. The main page will show your full name and your current balance.



7. Click on your name on the top right-hand corner. A dropdown list will appear. Select **SkillsFuture Credit**.



8. You should see the following page below. Select **Proceed To Submit A Claim**

MySKILLSFuture Courses Assessments Digital Services Resources

Home > SkillsFuture Credit

SkillsFuture Credit

SkillsFuture Credit Account

Available Credit **\$500.00**

Open Claims **\$0.00**

Accurate as of 16 September 2019

Proceed To Submit A Claim

SkillsFuture Credit Profile

9. At the **Submit a Claim** screen, enter **BOND INTERNATIONAL CONSULTANTS PTE LTD** into the Training Provider textbox. Click **Search**. A list of courses will be loaded.

Submit a Claim

1. Select Your Course 2. Enter Your Payment Details

Search For Your Course Using One Or More Fields Below

Course Type here

Training Provider Type here

Search

10. When the list of courses is loaded, select the course you are attending and click **Enter Payment Details**.

Search For Your Course Using One Or More Fields Below

Course Type here

Training Provider BOND INTERNATIONAL CONSULTANTS... Search

2 result(s) found

Course Code	Course Title	Training Provider
<input checked="" type="radio"/>	CRS-Q-0023426-MF bizSAFE level 4 Develop a Workplace Safety and Health Management System Implementation Plan	BOND INTERNATIONAL CONSULTANTS PTE LTD
<input type="radio"/>	CRS-Q-0023166-MF WSQ - bizSAFE Level 2 Develop a Risk Management Implementation Plan Course	BOND INTERNATIONAL CONSULTANTS PTE LTD

Enter Payment Details

11. Select your Course Start Date as shown in the screen below. Enter the **Fees Payable By You (including GST) & Amount Of Credit To Claim** as stated in the e-invoice provided by Bond International.

The screenshot shows the 'Submit a Claim' interface. At the top, there are two tabs: '1. Select Your Course' and '2. Enter Your Payment Details', with the second tab being active. Below the tabs, there is a section for 'Available Credit' showing a balance of '\$500.00'. The main form area contains several fields: 'Course Start Date' with a calendar icon, 'Fees Payable By You (including GST)' with a currency symbol '\$', and 'Amount Of Credit To Claim' with a currency symbol '\$'. Below these fields is a 'Pay To' section with a radio button selected for 'Training Provider'. Red boxes highlight the 'Course Start Date' field, the 'Fees Payable By You' field, and the 'Amount Of Credit To Claim' field.

12. Please upload the e-invoice provided by Bond International and tick ***I have read and agreed to the Skillsfuture Credit terms and conditions.*** Then click Submit.

This screenshot shows the lower portion of the 'Submit a Claim' form. It includes the 'Pay To' section with 'Training Provider' selected. Below this is a section for 'Supporting Documents' with instructions: 'Supporting Documents (e.g. official receipts, invoices, etc.)', 'Up to 10 files may be uploaded (maximum 5MB in total).', and 'File types supported: pdf, doc, docx, xls,xlsx, tif, tiff, jpg, jpeg, png.'. There is an upload icon on the right. Below the document section is a 'Declaration' section with a checked checkbox and the text 'I have read and agreed to the Skillsfuture Credit terms and conditions'. At the bottom, there are two buttons: 'Reselect Your Course' and 'Submit'. Red boxes highlight the upload icon, the declaration checkbox, and the 'Submit' button.