

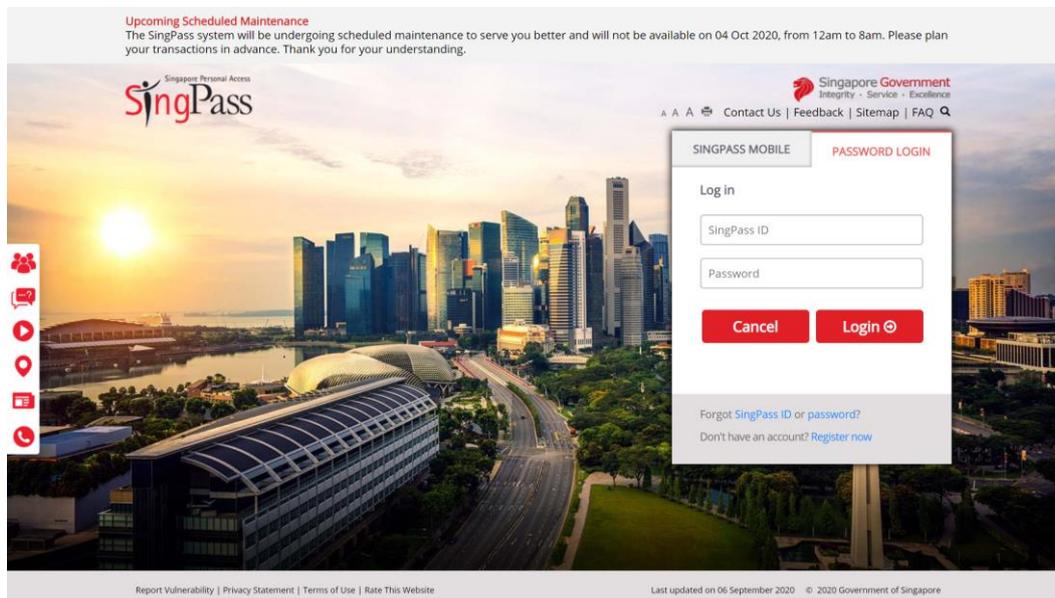
## Step 1: My SkillsFuture Website

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



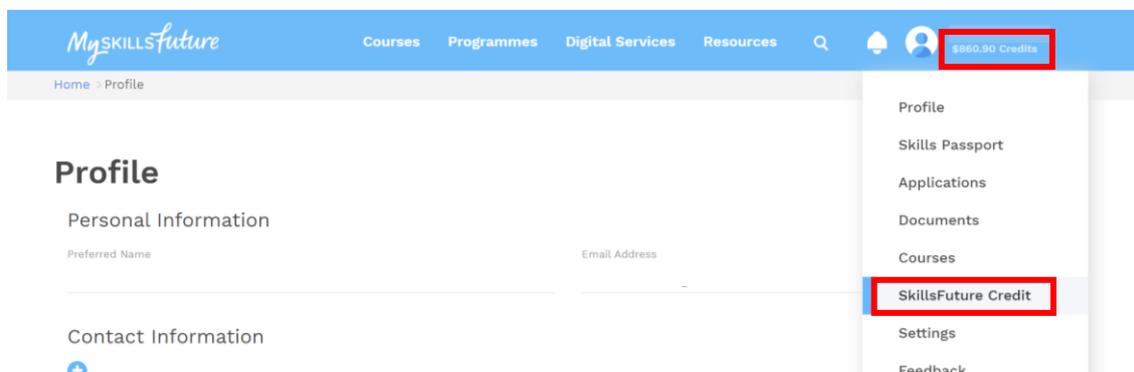
## Step 2: SingPass Login page

- Enter your login details and click on “Login”

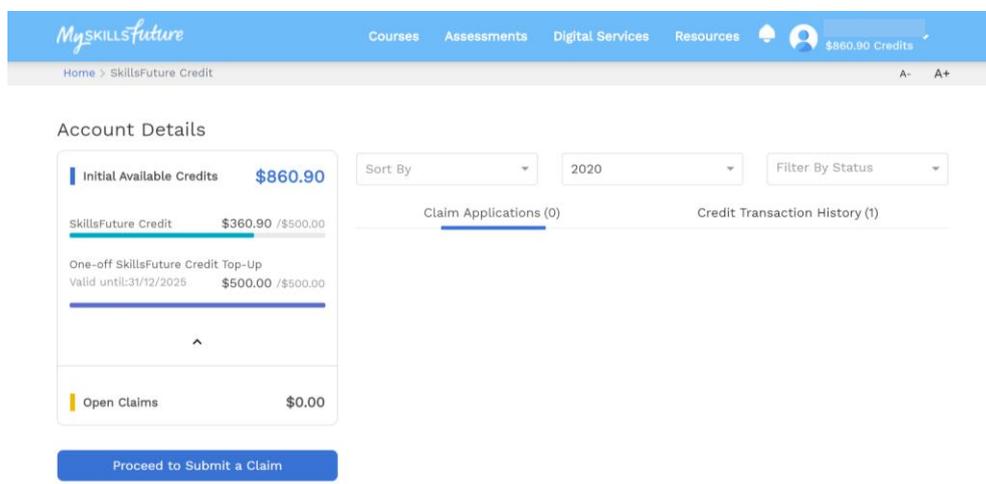


**Step 3: Checking your balance**

- 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@fitasia.sg](mailto:info@fitasia.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 Asia, 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**

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

**Step 7: Login into SkillsFuture website – directed to FIT Asia’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

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 Asia
- Once all details are in order, click “Submit”

Claim Submission

BEFORE YOU BEGIN Guide and tips

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**Select a course**

1 course(s) found

**Selected Course**

IFPA Lifestyle Fitness Coach Level 1

Course code: C11875360

Training Provider: FITNESS INNOVATIONS (SINGAPORE) PTE. LTD.

Provide Course Payment Details and Supporting Documents

**Payment Details \***

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

**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 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
S\$	S\$

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

**Enter course start date \***

- 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

## Step 9: Course confirmation

- Take a screenshot of the claim and send it to [info@fitasia.sg](mailto:info@fitasia.sg) upon submission
- Receive email confirmation from our staff once your spot is secured

