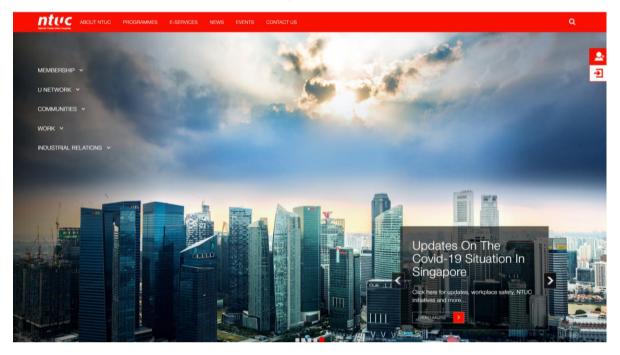


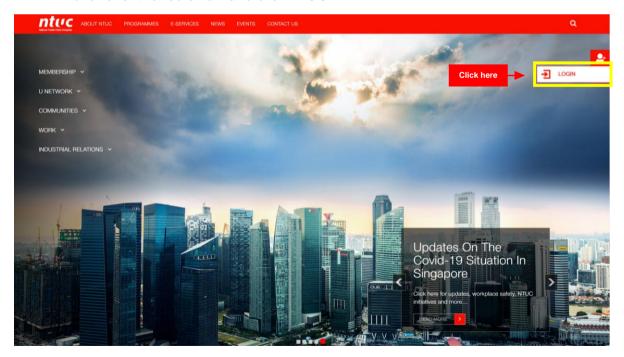
Step 1: Navigate to the site

- 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"

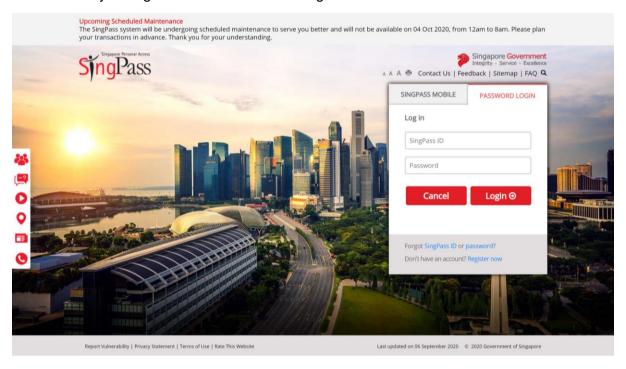




Steps to claim for UTAP Credits

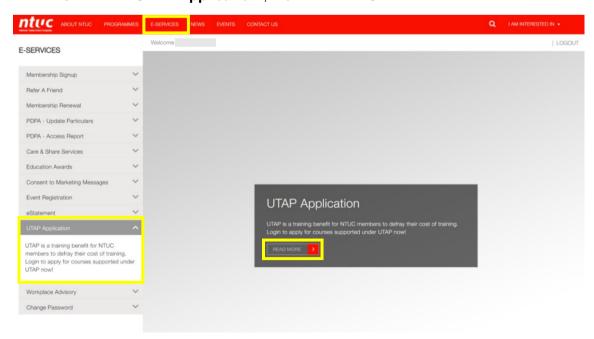
Step 3: Enter login details

- · 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"





Steps to claim for UTAP Credits

Step 5: Declaration of membership

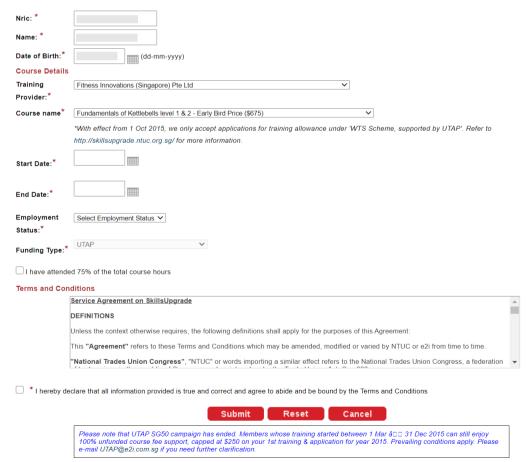
 You will be prompted to declare your membership. Click "Yes", followed by "Submit".

Membership Declaration



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



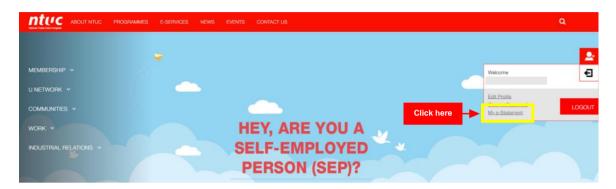
Please be informed that processing of claim will take about 4 to 6 weeks.



Steps to claim for UTAP Credits

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

