

Step-By-Step Guide to Claim SkillsFuture Credit

Step 1: Apply BEFORE the course commencement date.

- Register for the course with Orego:
<https://orego.sg/live-workshop-registration-form/>
- Orego will issue you an invoice for payment

Step 2: Apply WITHIN 60 days from course commencement (and, latest 1 day before start date).

Step 2a: Steps you will need to take to claim for Skillsfuture Credit:

- Log in on MySkillsFuture (www.myskillsfuture.gov.sg).
- Click the Login button and log-in with your SingPass.
- Click the 'Submit SkillsFuture Credit Claims' icon.
- Click the 'Proceed to Submit a Claim' button.
- At the 'Select a Course' section, change the radio-button to 'Search by Training Provider'.
- Type in 'Orego' and then click 'Search' button.
- The list of courses offered by Orego will be listed.
- Click the blue arrowhead (on the right side) of the course you wish to attend.
- Click on the blue arrowhead (of the right side) of the 'Selected Course Run' box.
- Enter the Course Fees (before claim, eg, \$580), Amount of SFC funds to use (note: it can be full or partial).
- Upload Orego Invoice.
- Press 'Submit'.

Step 2b: Inform Orego

- Inform Orego via email (paulgoh@orego.sg) or give a call to inform that the claim has been made.

The screenshot shows the 'Claim Submission' page on the MySkillsFuture portal. On the left, the 'Account Details' sidebar shows 'Initial Available Credits' at \$270.00, 'Available Career Transition Credit' at \$500.00, and 'Open Claims' at \$0.00. The main area is titled 'Claim Submission' and includes a 'BEFORE YOU BEGIN' section with two input fields: 'Course Fees' (S\$ 580.00) and 'Amount of SFC funds to use' (S\$ 200.00). Below these are instructions to upload supporting documents, specifically invoices or receipts. A file upload area shows a document named 'Goh Fo Kim_Jan2...' (77.32 KB) has been uploaded. At the bottom, there are links for 'Review & Submit' and 'Course Details', followed by a table header with columns for 'Course Title', 'Course Code', and 'Training Provider'.

Step 2c: Make payment of unclaimed amount to Orego

- Make payment of the unclaimed amount to Orego. Upon payment, Orego will issue you a receipt.
 - **Example:** For a course costing \$580, if you use \$300 SFC fund, you will need to pay Orego the amount of \$280.
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Step 3: Apply for NTUC UTAP Funding (Apply AFTER course completion)

This funding is on a re-imbursement basis¹⁸. Upon your claim application, NTUC will reimburse you 50% of the payment (after SFC claim, if applicable).

- **Example:** For a course costing \$580, if you use \$300 SFC fund, you will then pay Orego the amount of \$280. After completion of the course, you will make a claim of **\$140** (i.e., 50% of \$280) from NTUC.
 - **To note:** You will need to upload the receipt issued by Orego. The steps to claiming NTUC UTAP reimbursement are given on Page 6 onwards in the separate document titled 'Steps to UTUC UTAP Application'.
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Step 4: For those who are not a NTUC member (Optional)

If you wish to avail to the \$250/\$500 annual training grant, you can apply to be a member and receive reimbursement of 50% of the unfunded course fee portion.

- Go to: www.ntuc.org.sg.
- Click on the red selection shown near the top right side.