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-registation-form/
- · Orego will issue you an invoice for payment

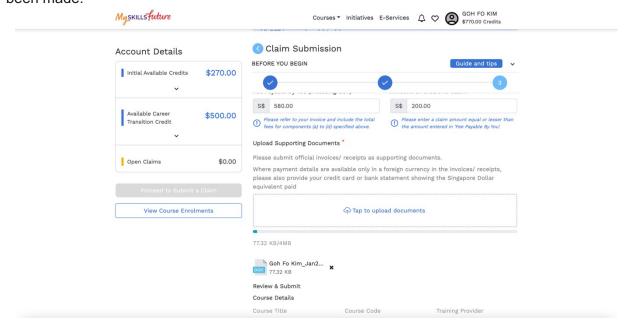
Step 2: Apply WITHIN 60 days from course commencement (and, latest 1 day before start date).

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.



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.

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'.

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.