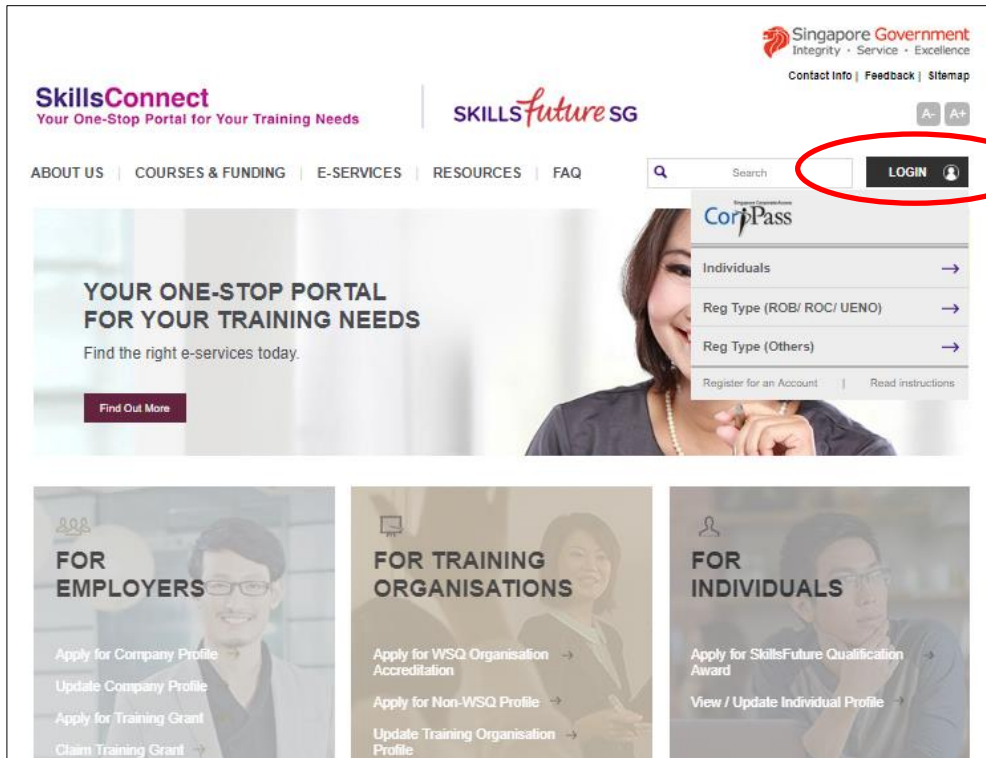


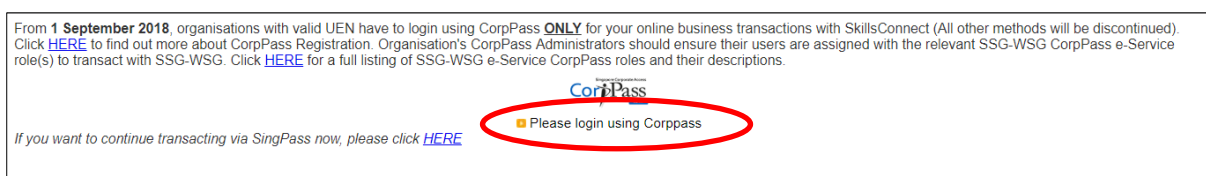
## 4.4 Endorse Nett Fee Training Grant Application by Training Organisation

To endorse a nett fee training grant application, please follow the following steps:

1. For an overview of applying training grant application, click [here](#).
2. Go to the SkillsConnect system website at <http://www.skillsconnect.gov.sg>.
3. Click **LOGIN**, and select the login type.

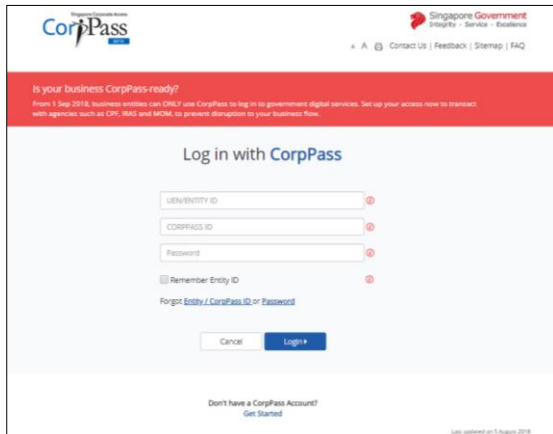


4. If **Reg Type (ROB/ROC/UEN)** has been selected as login, the system will display the CorpPass login page. Click "**Please login using CorpPass**".

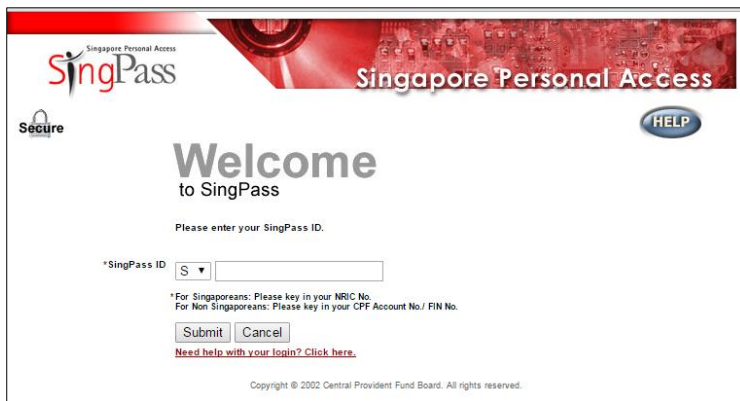


From 1 September 2018, organisations with valid UEN have to login using CorpPass only for your online business transactions with SkillsConnect (all other methods will be discontinued).

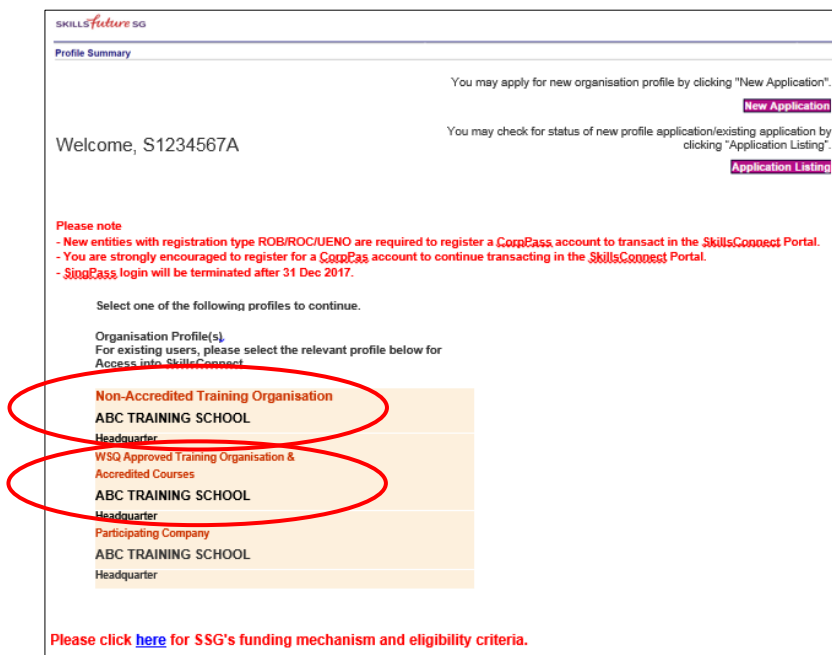
5. Fill in the required information to log in with CorpPass.



6. If Reg Type (Others) has been selected as login, the SingPass login page will be displayed.

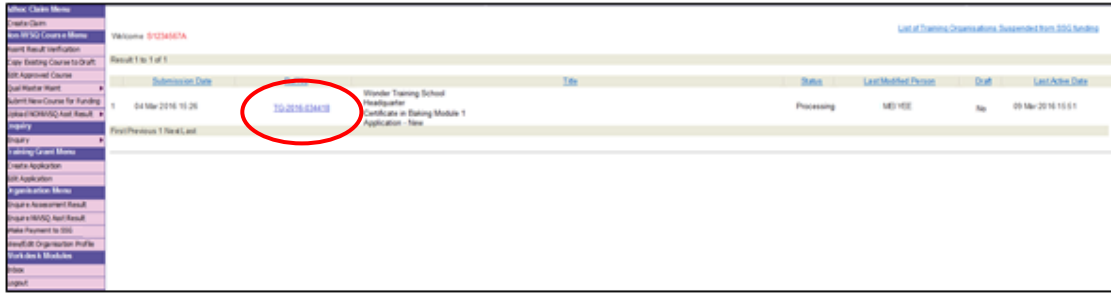


7. After login, the Summary Profile page will be displayed.



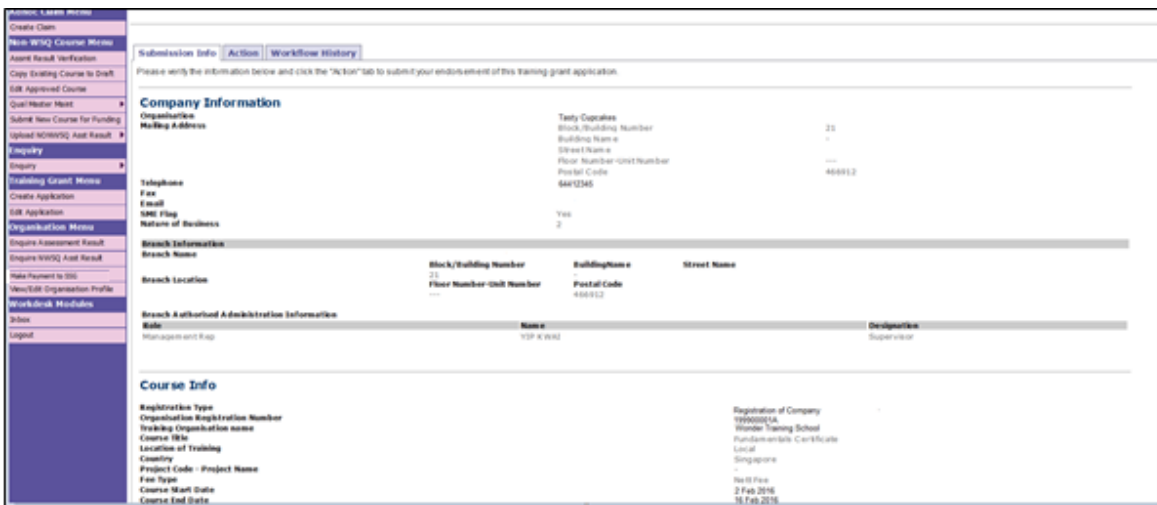
4. Click “**Non-Accredited Training Organisation**” to endorse a nett fee application for a non-WSQ course or click “**WSQ Approved Training Organisation**” to endorse a nett fee application for a WSQ course.

5. The system will display the inbox of your account.

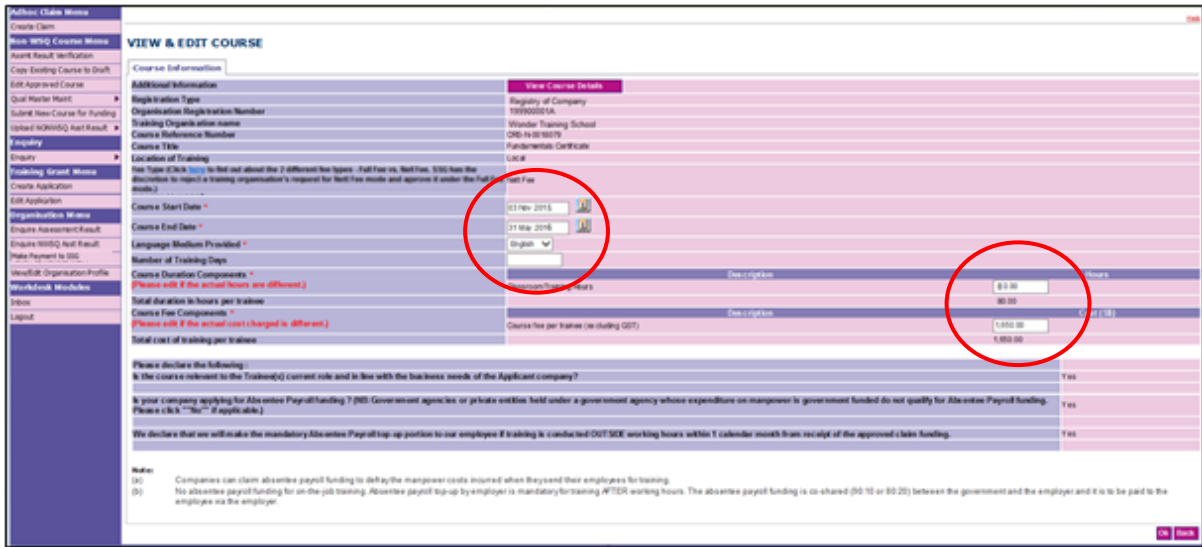


6. Click the “Ref No” for the Nett Fee application of the organisation that you wish to endorse.

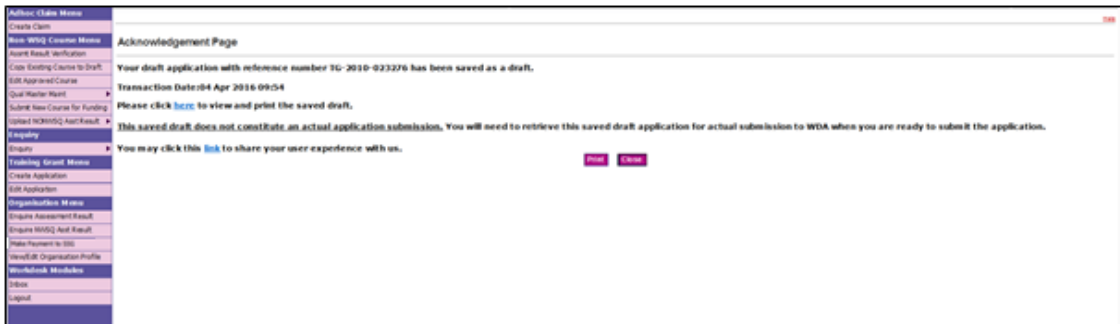
7. The system will display the Submission Info page.



8. Verify the course information. To edit course information, click “View & Edit Course”.



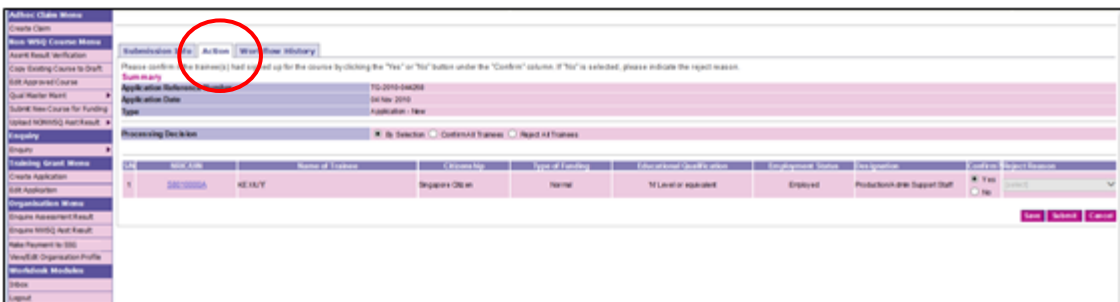
9. If you click “Ok”, the edit will be saved. Please note that saving as draft does not equate to a submission.



10. If you click “Back”, it will bring you back to the Submission Info page.

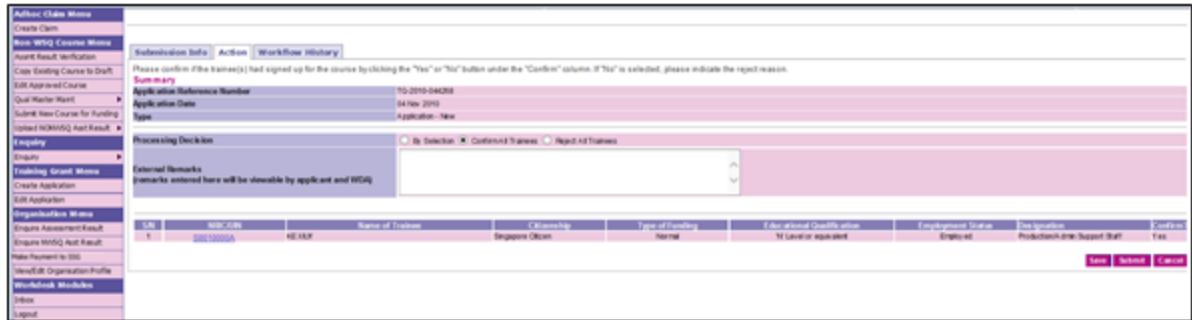
11. At the Submission Info page, click “Action” tab.

12. The system will display the Action page.

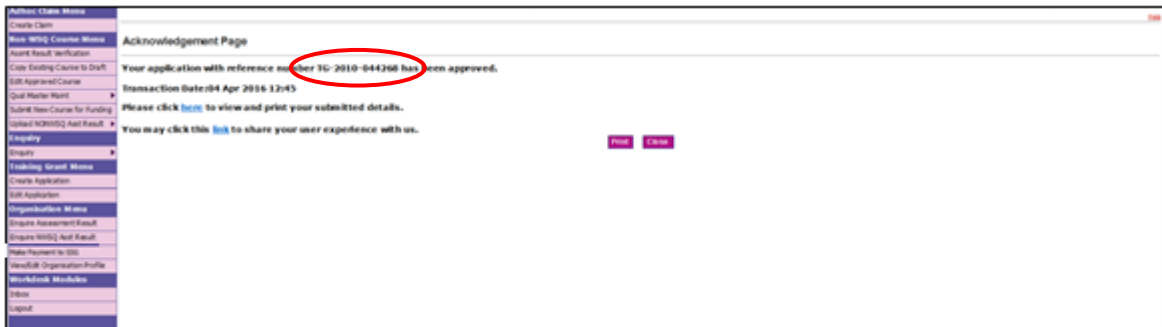


13. You may choose to confirm each individual trainee or all of them at once.
  - a. To confirm by each individual trainee, select the “By Selection” radio button.
  - b. Select either “Yes” or “No” for each individual trainee.
  - c. If you select “No” for a trainee, you will be allowed to select a rejection reason from the “Rejection Reason” drop down list.

14. To confirm all trainees
  - a. Select the **“Confirm All Trainees”** radio button.
  - b. Enter your remarks in the **“External Remarks”** field if you have any.



15. To reject all trainees
  - a. Select the **“Reject All Trainees”** radio button.
  - b. Select your rejection reason from the **“Reject Reason”** dropdown list.
  - c. Enter your remarks in the **“External Remarks”** field if you have any.
16. If you want to save the draft for submission later, click **“Save”**, all information entered can be retrieved later. Please note that saving as draft does not equate to a submission. Otherwise click **“Submit”** to proceed.
17. The Acknowledgement Page will be displayed. Please take note of the reference number.



18. Click **“Close”**.