5.1 Submit Full Fee Claim by Company

A claim for an approved training grant application may be submitted to SSG for disbursement of training grant.

Claims must be submitted **no later than 120 days after course end date**.

To submit a claim for an approved training grant application that you had previously submitted, please follow the following steps:

1. For an overview of submitting claim training grant applied, click here.
3. Click **LOGIN**, and select the login type.

   ![SkillsConnect Login Page]

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”.

   ![CorPass Login Page]

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.

![Log in with CorpPass](image1)

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

![SingPass login page](image2)

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

![Summary Profile page](image3)

- New entities with registration type REG/RO/O/O/O/O/O/RO are required to register a CorpPass account to transact in the SkillsConnect Portal.
- You can only log in with a CorpPass account to transact in the SkillsConnect Portal.
- SingPass login will be terminated after 31 Dec 2017.
8. Click “Participating Company”.

9. The system will display the inbox of your account. At the left menu panel, click “Create Claim” under the Adhoc Claim Menu.

10. Clicking “Search” without any search parameter inputs will display the full list of approved full fee training grant applications where the course had ended. Alternatively, to refine your search down to a single training grant application, please key in the relevant “Application Ref. Number”.

11. Select the radio button of the training grant application that you wish to submit claim and click “Create Claim”.

12. The Terms and Conditions page will be displayed.

13. Read the Terms and Conditions carefully.

14. If you agree to and accept the SkillsConnect Terms and Conditions, select “Yes, we accept the above Terms and Conditions” and “Proceed”.
15. The Common Do’s and Don’ts of SkillsConnect Applications and Claims page will be displayed. Read carefully. Click “Next”.

16. The system will display the Giro Verification page.

17. If the GIRO Number is valid, then click the checkbox and “Next”. (Note: If the GIRO is invalid, please download and re-submit a copy of the GIRO form to SSG. At the same time, update the GIRO number in your organisation profile).

18. The Course Information page will be displayed.

19. Claim can only be submitted after the course has ended. You are allowed to edit the course information, if necessary. Click “Next”. Please note that course start date can only be edited at training grant application.
20. The Trainee Details page will be displayed.

![Trainee Details Page]

21. Tick the checkbox beside the trainee that you wish to submit claim for and click **Next**. For partial claim, the trainees’ claims that have previously been paid out would be disabled and not allowed for selection.

22. If you wish to edit the trainee details, click **Edit** and the system will display the Edit Trainee Details page. After editing, click **Ok**.

![Edit Trainee Details Page]

23. The View Trainee Details page will be displayed.

![View Trainee Details Page]

24. Click **Back** to bring you back to the Trainee Details page. Then, click **Next**.

25. The system will display the Trainee Declaration page to declare the question: How many number of training hours the trainee(s) included in this claim has attended the course? Please note that the trainee(s) has to attain at least 75% attendance.

![Trainee Declaration Page]

26. To enter each trainee’s number of training hours:
   a. To enter training hours individually
      i. Select the **By Selection (Please specify below)** radio button.
      ii. Enter each trainee’s hours individually then click **Next**.
   b. To enter the same number of hours attended for all trainees.
      i. Select **Apply to all trainees**.
      ii. Enter the number of hours that the trainees have spent attending the course then click **Next**.
27. The system will display the Trainee Declaration page to declare the question: Is training conducted during working hours? (This question is applicable only if there is Absentee Payroll funding support.)

28. To declare for each individual trainee, follow the steps in 24(a). To declare for all trainees, follow the steps in 24(b).

29. The system will display the Trainee Declaration page to declare the question: How many core modules have been completed by the trainee(s) in this claim? (This question is applicable to WSQ courses only.)

30. To declare for each individual trainee, follow the steps in 25(a). To declare for all trainees, follow the steps in 25(b).

31. The system will display the Trainee Declaration page to declare the question: How many elective modules have been completed by the trainee(s) in this claim? (This question is applicable to WSQ courses only.)

32. To declare for each individual trainee, follow the steps in 25(a). To declare for all trainees, follow the steps in 25(b).
33. The system will display the Trainee Declaration page to declare the question: Did the trainee(s) sit for and pass all required examination/assessments where applicable? Please note that passing of examinations/assessments is a mandatory requirement to be eligible for Certifiable Skills Training Courses. (This question is applicable to Certifiable Skills Training courses and courses which are examinable only.)

34. To declare for each individual trainee, follow the steps in 25(a). To declare for all trainees, follow the steps in 25(b).

35. The Amount Claim page will be displayed.

36. Click “Next”.

37. The Upload Supporting Document page will be displayed.

38. It is mandatory to upload the course fee payment receipt and attendance sheet. To upload supporting documents, click “Browse”. Select the desired document and click “Open”. Only PDF or Zip files are acceptable.

39. Enter all necessary fields and click “Upload”. Mandatory fields are indicated by the red asterisk (*)

40. Click “Next”.

41. The Payment Details page will be displayed.
42. Enter all the mandatory fields. If there are other expenses, please input the description into the “Others (please specify)” field. Click “Calculate Total”. Note: Please input full course fees before SSG grant in the field “Course Fee (excluding GST & all other fees) Paid for the Eligible Trainee(s)”.  

43. If you have made course fee payment by CHEQUE, select “CHEQUE” from the “Payment Mode” drop down list. Enter the cheque details in the appropriate fields. Click “Add”.  

44. If you have made course fee payment by GIRO, select “GIRO” as the Payment Mode from the dropdown list provided. The system will expand the page with the GIRO Details section. Enter all the required information. Click “Next”.  

45. 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 “Next” to proceed.  

46. The system will display the Confirmation page.
47. Read the Declaration carefully.

48. If you confirm that all information and particulars provided in the online form are true, complete and accurate and accept the declaration, select “Yes, we confirm the above declaration” and “Submit”.

49. Upon submission, the claim will be routed to SSG for processing. (Note: Amount Type/Grant Amount is only an indicative amount subject to SSG’s confirmation.)

50. The Acknowledgement Page will be displayed. Please take note of the reference number.