6.3 Enquire About Claim

Claims for an approved training grant application may be submitted to SSG for disbursement of training grants (course fee and/or absentee payroll).

To perform an enquiry on claim, please follow the following steps:

1. For an overview of submitting claim for training grant applied, 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. Click the button of the profile that you will be using to perform your enquiry.
8. The system will display the inbox of your account.

9. At the left menu panel, under the Enquiry menu, click the “Enquiry” button and then the “Adhoc Claim Enquiry” button.

10. The system will display an Adhoc Claim Enquiry search option.

11. Enter at least 1 search criterion. (Search can be performed with a minimum of 3 characters, for most accurate results, please key in the exact transaction reference number as your search criteria.)

12. Click “Search”.

13. The system will display results matching your search criteria.

14. The transaction status of the claim is reflected under the Transaction Status column.

15. To view details of the claim, click the transaction reference number of the claim.
16. The system will display the Adhoc Claim Detail page.

<table>
<thead>
<tr>
<th>Name</th>
<th>IC No</th>
<th>Nature of Claim</th>
<th>Description</th>
<th>Amount (in S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>[IC No]</td>
<td>[Nature of Claim]</td>
<td>[Description]</td>
<td>[Amount]</td>
</tr>
</tbody>
</table>

17. After viewing the details, click "Close".