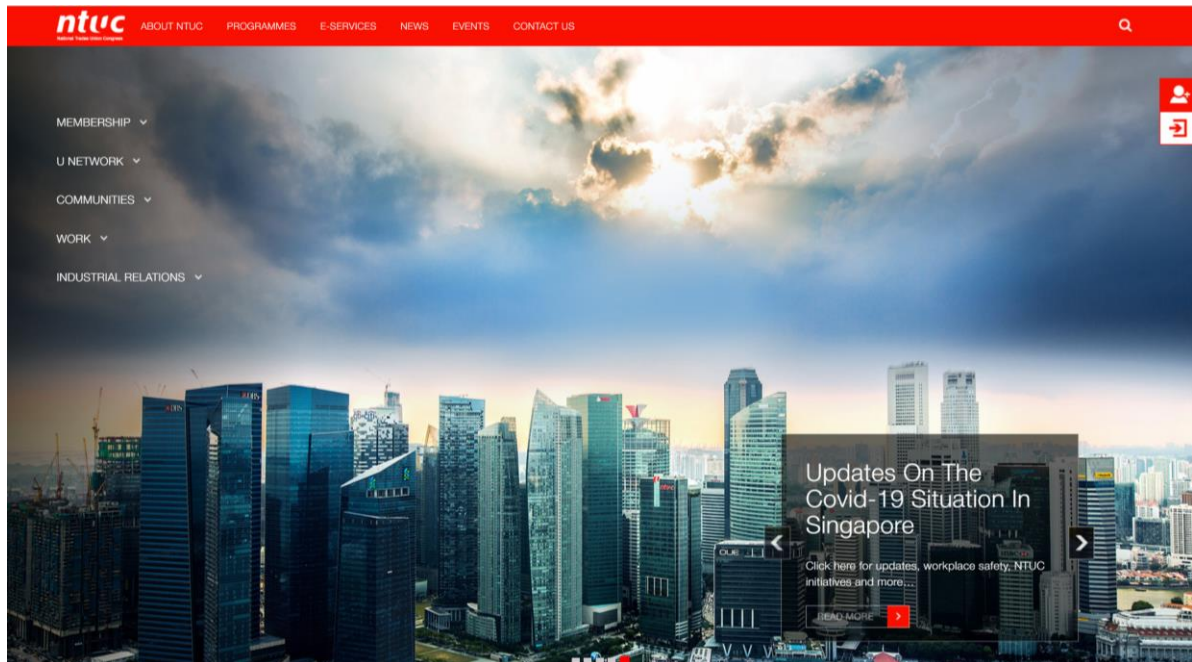


## Steps to claim for UTAP Credits

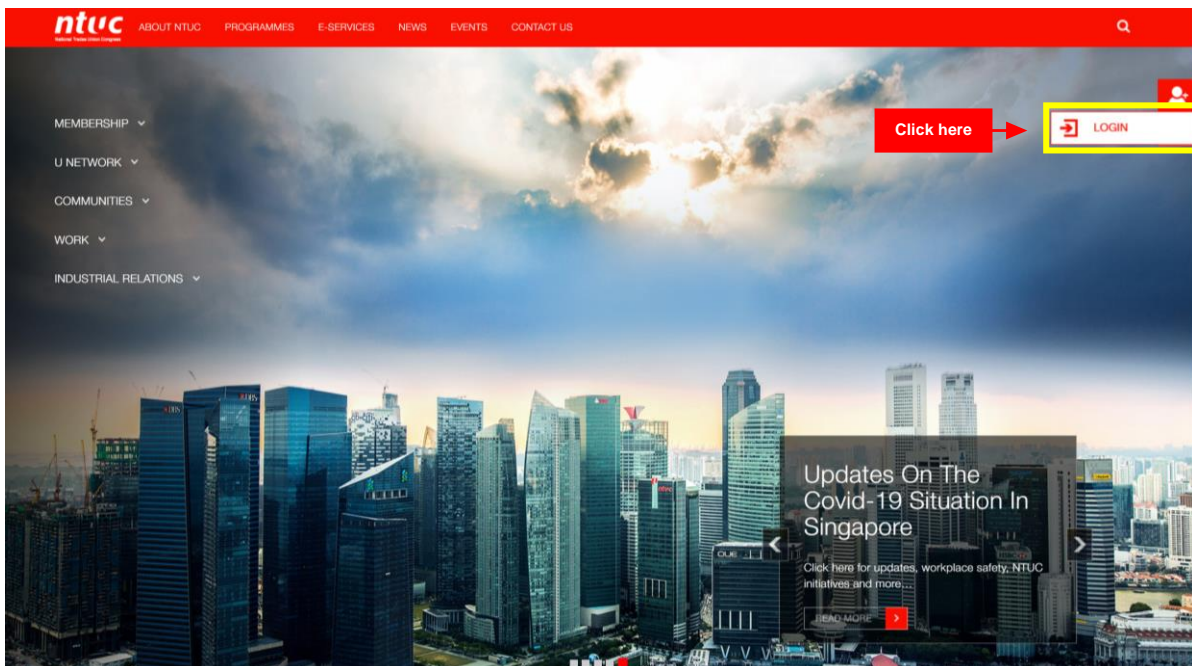
### Step 1: Navigate to the site

- Navigate to U Portal [here](#)
- You will be directed to the homepage as shown below



### Step 2: Login

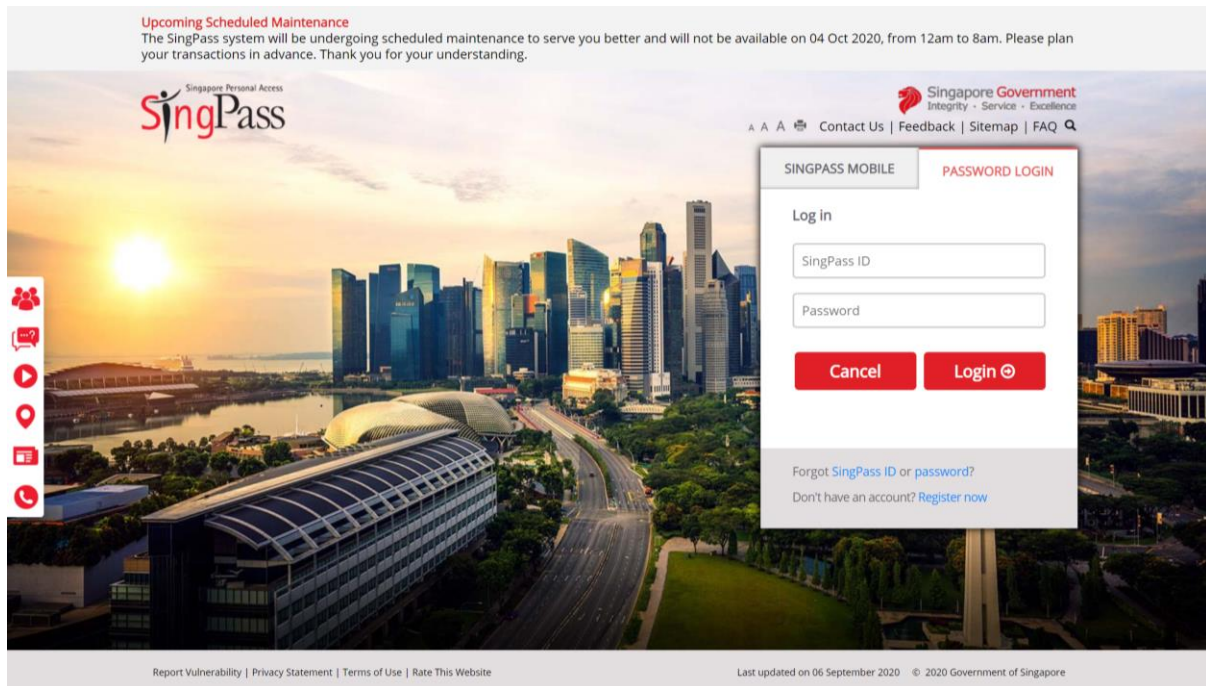
- Hover over the red arrow and click “**LOGIN**”



## Steps to claim for UTAP Credits

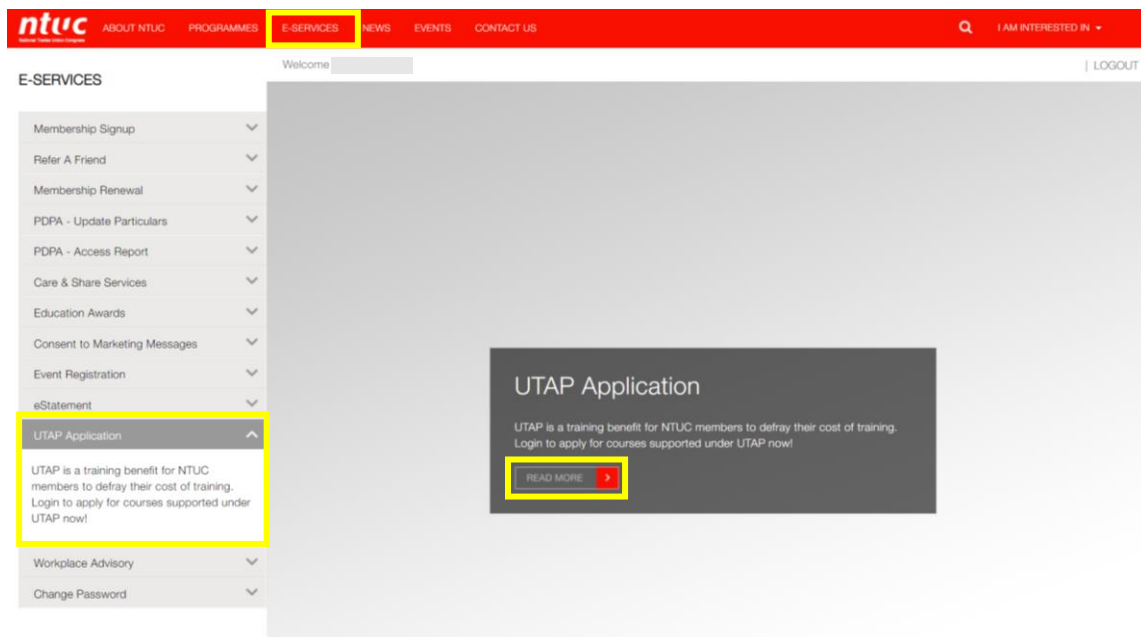
### Step 3: Enter login details

- You will be directed to the SingPass login page
- Enter your login details and click on “Login”



### Step 4: Sign-in complete

- Once you have logged in successfully, click on “**E-SERVICES**” at the top of the page, and you will be led to the page below
- Click onto “**UTAP Application**”, then “**READ MORE**”



## Steps to claim for UTAP Credits

### **Step 5: Declaration of membership**

- You will be prompted to declare your membership. Click **“Yes”**, followed by **“Submit”**.

#### **Membership Declaration**



Are you holding on to this card?

☒ Yes

☐ No

**Submit**

**Cancel**

### **Step 6: Inputting required course details**

- Training Provider: GEX Academy Pte. Ltd.
- Course name: Please select the specific course name based on the amount that you have initially paid for
- Click “Submit”

Nric: \*

Name: \*

Date of Birth: \*  (dd-mm-yyyy)

#### **Course Details**

Training Provider: \*

Course name: \*

\*With effect from 1 Oct 2015, we only accept applications for training allowance under 'WTS Scheme, supported by UTAP'. Refer to <http://skillsupgrade.ntuc.org.sg/> for more information.

Start Date: \*

End Date: \*

Employment Status: \*

Status: \*

Funding Type: \*

Type: \*

☒ I have attended 75% of the total course hours

#### **Terms and Conditions**

##### **Service Agreement on SkillsUpgrade**

##### **DEFINITIONS**

Unless the context otherwise requires, the following definitions shall apply for the purposes of this Agreement:

This "Agreement" refers to these Terms and Conditions which may be amended, modified or varied by NTUC or e2i from time to time.

"National Trades Union Congress", "NTUC" or words importing a similar effect refers to the National Trades Union Congress, a federation of trade unions in the republic of Singapore and registered under the Trade Unions Act, Cap. 333.

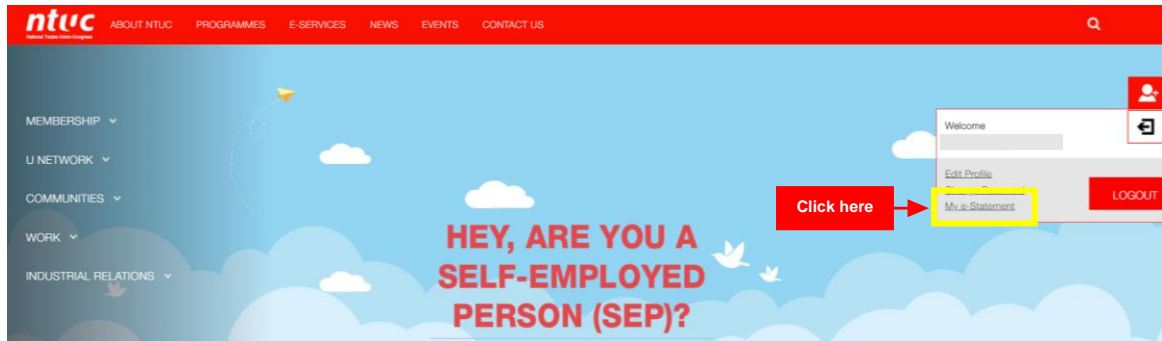
☒ \* I hereby declare that all information provided is true and correct and agree to abide and be bound by the Terms and Conditions

***Please be informed that processing of claim will take about 4 to 6 weeks.***

## Steps to claim for UTAP Credits

### Checking your UTAP balance

To check on your UTAP Balance, click onto **“My e-Statement”** on the right side of the page after you have login



Your UTAP Balance will be reflected – below

#### My Profile

Date of birth:  Marital status:

#### Union Membership

Member of	Occupation	Income	Join Date	Payment Mode	Last Paid Date

**+ Expand / - Collapse all**

**+ LinkPoints**

**+ FairPrice Rebates Received**

**+ UTAP Balance: \$250.00**

**+ Events**

**+ U Stretch & U Care Back to School Vouchers, Education Awards**

**+ Online Referral**