



PORTAL GUIDE SUBMIT APPLICATION

Having trouble submitting your SkillsFuture Employer Awards application?
Follow these easy steps below!

Step
01

Access the Application Form

Access to the application form via:

www.skillsfuture.sg/employerawards

Note that the SkillsFuture Employer Awards are only open to Singapore Registered Entities.



Quick Tip: CorpPass Access

To gain your access for the Employer Awards application form:

Approach your **CorpPass Admin** to

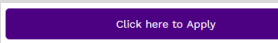
- Create your CorpPass account
- Assign you with **SSG-WSG** e-Services
- Assign you with **SFEA Applicant** role

For **new** CorpPass users, **activate** your CorpPass account upon receiving the activation email.

Step
02

Login with CorpPass

Use your **CorpPass login details** for the application. For questions on CorpPass, click [here](#).

Click  to start submitting your application.

Step
03

Complete Your Organisation Information

Enter your organisation details as per the application form.



Quick Tip: Organisation Profile

Do you know your organisation profile will be automatically populated based on your ACRA registration details.


Approach ACRA if any changes to your organisation details are required.

Still have more questions?
Check out the FAQs list [here](#).

Step
04

Enter Your Nominator Details

Enter details of the nominator who has nominated your organization.

 Skip this step if your organisation have not been nominated

Quick Tip: Saving your Progress

Do you know your application details are **automatically saved** after you complete each field?

You can also save your application as a **draft** by clicking the “**Save & Exit**” button in the bottom left of the page.

[Save & Exit](#)

Step
06

Enter Organisation’s Recognition and Achievements Details

Enter the details in the respective textboxes for:

- **Recognition of Skills in Hiring and Career Development of Employees**
- **Other Achievements**

Click on the “Add New Award” button to add any **other awards** that you have achieved, along with the supporting documents.

Step
05

Share Organisation’s Support on SkillsFuture Initiatives

Enter the details in the respective textboxes for:

- **Supporting the SkillsFuture movement and lifelong learning at the workplace**
- **Supporting the National Manpower Objectives**


Upload your supporting documents into the box shown below where applicable:

Drop Files or Click to Upload

Accepted file formats include **PDF, DOC, DOCX, PNG, JPEG, JPG**. Uploads are also kept to a **15MB** total file size limit.

Quick Tip: Navigate to Previous page

Do you know you can navigate to your previous page to make amendments if necessary?

Click  to navigate to the previous page.

Still have more questions?
Check out the FAQs list [here](#).

Step
07

Review Your Application

Review a summary of your application form.



Quick Tip: Editing Your Application

Spotted a mistake while reviewing your application?

Click on the **edit icon** located beside the section title to edit the section.

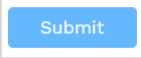
Organisation Information 

Step
08

Submit Your Application

To proceed for submission:

- Acknowledge the Terms and Conditions
- Complete the survey

Click  to complete your submission.

Step
09

You're Done!

View the **confirmation page** for a successfully submitted application, listing your application details.



Your Application is Submitted!

You will be notified on the outcome of your application when the judging process is completed. You can also check the progress of your application by clicking on 'View Application'.

Application ID:	SFEA-3030-00000017
Date of Application:	21-11-2019 15:14:23
Applied for Award:	SkillsFuture Employer Awards

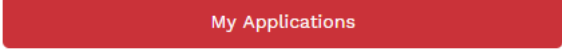
[< Employer Awards Details](#)

[View Applications](#)

Please note that you will not receive an acknowledgement email.



Quick Tip: Retrieve Your Application

Do you know you can click on  to access your draft, past application and view your application status?

Alternatively, you can click [here](#) to access your draft application and view your application status.

Still have more questions?
Check out the FAQs list [here](#).