



P O R T A L   G U I D E   0 1  
S U B M I T  
A P P L I C A T I O N

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

Step  
**01**

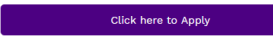
### Access the Application Form

Access to the application form via:  
[www.skillsfuture.gov.sg/employera  
wards](http://www.skillsfuture.gov.sg/employera wards)

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

Step  
**02**

### Log in with Singpass

Click  to start submitting your application.

For questions on **Corppass**, click [here](#).

Step  
**03**

### Complete Your Organisation Information

Enter your organisation details as per the application form.



#### 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.



#### 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](#).

## Review Your Application

Step  
07

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.

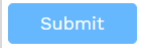
Organisation Information 

## Submit Your Application

Step  
08

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

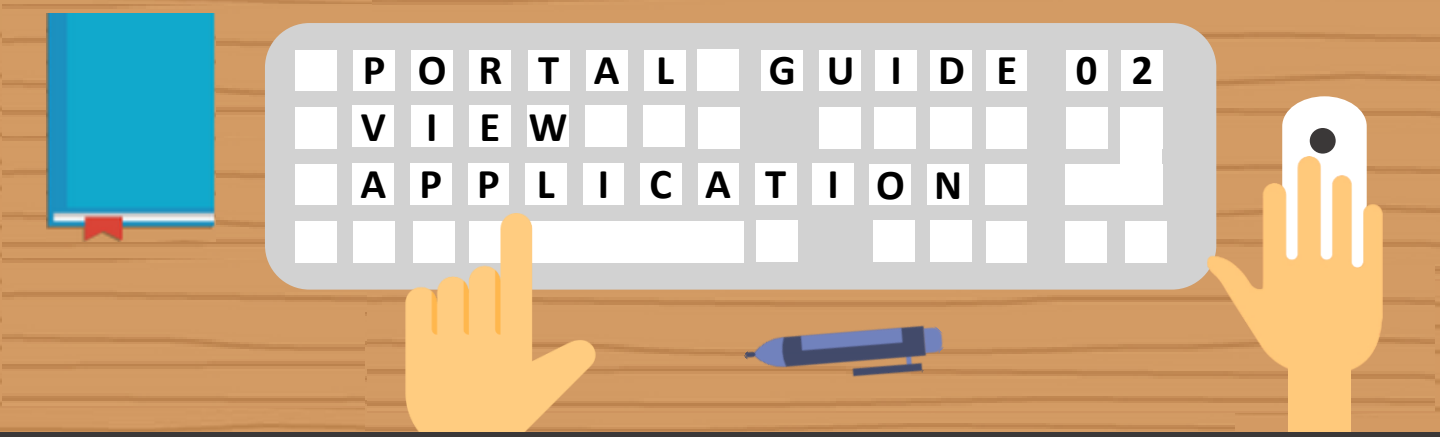
[< Employer Awards Details](#)

[View Applications](#)

**Please note that you will not receive an acknowledgement email.**

For more information on how to track the status of your submitted application, refer to **Portal Guide 2**.

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



# PORTAL VIEW APPLICATION

## GUIDE 02

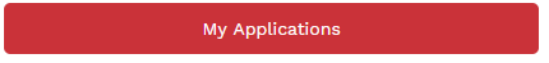
Having trouble viewing SkillsFuture Employer Awards applications/saved drafts?  
Follow these easy steps below!

## Accessing Your Applications

Step  
**01**

Access your application via:

[www.skillsfuture.gov.sg/employerawards](http://www.skillsfuture.gov.sg/employerawards)



My Applications


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

## View Your Applications and Statuses

View a list of all **applications** and its **corresponding status** in your application listing page.

Refer to **Step 03** on the next page to understand what each status means.

Step  
**02**



## Quick Tip: When Can You Expect Email Notifications?

You will receive an email notification when your application status has been updated to **Additional Information Required**

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

## What Does My Application Status Mean?

Refer to the table below to find out more details regarding your application status.

Status	Description
<b>Draft</b>	You have created a draft application
<b>Submitted</b>	You have submitted the application
<b>Withdrawn</b>	You have withdraw the application
<b>Additional Information Required</b>	Your application requires additional information for evaluation
<b>Under Evaluation</b>	Your application is under evaluation
<b>Unsuccessful</b>	Your application is unsuccessful
<b>Offered and Withdrawn</b>	Your application is successful but you have rejected the offer
<b>Offered and Accepted</b>	Your application is successful and you have accepted the offer

# PORTAL GUIDE 03 UPDATE APPLICATION

Having trouble updating your application?  
Follow these easy steps to provide additional information!

## Step 01

### Update Draft Applications

For applications with a **draft status**, **edit or delete** the draft application by selecting the option under the **“Action”** column

Status	Action
Draft	Edit
Under Evaluation	Select Action
	Edit
	Delete



### Quick Tip: Accessing Draft Applications

Your drafted applications are **automatically deleted** from the system when the **application window** is closed.

## Step 02

### Provide Additional Information (1/4)

For applications with an **“Additional Information Required”** status, provide additional information by selecting the option under the **“Action”** column

Additional Information Required	Provide Additional Information
	Select Action
	Provide Additional Information
	View Application

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

Step  
03

## Provide Additional Information (2/4)

View **comments** left by the agency in your application details page.

### Additional Information Required

Please upload supporting document

Step  
04

## Provide Additional Information (3/4)

**Update** relevant sections of your application form based on the comments received.

Step  
05

## Provide Additional Information (4/4)

Once all updates have been done, click the **“Submit” button** at the bottom to resubmit your application form.



## Quick Tip: Withdraw Application

Thinking of withdrawing your application?

Click on the **Application ID** of the application to view it's details. Scroll down to the bottom of the page and click on the **“Withdraw your application”** button.

[Withdraw Your Application](#)

You can resubmit a new application if the application window is still open

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