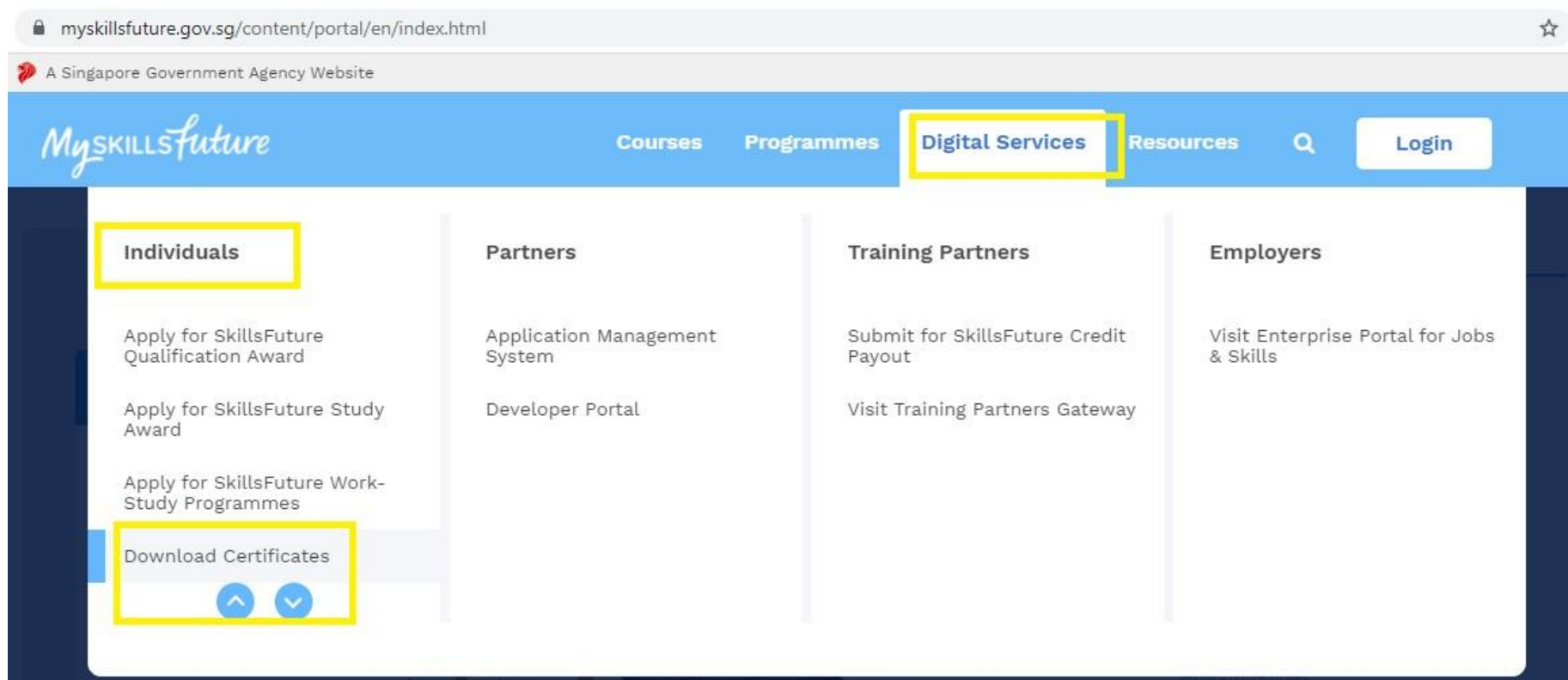


## Retrieving Full Cert / SOA (e-Cert) with Trainee's Fin Number

Visit MySkillsFuture portal: <https://www.myskillsfuture.gov.sg/content/portal/en/index.html>

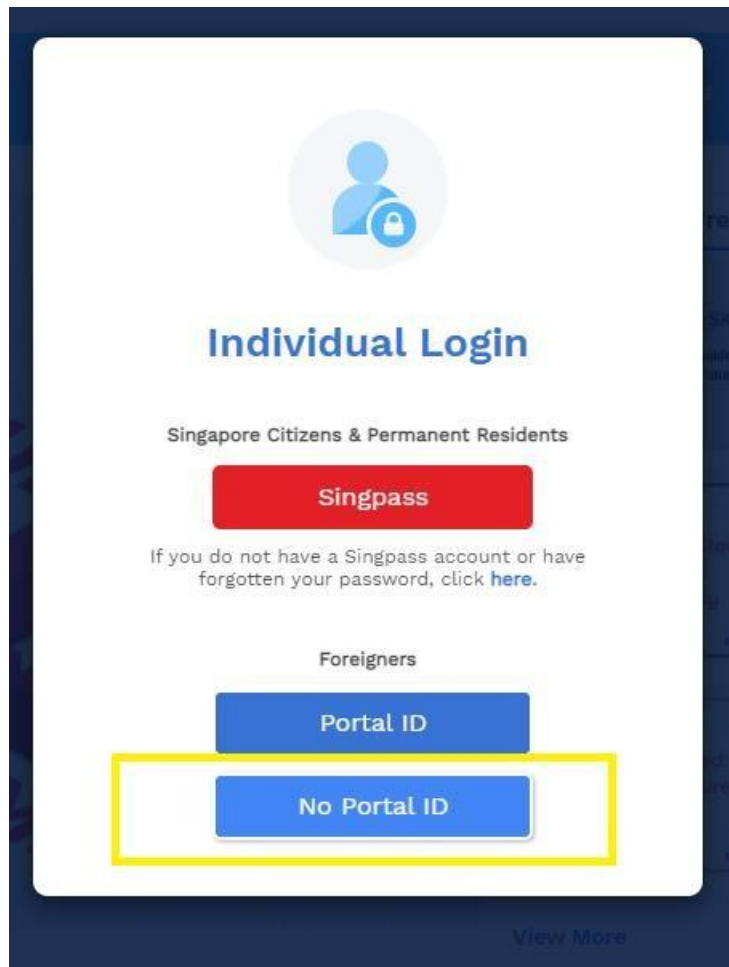
1. Go to 'Digital Services'
2. Under 'Individuals', scroll the arrow down, click 'Download Certificates'



The screenshot shows the MySkillsFuture portal interface. The browser address bar displays [myskillsfuture.gov.sg/content/portal/en/index.html](https://www.myskillsfuture.gov.sg/content/portal/en/index.html). The page header includes the MySkillsFuture logo and navigation links for Courses, Programmes, Digital Services, and Resources, along with a search icon and a Login button. The main content area is divided into four columns: Individuals, Partners, Training Partners, and Employers. The 'Individuals' column is highlighted with a yellow box and contains three links: 'Apply for SkillsFuture Qualification Award', 'Apply for SkillsFuture Study Award', and 'Apply for SkillsFuture Work-Study Programmes'. Below these links is a 'Download Certificates' button, also highlighted with a yellow box, which includes two blue arrows (one pointing up and one pointing down) for navigation. The 'Partners' column contains 'Application Management System' and 'Developer Portal'. The 'Training Partners' column contains 'Submit for SkillsFuture Credit Payout' and 'Visit Training Partners Gateway'. The 'Employers' column contains 'Visit Enterprise Portal for Jobs & Skills'.

3. Click 'No Portal ID'. It should link you to this URL:

(<https://www.myskillsfuture.gov.sg/content/portal/en/public/download-cert.html>)



4. Key in your FIN number then Click Next.

myskillsfuture.gov.sg/content/portal/en/public/download-cert.html

A Singapore Government Agency Website

**MySKILLSfuture** Courses Programmes Digital Services Resources  Login

Home > Download Certificates A- A+

## Help us identify you

ID Type  
Previous NRIC / FIN

ID Number  
  
This field is required.

Next

5. Select 'WSQ Qualification' under Certificate Type for Full Cert (For SOA, select 'WSQ Statement of Attainment')
6. Enter 'Year of Attainment'
7. Enter 'Institution UEN' as: **S87SS0027A**
8. Type in the characters you see from the image
9. Click 'Find Cert'

The screenshot shows the 'Certificate Information' page on the MySkillsFuture website. The browser address bar displays 'myskillsfuture.gov.sg/content/portal/en/public/download-cert.html'. The page header includes the MySkillsFuture logo and navigation links for Courses, Programmes, Digital Services, Resources, and a Login button. The breadcrumb trail is 'Home > Download Certificates'. The main content area is titled 'Certificate Information' and contains the following fields:

- ID Type:** Previous NRIC / FIN
- ID Number:** M1234567A
- Certificate Type:** A dropdown menu with 'WSQ Qualification' selected.
- Year of Attainment:** A text input field with '2022' entered.
- Institution UEN:** A text input field with 'S87SS0027A' entered. A link 'Search for Institution UEN here' is visible next to the field.

Below the form, there is a CAPTCHA section with the instruction 'Type the characters you see below.' and a refresh button. The CAPTCHA image shows the number '71223'. A text box next to the image contains the text 'Type in the characters you see from the image'. A 'Clear' button is also present.

At the bottom right of the page, there are two buttons: 'Back' and 'Find Cert'. The 'Find Cert' button is highlighted with a yellow border.

10. Proceed to download your e-Cert

1 record(s) found

Certificate	Institution	Cert ID	Action
Certificate in Generic Manufacturing Skills	Electronics Industries Training Centre	<input type="text"/>	<a href="#">Download</a>