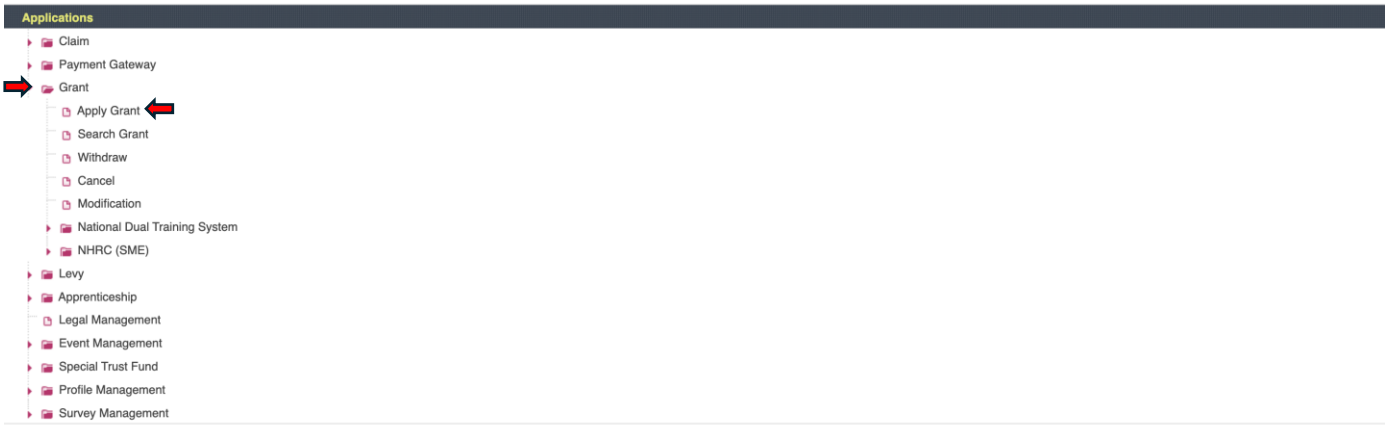
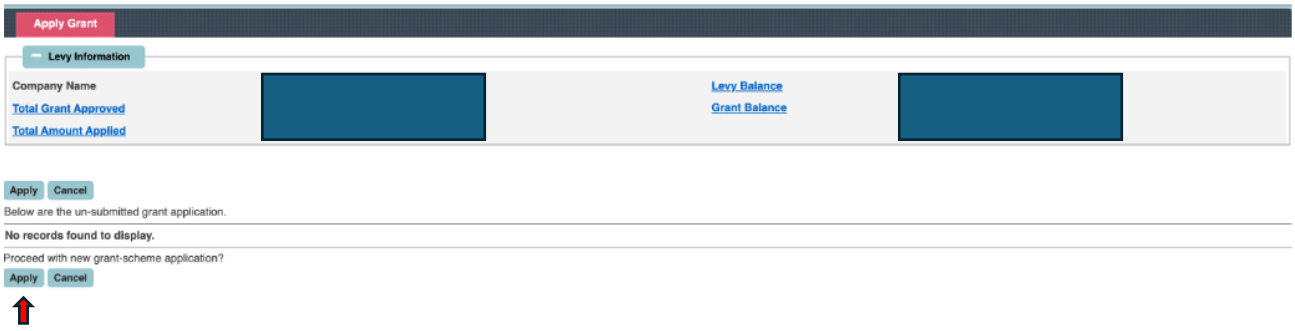
If you would like to watch the guideline walkthrough applying grant under Remote Online Training, kindly click this link.
https://bit.ly/4ebPeB0

1. Login to Employer's eTris. Click Applications

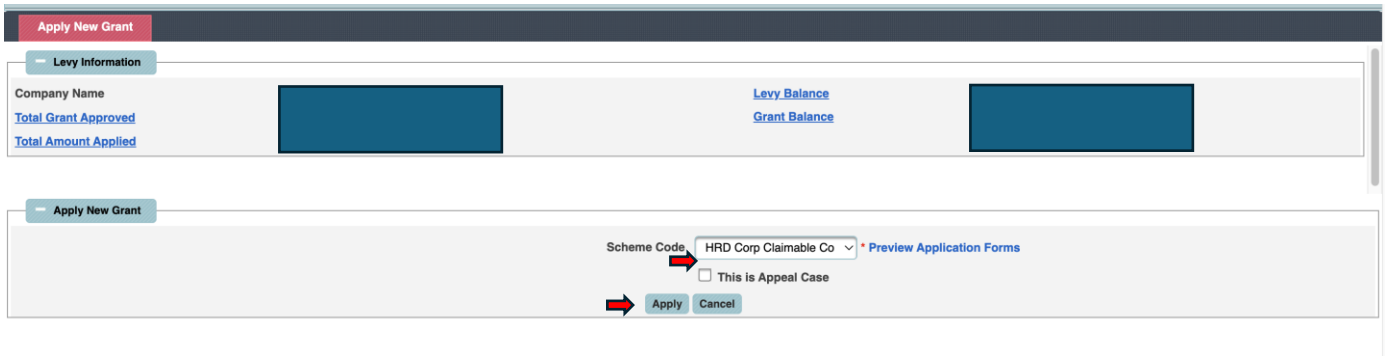
2. Click Grant, then click Apply grant



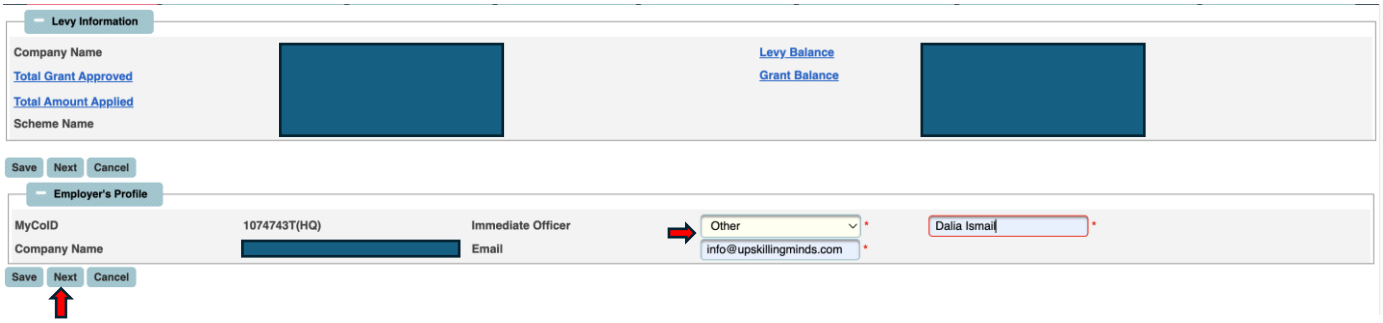
3. At Levy Information, click apply



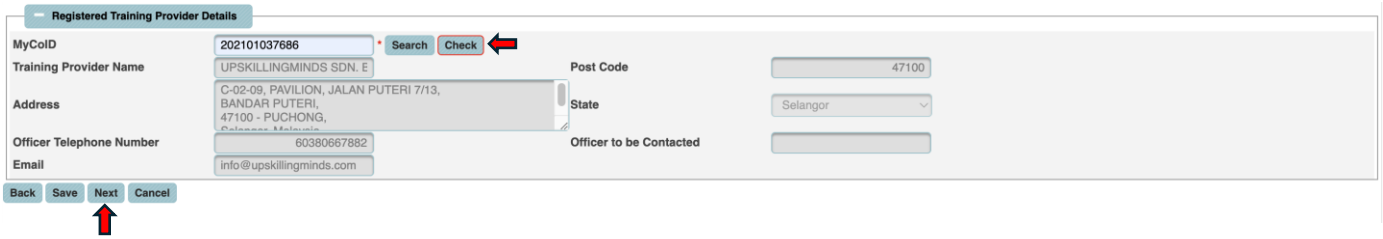
4. Choose a Scheme Code and select HRD Corp Claimable Courses. Then, click Apply.



5. Select your Immediate Officer and click next



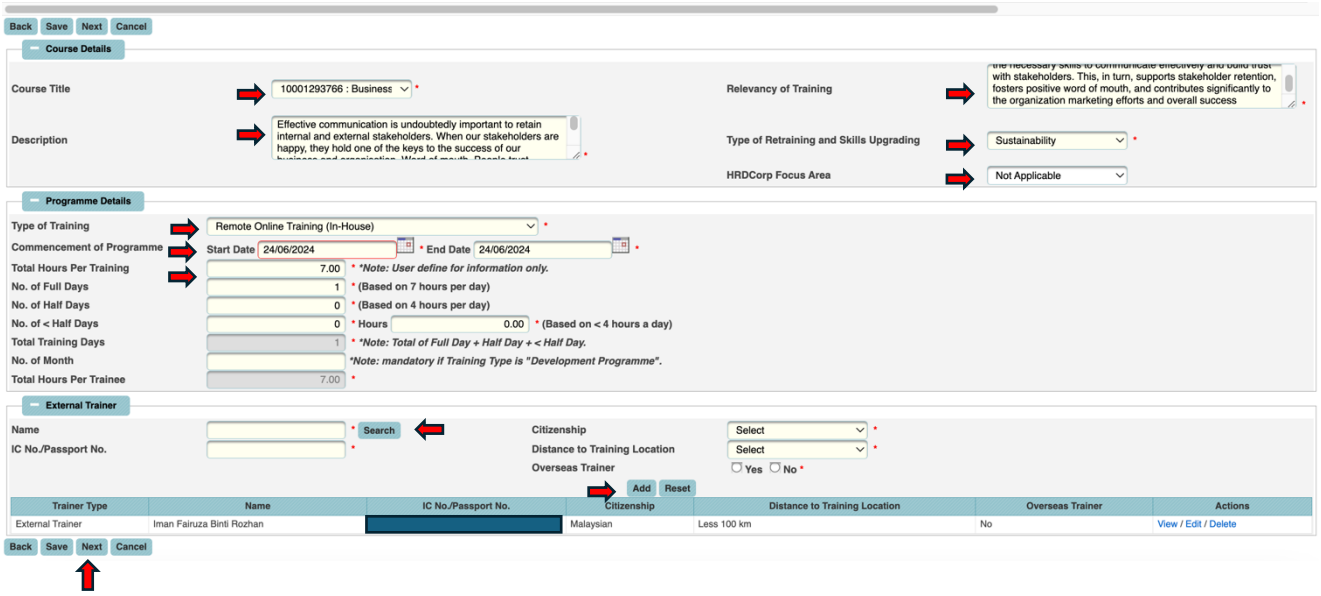
6. Enter training provider's COID, click check, then click next



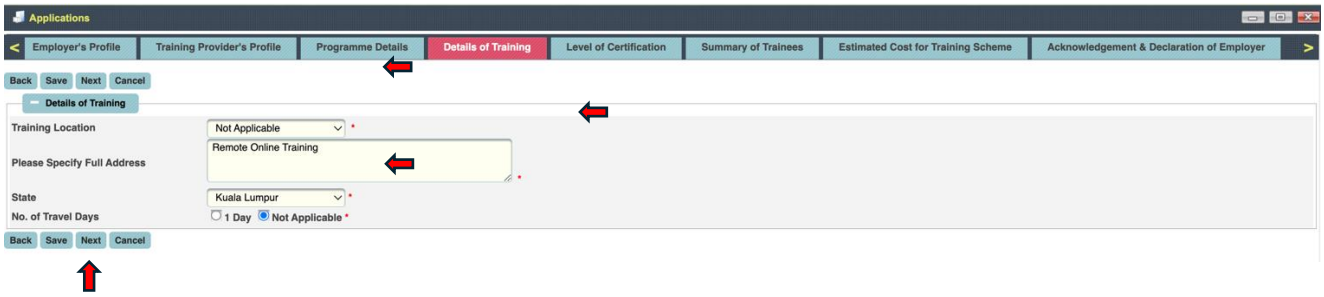
7. i) Select a training program from the list. Key-in all required details.

   ii) Put in the program detail i.e training date & training hours

   iii) Click the search button and look up the trainer's, click add, then click next

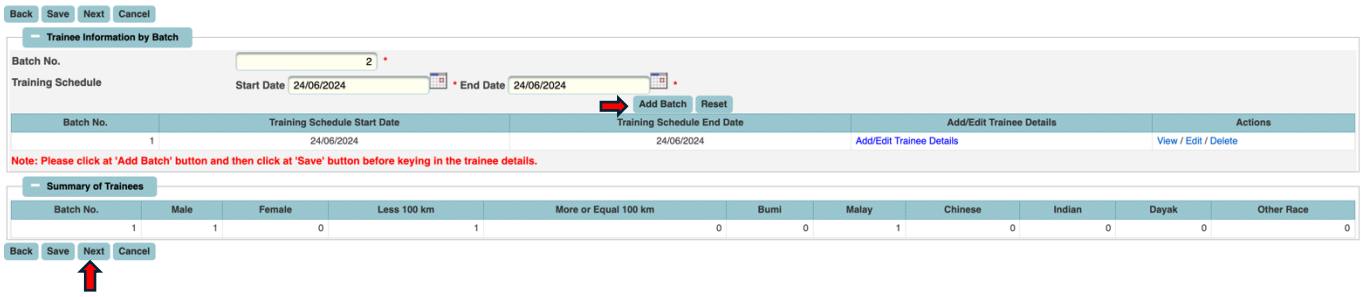


8. Key in the Training Location and click next

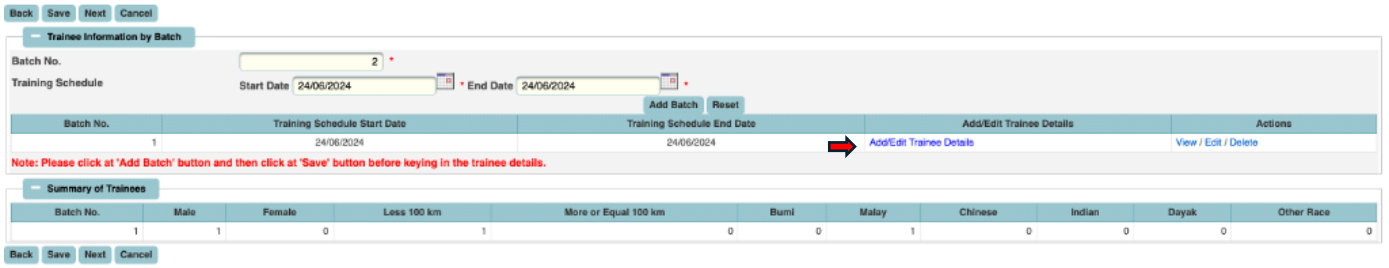


9. Select the Level of Certification. Choose **NO** for Practical/Hands-ON/TVET? And click next.

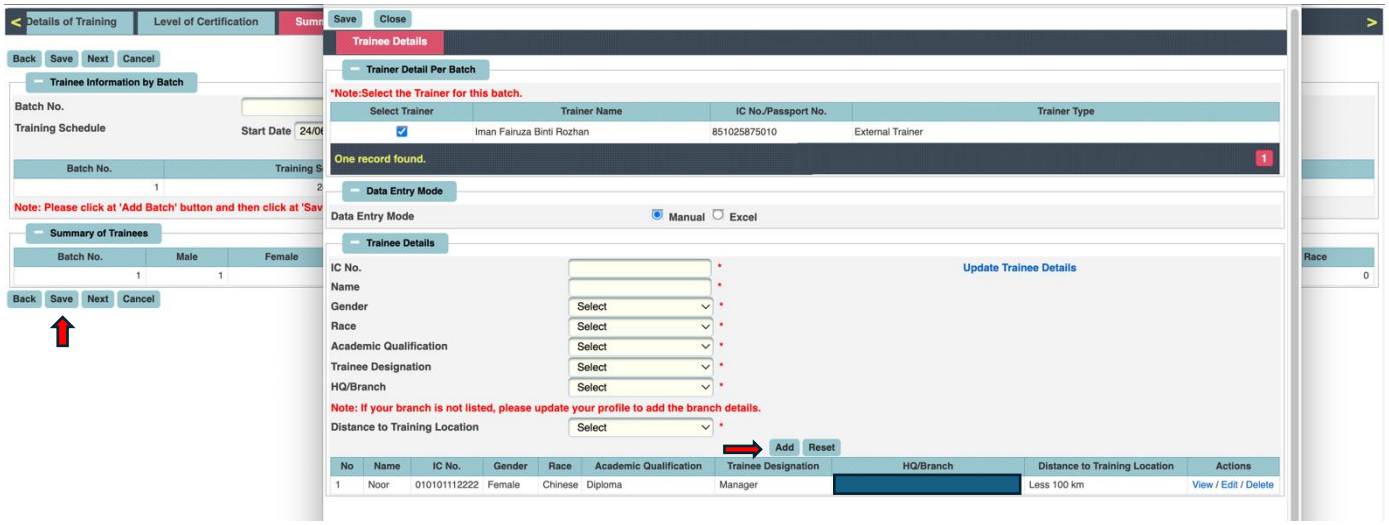
10. Click add batch, then click save.



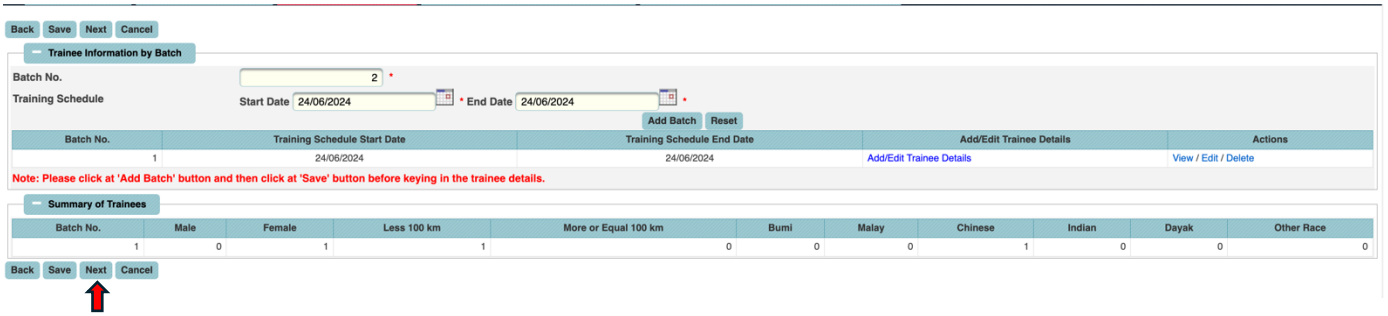
11. Click Add Trainee Details.



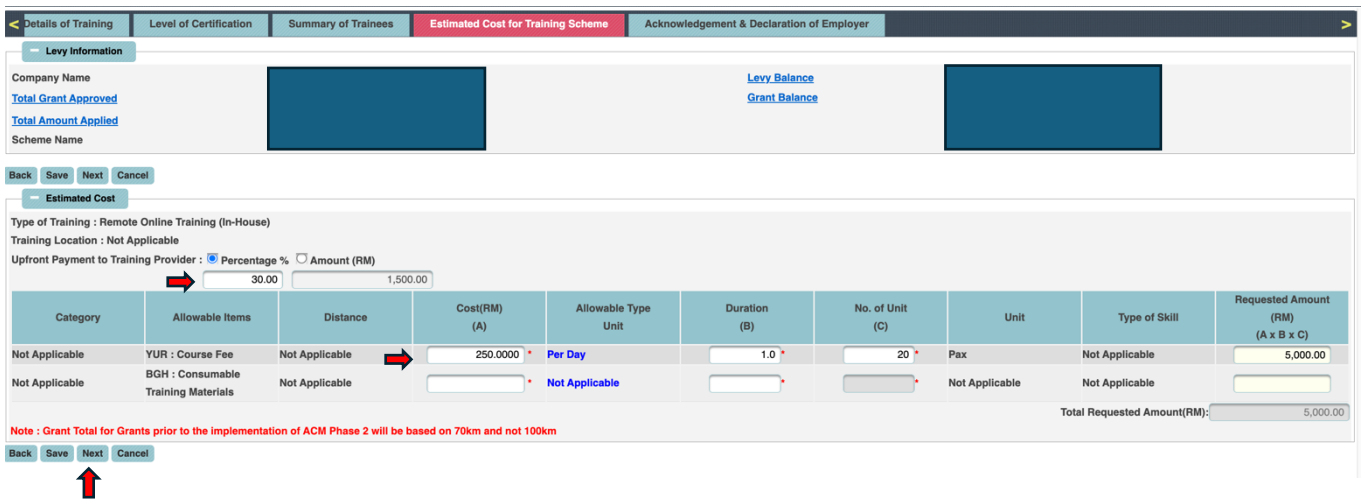
12. Key-in all required details, click add. Click add if there are more participants. Once done click save.



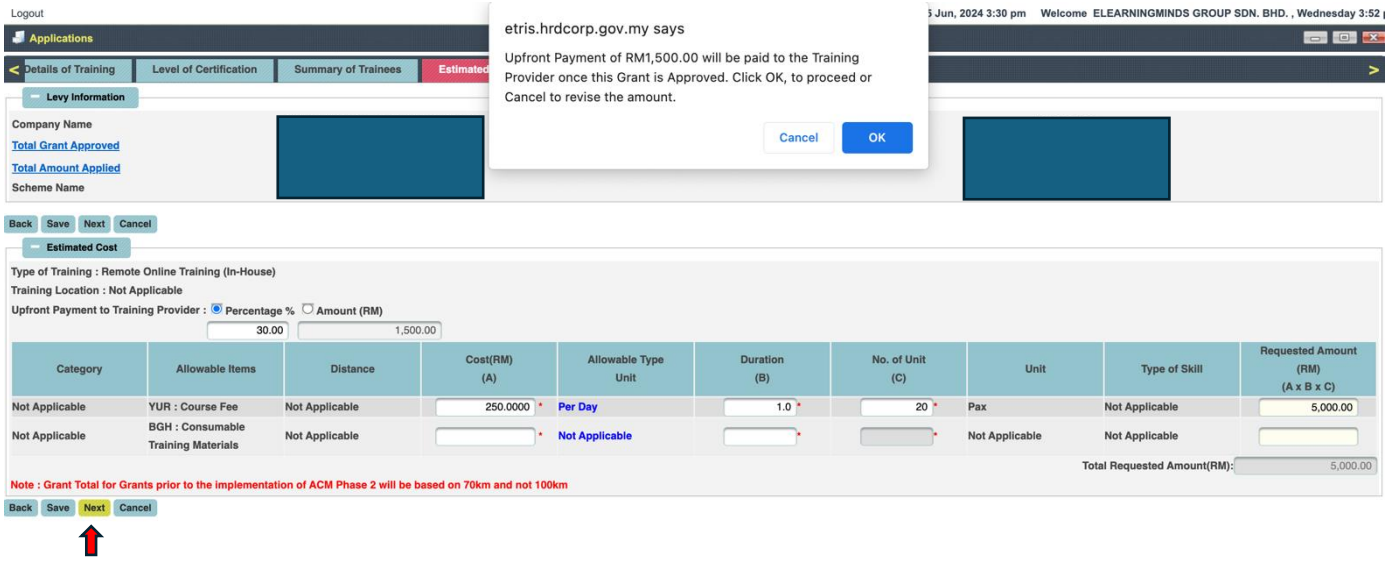
13. Click next.



14. Key-in the course fees and allowance details. Select Upfront Payment to Training Provider and key in the percentage 30%. Then, click Save and Next



15. Click next, then ok to confirm the upfront payment made to the training provider.



16. i) Checked off all the declaration boxes. Fill-in the officer-in charge's info.
    ii) Add all the required documents, then click Add Attachment. Then, click save and submit application.