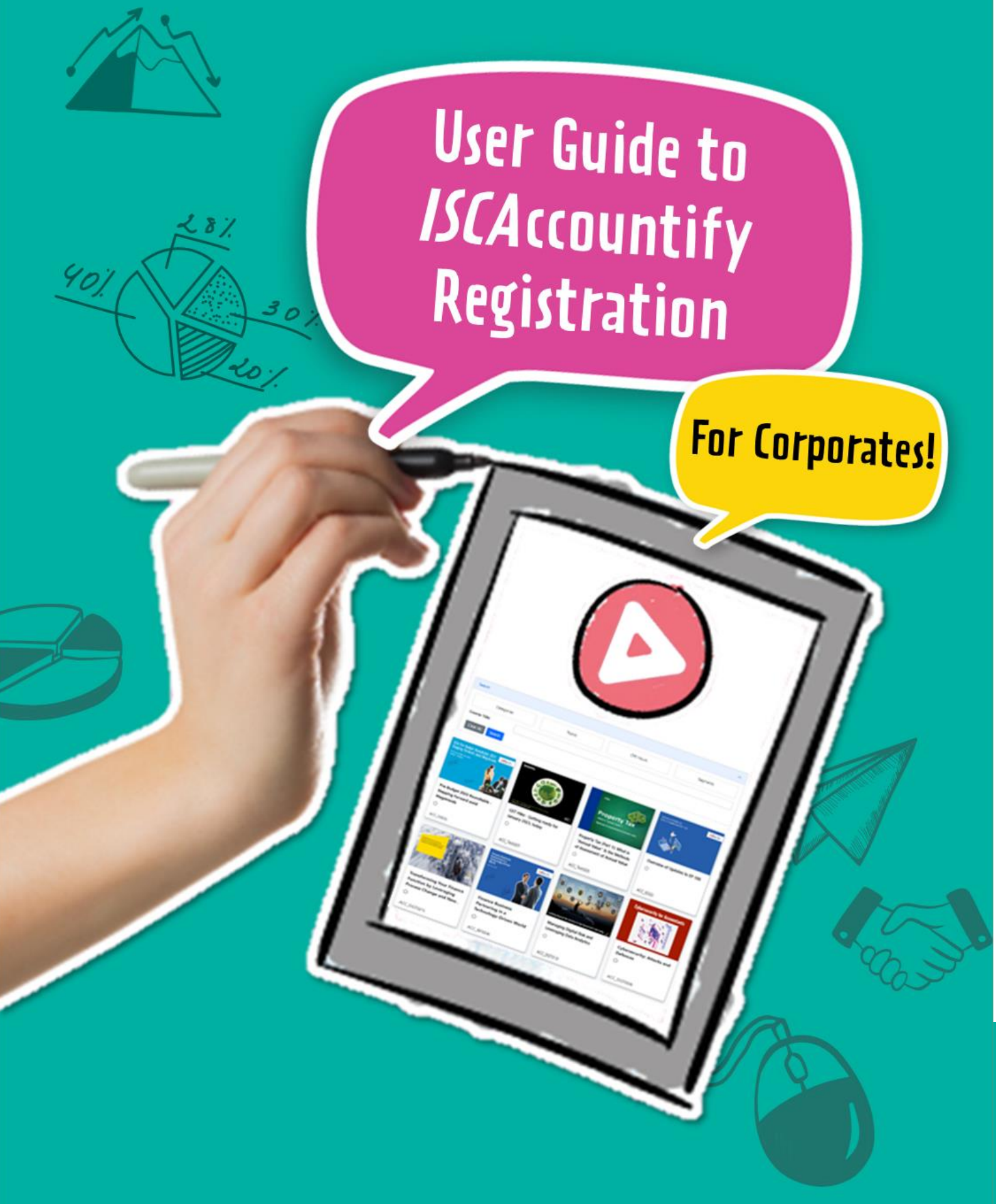


User Guide to ISCAccountify Registration

For Corporates!



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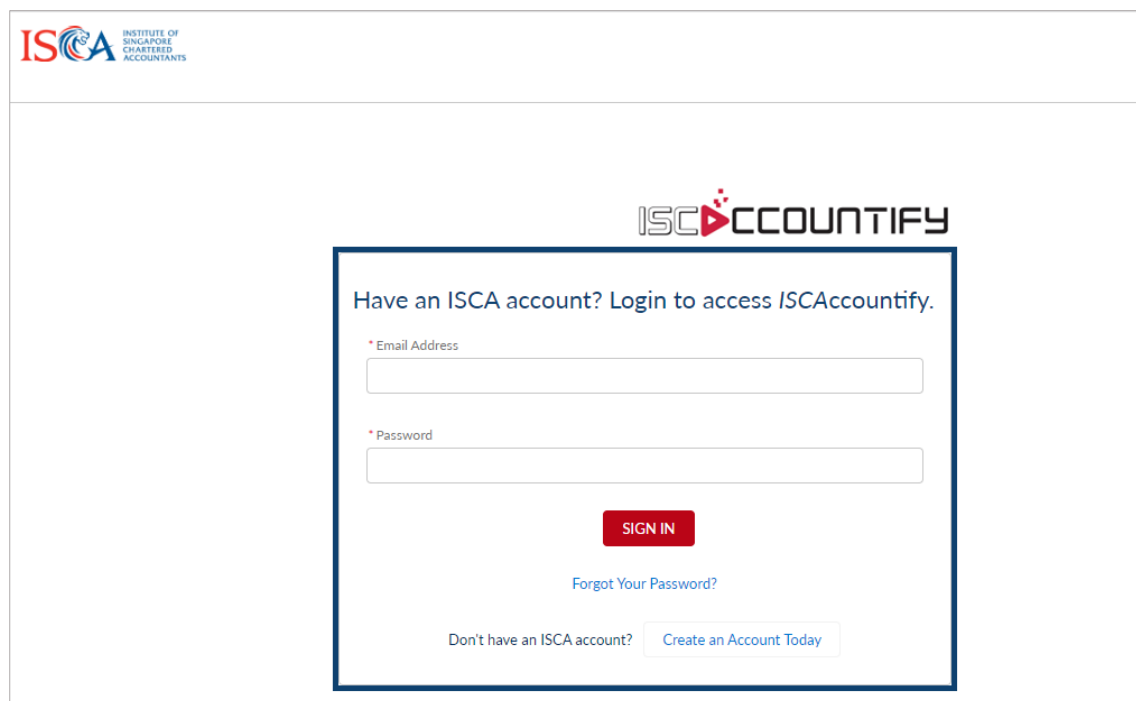


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Subscribing to and Renewing ISCAccountify

1. Access the ISCAccountify Login page [here](#). If you do not have an existing corporate user account, proceed to 'Create an Account Today' and follow [Steps 2 to 5](#). If you already have an existing ISCA account, proceed to 'SIGN IN' and skip ahead to [Step 6](#).



ISCA INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

ISCACCOUNTIFY

Have an ISCA account? Login to access ISCAccountify.

* Email Address

* Password

SIGN IN

[Forgot Your Password?](#)

Don't have an ISCA account? [Create an Account Today](#)

URL: <https://eservices.isca.org.sg/ISCAccountifyDashboard>



Step 2 to 5: Creation of ISCA Corporate User Account

- Under **Create a New Corporate User Account**, click on “[click here](#)”.

You will be directed to fill in an Application Form for ISCA Corporate User Account. After you have submitted your application form, a corporate user account will be created within 3-5 working days.

ISCA ACCOUNTIFY

CREATE ACCOUNT REQUEST SUBMITTED

Create an ISCA Account Today

* First Name

* Last Name

* Name As Per ID (Example: Tan Zhi Wen)

* Email Address

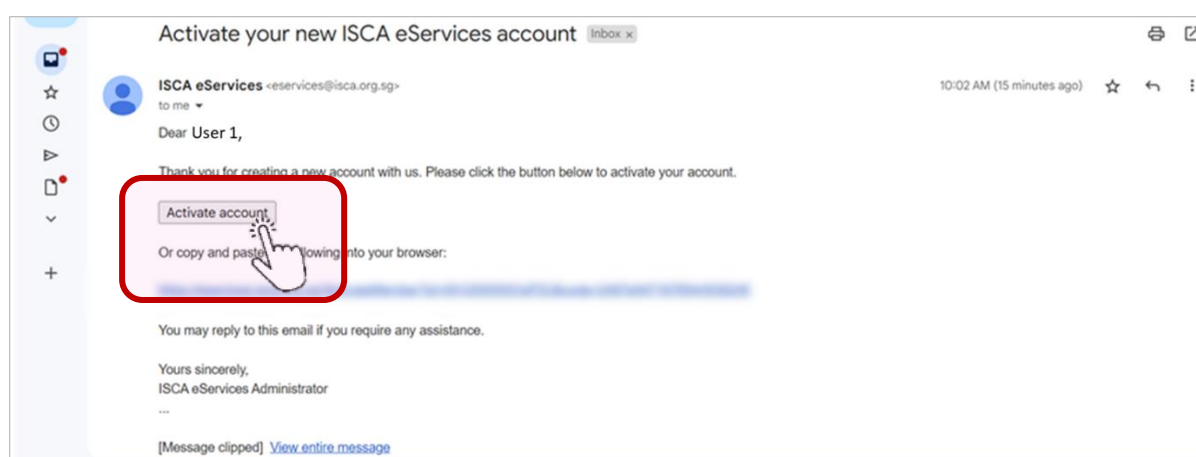
I confirm that I have read and I agree to (i) the [Terms of Use](#), and (ii) the [Privacy and Data Protection Policy](#) which sets out how my personal data will be collected, used, disclosed and processed by the Institute of Singapore Chartered Accountants and the purposes of processing.

[Privacy - Terms](#)

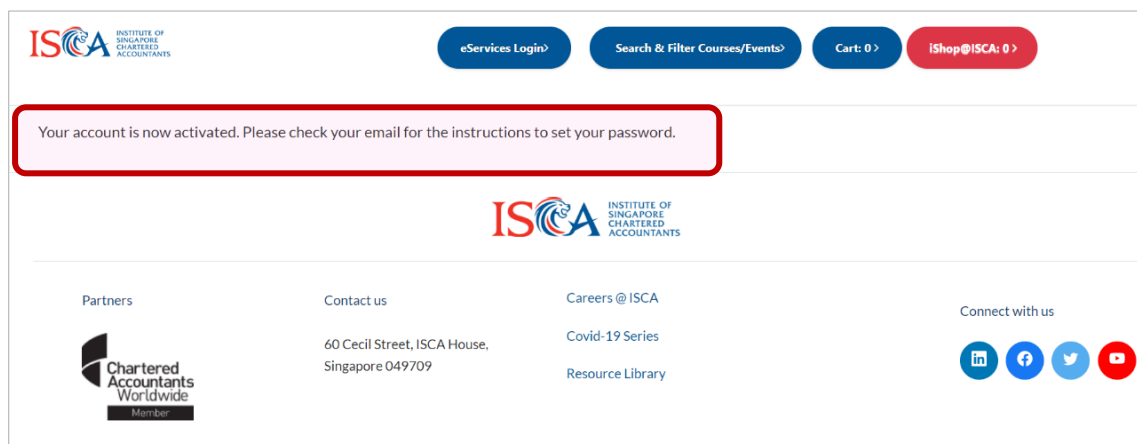
[CREATE ACCOUNT](#)

[Create a New Corporate User Account](#)
If you require the invoice to be billed to the company and do not have an existing corporate user account, please [click here](#).

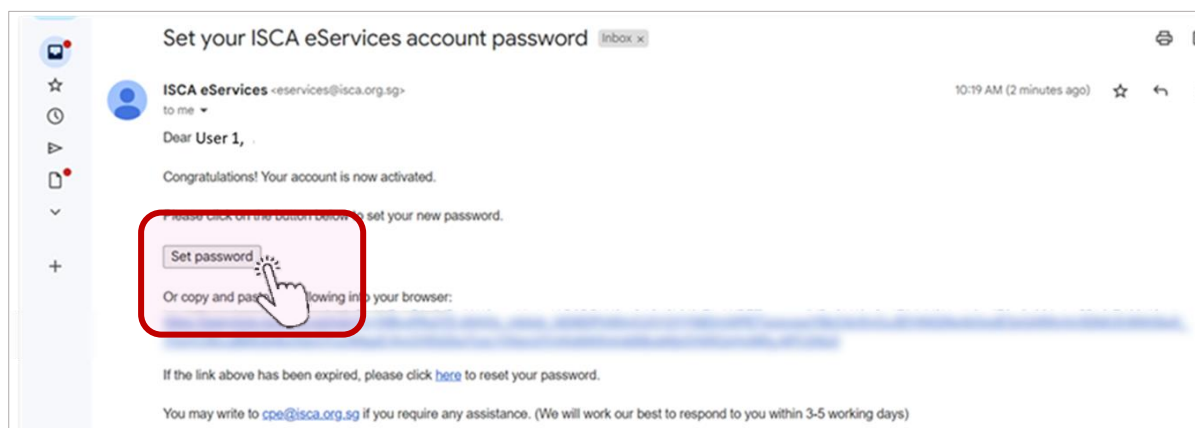
- You will receive an email notification when the account is created. Click ‘**Activate account**’ in the email to activate your new ISCA Corporate User Account.



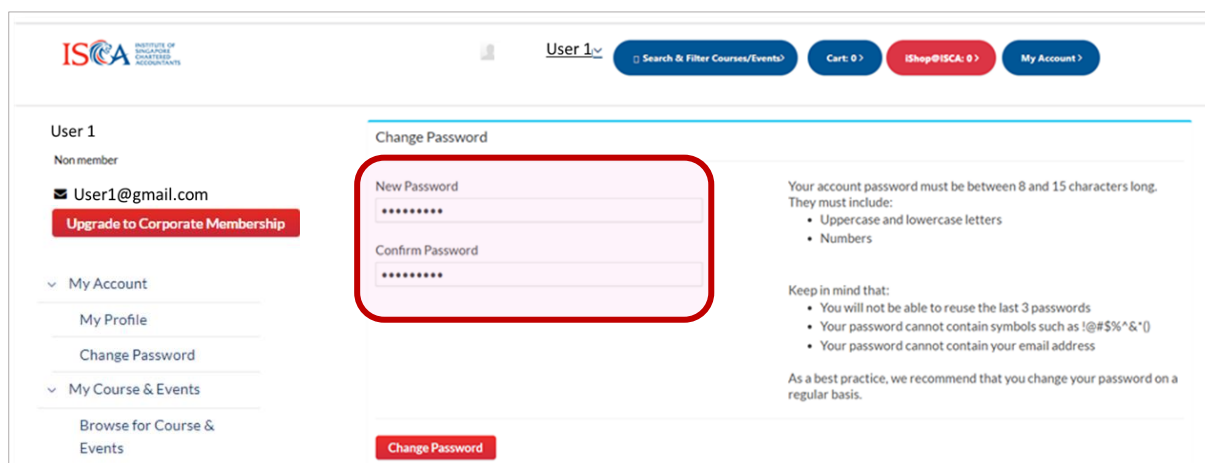
- Once you have activated your account, you will see the message below. Now check your email for the instructions to set your password.



- Click "Set password" in the email.



Proceed to set a new password.



Registration of ISCAccountify

- Now that you are signed in to **ISCA eservices**, click on '**ISCAccountify Renewal & New Subscription**' on the left bar.

The screenshot shows the ISCA eservices user interface. At the top left is the ISCA logo (INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS). The user is logged in as 'User 1'. Navigation buttons include 'Search & Filter Courses/Events', 'Cart: 0', 'iShop@ISCA: 0', and 'My Account'. The left sidebar menu includes: 'Upgrade to Corporate Membership', 'My Account' (with sub-items: My Profile, Change Password, Professional Qualification (PQ) Portal), 'My Course & Events' (with sub-items: Browse for Course & Events, My Registrations, My Certificates, My Vouchers, My Deferment Actions, Prepaid Balance), and 'ISCAccountify Renewal & New Subscription' (highlighted with a red box and a hand cursor). The main content area is titled 'Edit Profile' and has two tabs: 'Personal Details' (active) and 'Company Details'. The 'Personal Details' section contains the following fields: Last Name*, First Name*, Name As Per ID*, Mailing Address Line1*, Mailing Address Line2, Mailing Unit Number, Mailing Postal Code*, Mailing Country*, Email*, Phone*, and Mobile Phone*. An 'Interests and Preferences' section is visible at the bottom.



- 7. Input the **Membership Number** or **Email Address** if your staff has an existing ISCA account. Otherwise, click on **+Add New Participant** to fill in their details. Once all staff is added, proceed to **Add to Cart**.

ISCA INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

User 1

Search & Filter Courses/Events

Cart: 0

IShop@ISCA: 0

My Account

Add Participants

Enter the ISCA membership number or email address to add participants. Then click the "Search Participant" button. Repeat these steps if you want to add more participants.

ISCAAccountify Registrations and Renewals

Membership Number OR Email

Search Participant +Add New Participant

Selected Participants

S.No	Name	ISCA Membership Type	Action
1			

Add to Cart

Input Membership # or Email (next field) if staff has existing ISCA account.



8. If you have a valid promo code, input in the 'Enter Coupon/ Voucher Code' field and click 'Apply'. Proceed to declare your organisation's business establishment (for Goods and Services Tax (GST) purpose) and click 'Checkout' to make payment.

For group registration of 10 pax and more (including new subscriptions and renewals, maximum 30 pax) in a transaction, a **30% discount** will be automatically applied.

Note: Other promo codes cannot be used in conjunction with the group discount.

Cart

Wow! Subscription fee after discount. 😊

No.	Description	Amount	Total	Remove
1	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
2	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
3	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
4	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
5	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
6	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
7	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
8	ISCACCOUNTIFY (Non member)	\$182.00	\$182.00	
9	ISCACCOUNTIFY (Non member)	\$182.00	\$182.00	
10	ISCACCOUNTIFY (Non member)	\$182.00	\$182.00	

Input promo code, if applicable. Then click 'Apply'. Promo code cannot be used with group discount.

Declare your business establishment

Enter Coupon/Voucher Code:

[Click here to view your voucher\(s\)](#)

I declare my organisation's business establishment belongs in Singapore.
 I declare my organisation's business establishment belongs in a country outside of Singapore, and the attendee will be physically outside of Singapore during the course.
[Click here to view Section 21\(3\) of the GST Act under "International Services"](#)

SubTotal \$1,428.00
 GST (8%) \$114.24
Total Amount Payable \$1,542.24

[Back To Course & Events](#)



*You have completed the first step of your ISCAccountify journey!
Login now to start your learning experience!*

*Download the **User Guide to ISCAccountify [here](#)** – it will show you the tips to navigate the platform best and select your favourite courses.*



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Tracking Subscriber Accounts

1. Click on '**ISCAccountify Subscribers List**' on the left bar to view all the subscribers and their respective subscription validity dates under your organisation.

The screenshot shows the ISCA Accountify user interface. The top navigation bar includes the ISCA logo, a user profile dropdown for 'User 1', and buttons for 'Search & Filter Courses/Events', 'Cart: 0', 'iShop@ISCA: 0', and 'My Account'. The left sidebar contains a navigation menu with categories like 'My Account', 'My Course & Events', and 'ISCAccountify Renewal & New Subscription'. The 'ISCAccountify Subscribers List' option is highlighted with a red box and a hand cursor. The main content area shows the 'Edit Profile' form with tabs for 'Personal Details' and 'Company Details'.

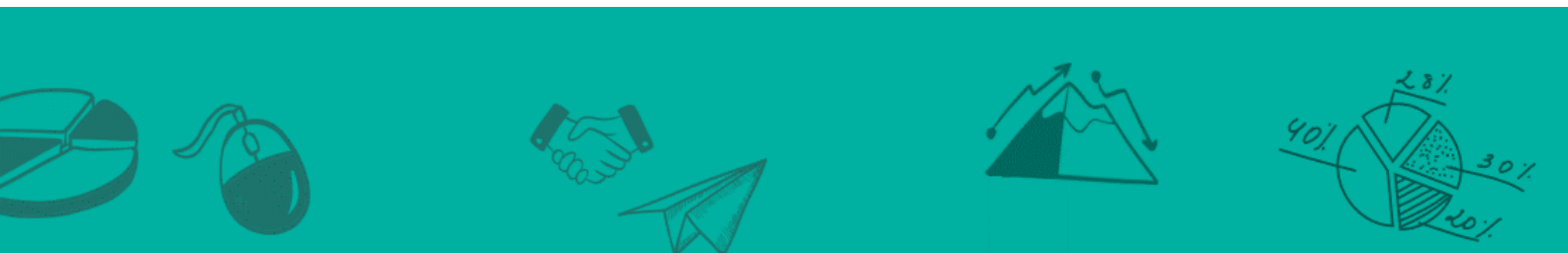
2. View your organisation's subscribers and their respective subscription validity dates at one glance!

The screenshot shows the ISCA Accountify user interface displaying a table of subscribers. The table has two columns: 'Name of ISCAccountify Subscriber(s)' and 'ISCAccountify Subscription Valid To'. The table contains 9 rows of data, all showing a validity date of 29/04/2025.

Name of ISCAccountify Subscriber(s)	ISCAccountify Subscription Valid To
1 [Redacted]	29/04/2025
2 [Redacted]	29/04/2025
3 [Redacted]	29/04/2025
4 [Redacted]	29/04/2025
5 [Redacted]	29/04/2025
6 [Redacted]	29/04/2025
7 [Redacted]	29/04/2025
8 [Redacted]	29/04/2025
9 [Redacted]	29/04/2025



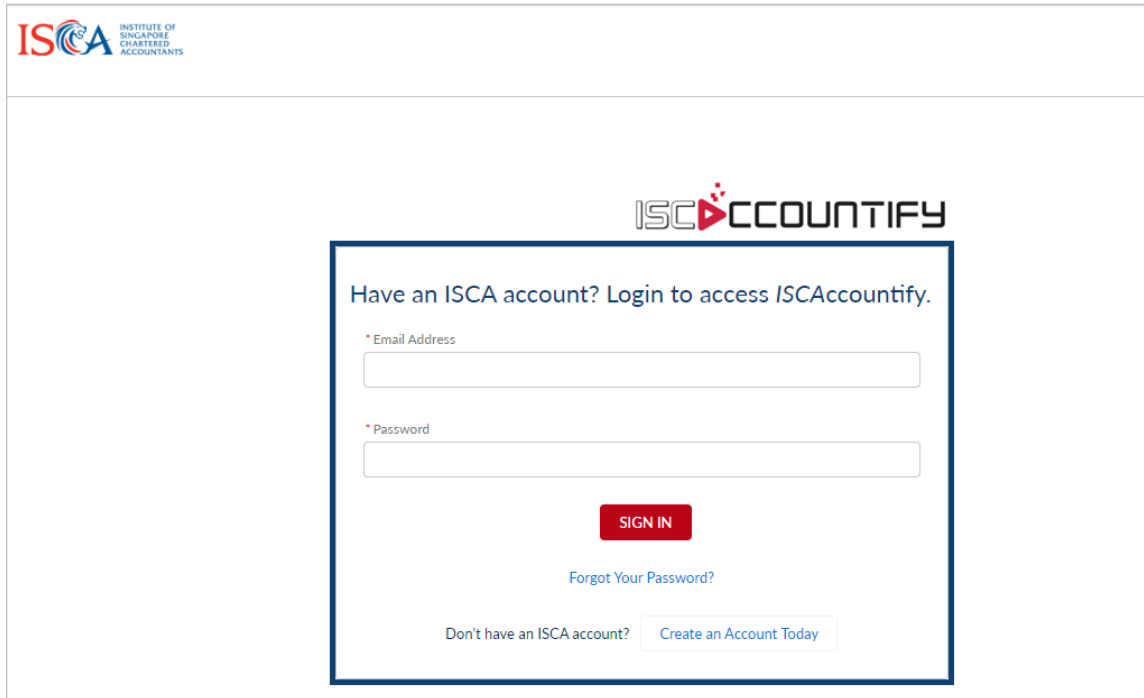
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Retrieving Progress Reports

Track and accelerate your team's learning development with the "Course Registration Report".

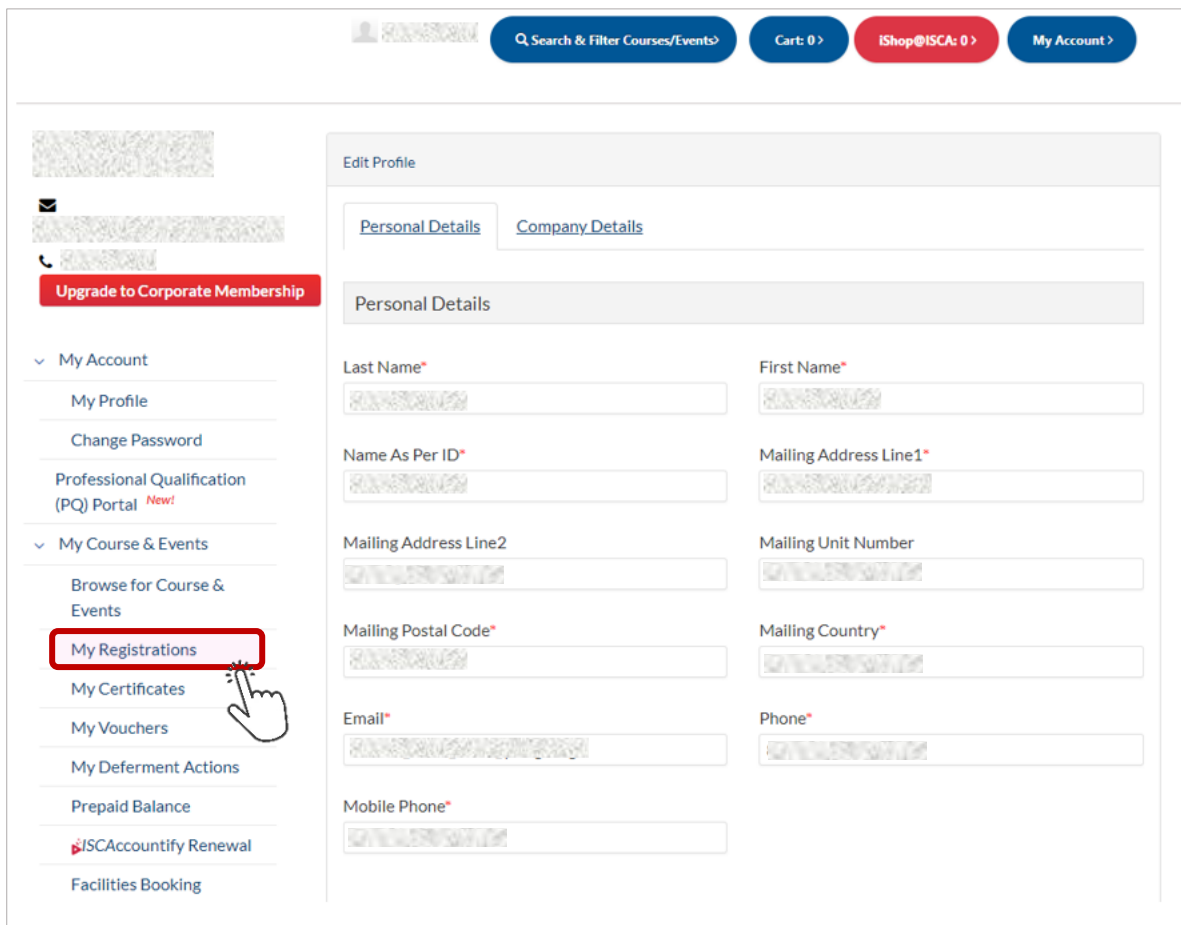
1. Access the ISCAccountify Login page [here](#). Proceed to 'SIGN IN'.



URL: <https://eservices.isca.org.sg/ISCAccountifyDashboard>



2. Click on “My Registrations” on the left menu bar.



- 3. Click "Download as CSV".

In this CSV file "Course Registration Report", you can see the **number** and **titles** of /SCAccountify courses enrolled and completed by each of your team members.

My Registrations

Course Deferment / Switching / Withdrawal and Participant Substitution (Not applicable for E-Learning Course)

Note: Course Deferment, Course Switching, and Participant Substitution are currently disabled online, due to a scheduled system maintenance until further notice. Please email to cpe@isca.org.sg if you wish to make such a request. Admin fee of \$40 (before Gst) applies to Switching/Deferment.

Please click [here](#) for an overview of the Terms & Conditions.

My Registrations Download as CSV

Filter By: Confirmed --Training Mode-- Show 10 entries

Action	Reg. No	Reg. Date	Course Code	Course Title	Participant Name	Date&Time	Course Status	Reg. Status	Valid to (E-Learning Only)
<input type="radio"/>	CR-674002	12/01/2024	ACC_A009I	FRS 116: Accounting of Leases - What are the Areas to Consider? (Part ONE)	[Avatar]		Confirmed	Confirmed	13/04/2024
<input type="radio"/>	CR-673998	12/01/2024	ACC_ESG019I	An In-depth Explainer with the	[Avatar]		Confirmed	Confirmed	13/04/2024



- Filter the “**Course Code**” to courses that start with “**ACC**”. Courses that start with “**ACC**” refer to courses on *ISCAccountify*.

The screenshot shows an Excel spreadsheet with a filter dialog box open for the 'Course Code' column. The dialog box has a search filter set to 'ACC'. A callout bubble points to the filter, stating: 'Select all courses that start with “ACC” to view the progress on *ISCAccountify* courses!'. The spreadsheet data is as follows:

	Reg. N°	Reg. Date	Course Code	Course Title	Date&Time	Course Stat	Reg. Status
				IFRS S1 and S2: An Overview	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Course Completed
				FRS 116: Accounting of Leases “What are the Areas to Consider? (Part ONE)	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
				Sustainability Disclosure Standards - IFRS S1 & S2	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Course Completed
					16:00:00(9:00 AM - 5:00 PM)	Confirmed	Course Completed
					16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
					16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
				Practical Applications of RPA and AI using ChatGPT for Accounting and Audit Professionals	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
				#RPAForCAsByCAs using UiPath (Part ONE)	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
				#RPAForCAsByCAs using UiPath (Part ONE)	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
				IFRS S1 and S2: An Overview	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
				ACCA Virtual Public Sector Conference 2022 (Part TWO)	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
				Updates to EP 200: ACRA Rule & AML/CFT Requirements	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Course Completed
				EP 100 Updates: Revisions to the Code Relating to the Definition of Engagement Team and Group Audits	2023-12-18 16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
14	CR-667065	30/12/2023	ACC_E010i		16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
15	CR-667070	30/12/2023	ACC_MP015i	Money Management and Family	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
16	CR-667073	30/12/2023	ACC_O005i	ACCA Virtual Public Sector Conference 2022 (Part ONE)	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
17	CR-667078	30/12/2023	ACC_O007i	ACCA Virtual Public Sector Conference 2022 (Part THREE)	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
18	CR-666216	29/12/2023	ACC_MP015i	Money Management and Family	16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed



- Filter the “Reg. Status” to “Course Completed”, to view courses that have been completed. If the registration status is “Confirmed”, it means your team members are enrolled in these course(s). Likewise, if the registration status is “Course Completed”, it means your team members have completed these course(s).

Reg. N	Reg. Date	Course Code	Course Title	Participant Name	Date&Time	Course Stat	Reg. Status
CR-673995	12/1/2024	ACC_ESG022i	IFRS S1 and S2: An Overview		16:00:00(9:00 AM - 5:00 PM)		
CR-674002	12/1/2024	ACC_A009i	FRS 116: Accounting of Leases “What are the Areas to Consider?” (Part ONE)		16:00:00(9:00 AM - 5:00 PM)		
CR-674000	12/1/2024	ACC_ESG017i	Sustainability Disclosure Standards - IFRS S1 & S2 Video Explainers		16:00:00(9:00 AM - 5:00 PM)		
CR-673996	12/1/2024	ACC_ESG018i	An In-depth Explainer with the ISSB on IFRS 116: Accounting of Leases “What are the Areas to Consider?” (Part ONE)		16:00:00(9:00 AM - 5:00 PM)		
CR-673998	12/1/2024	ACC_ESG019i	An In-depth Explainer with the ISSB on IFRS 116: Accounting of Leases “What are the Areas to Consider?” (Part TWO)		16:00:00(9:00 AM - 5:00 PM)		
CR-674003	12/1/2024	ACC_A010i	Practical Applications of RPA and AI using ChatGPT for Accounting and Audit Professionals		16:00:00(9:00 AM - 5:00 PM)		
CR-672402	8/1/2024	ACC_DGT026i	#RPAForCAsByCAs using UiPath (Part ONE)		16:00:00(9:00 AM - 5:00 PM)		
CR-672403	8/1/2024	ACC_DGT029i	#RPAForCAsByCAs using UiPath (Part ONE)		16:00:00(9:00 AM - 5:00 PM)		
CR-667071	30/12/2023	ACC_DGT029i	#RPAForCAsByCAs using UiPath (Part ONE)		16:00:00(9:00 AM - 5:00 PM)		
CR-667066	30/12/2023	ACC_ESG022i	IFRS S1 and S2: An Overview		16:00:00(9:00 AM - 5:00 PM)		
CR-667076	30/12/2023	ACC_O006i	ACCA Virtual Public Sector Conference 2022 (Part TWO)		16:00:00(9:00 AM - 5:00 PM)		
CR-667068	30/12/2023	ACC_E009i	Updates to EP 200: ACRA Rule & AML/CFT Requirements		16:00:00(9:00 AM - 5:00 PM)		
CR-667065	30/12/2023	ACC_E010i	EP 100 Updates: Revisions to the Code Relating to the Definition of Engagement Team and Group Audits		2023-12-18 16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
CR-667070	30/12/2023	ACC_MP015i	Money Management and Family		16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
CR-667073	30/12/2023	ACC_O005i	ACCA Virtual Public Sector Conference 2022 (Part ONE)		16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
CR-667078	30/12/2023	ACC_O007i	ACCA Virtual Public Sector Conference 2022 (Part THREE)		16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
CR-666216	29/12/2023	ACC_MP015i	Money Management and Family		16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed

If the “registration status” is “Course Completed”, it means your team members have completed the course(s).

Sort A to Z
Sort Z to A
Sort by Color
Sheet View
Clear Filter From “Reg. Status”
by Color
Filters
(Select All)
 Cancelled
 Confirmed
 Course Completed
 Deferred
 Pending Withdrawal
 Substituted
 Withdrawn
OK Cancel



6. You can also present the data in the form of pivot tables or visualisations (e.g. charts) to suit your analytical needs.

a) **Learner Summary**

Create a **Pivot Table** to visualise the aggregated data for each team member to understand how active each of them is on /SCAccountify. The **Pivot Table** below shows the number of courses each subscriber has completed.

Tip: Remember to filter the course codes to those that start with "ACC"!

Course Code	(Multiple Items)
Participant Name	Count of Reg. Status
John Doe	11
Jane Eyre	34
	2
	11
	9
	2
	11
	13
Grand Total	93

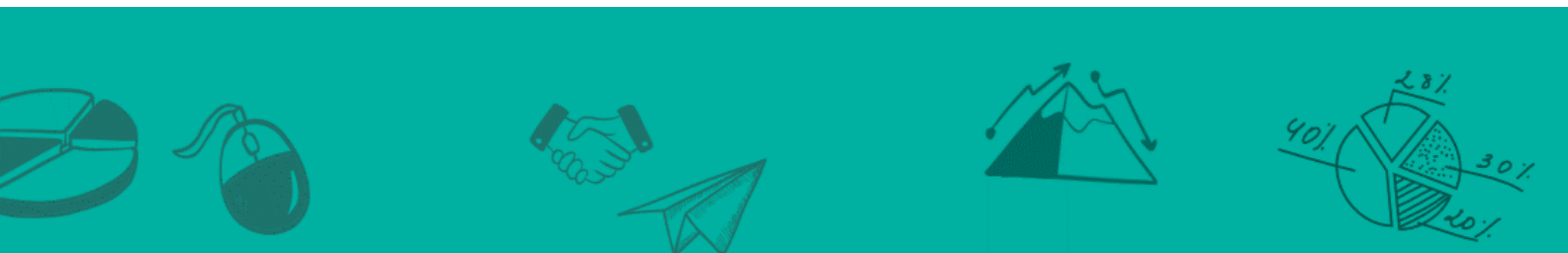
You can also customise your pivot table to include the course codes and titles each learner has completed.

b) **Learning Progress Report**

Create a **Bar Chart** to visualise the aggregated data for activity at your organisation to understand how engaged the organisation is with learning during specified durations. The **Bar Chart** below shows the number of course completions in each month.



For example, this Bar Chart shows that learners were most active in November!

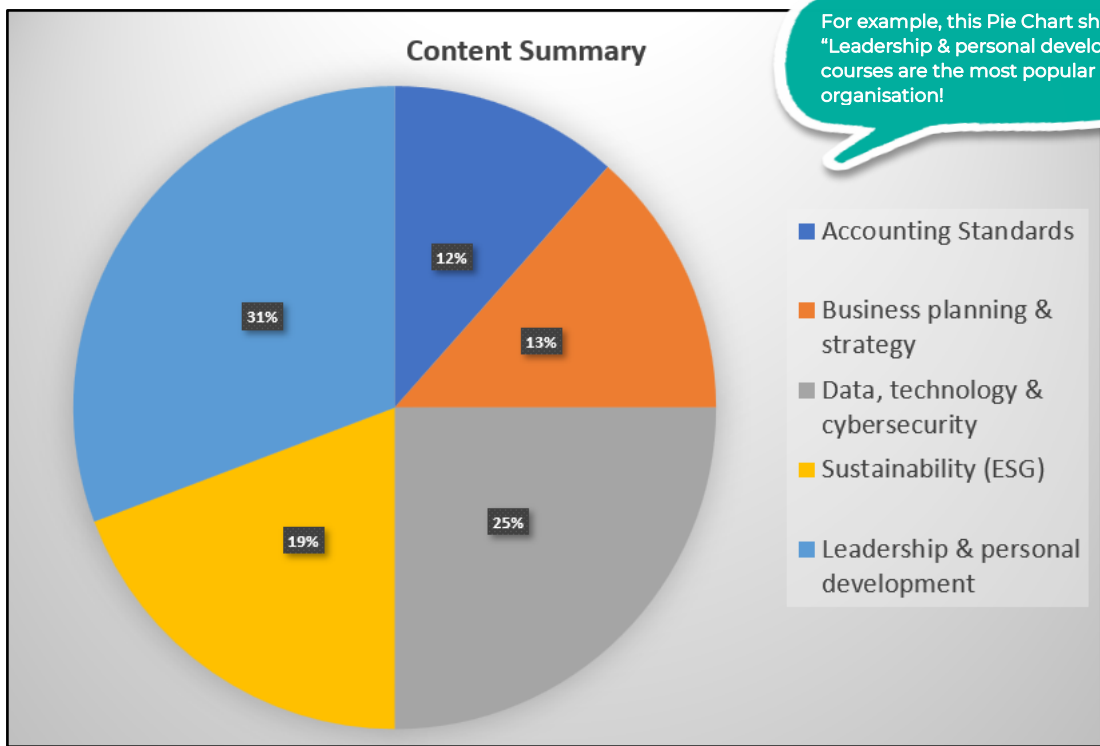


c) Content Summary

Create a **Pie Chart** to visualise the aggregated data of how much your team members are engaging with each piece of content, to track content performance and discover the most popular topics in your organisation. The **Pie Chart** below shows the most popular topics.

Tip: Here are the topics according to course codes:

ACC_XXX	Topic
A	Accounting Standards
ADT	Audit & assurance
BF	Business planning & strategy
DGT	Data, technology & cybersecurity
E	Ethics & corporate governance
ESG	Sustainability (ESG)
LS	Legal
MP	Leadership & personal development
O	Others
RM	Risk management
TAX	Taxation



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