Professional Qualification (PQ) Portal PBA User Guide: Application (With e2i Funding)

Updated as of November 2020

Content Page

ISCA
INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

**Individual Candidate
(Not sponsored by company)**

Create New Application

- **Individual Candidate** refers to an individual who applies for a professional qualification on his/her own name and is self-sponsored.

- To apply as a new candidate, click '**Create New Application**'

Select the Qualification

- Select the qualification that you wish to apply for and click onto "Next" button at your bottom right of your computer screen. Select the PBA programme which is indicated with "**PBA(e2i)**"

Select Qualification

Please select the relevant Professional Qualification. If you wish to apply for ISCA Professional Business Accountant Programme (PBA) under e2i funding, please select the 'ISCA Professional Business Accountant Programme' indicated with '**https://PBA(e2i)**'.

Find Record

Qualification Name	Candidature Validity Period	Exemption Applicable	Link to Qualification Details
UAT_ISCA Professional Business Accoun...	6 Months	No	http://PBA (e2i)
ISCA Financial Forensic Accounting Qual...	2 Years	No	https://isca.org.sg/isca-ffa
ISCA Infrastructure & Project Finance Q...	3 Years	No	https://isca.org.sg/ipfq
UAT PBA (TREV)	6 Months	No	https://isca.org.sg/pba
UAT_SCAQ (PP)	3 Years	Yes	https://www.sac.gov.sg/scaq
[UAT] Q5 (Specialisation Track)	2 Years	No	http://Page to be updated.
UAT_ISCA Financial Forensic Accounting...	2 Years	Yes	https://isca.org.sg/isca-ffa
UAT_ISCA Professional Business Accoun...	6 Months	No	https://isca.org.sg/pba
UAT_ISCA Infrastructure & Project Fina...	3 Years	No	https://isca.org.sg/ipfq

Complete Application Form

- Fill in all sections of the application form and upload supporting documents where required, starting from "**Personal Information**"

- Check that all details are correct before you proceed to the next page. (**Note**: Once you move to the next page, you will not be able to go back to the previous page.)

| ✓ | Personal Informati... | Employment Hist... | Academic History | Funding | Summary | Preferences & De... | Payment |

∨ Personal Information

Salutation	Ms.	Account ID	UAT_Liyun UAT_Liau
First Name	UATLiyun	Alias	
Last Name	UATLiau	Marital Status	
Full Name (as per NRIC/FIN/Passport)	UAT_Liau Liyun	* ID Number (last 3 digit + alphabet)	321A
	* ID Type: Pink NRIC ▾	Birthdate	26/02/1985
Citizenship		Age	35
Gender	Female	Nationality	

＞ Contact Information

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Complete Application Form

- Fill in "**Additional Details for Funding Purpose**"
- To edit information from previous page, please close the form and return to the saved draft under "**My Applications**" tab.

∨ Additional Details for Funding Purpose

* Race	Chinese ▼
* Gross monthly salary	$3001 - $4500 ▼
* Name of Company contact person	John Bailey
* Contact Person Designation	Director, Finance
* Contact Person Contact Number	91234567
* Contact Person Contact Email	lumeugene@gmail.com
* Company Unique Entity Number (UEN)	TS123456E

Funding Section

- At the "Funding" section, select the e2i as the funding scheme(s), and then click onto the "Next" button.

Make Payment

Under the "Payment" section:

- Keep the voucher fields empty. Under the e2i funding requirements, discount vouchers will not be allowed to be utilized in conjunction with the funding.

- Click onto the "Next" button to proceed.

Payment Method

- Select the payment mode "**PayPal / Credit Card / Debit Card**" and click "**Submit**".

Note: After you have made payment, if you see 'unsuccessful payment' page, please refresh the page to ensure you see the successful payment page. Please also check the invoice/receipt under "My Payments" for confirmation. Call us at 6597 5533 if you encounter any payment issue.

Pay with Credit or Debit Card

- PayPal allows you to pay by Credit/Debit card without creating a PayPal account. Click "**Pay with Credit or Debit Card**".

Submit Application

- Upon making payment successfully, your application form will be submitted to ISCA. You will receive an **email confirmation** on the application submission.

- You will receive your application result within 3 to 5 working days via email. Click "**My Applications**" to track your application status.

Retrieve Invoice/Receipt

- Go to **'My Payments'**, click on the **invoice number** to retrieve the invoice and the corresponding receipt

**Corporate Candidate
(Sponsored by company)**

Steps for Corporate Applicants

- **Corporate Candidate** refers to an Individual who is sponsored by his/her company to pursue a professional qualification.

- **Corporate User** refers to the company's representative who will initiate a new application and make payments for the Corporate Candidate's Programme Fee.

- Both the **Corporate User** and **Corporate Candidate** will need to create an ISCA eServices account to navigate the PQ Portal. Additionally, the **Corporate Candidate must also** fill in '**Person Details**' and '**Employment History**' by clicking onto "**Professional Qualification (PQ) Portal**" after creating an eServices account so that his/her name can be searched by the Corporate User.

- **3 Steps to complete an application:**
  1. **Corporate User** to initiate a new corporate application and add selected candidate(s) into the application
  2. **Corporate Candidate** to provide details of the application
  3. **Corporate User** to complete and make payment for the application

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Step 1: Corporate User to initiate the application

To sponsor a Corporate Candidate to apply for a new application, the **Corporate User** will need to perform these steps:

- Login to [eServices Portal](#) > click onto "**Professional Qualification (PQ) Portal**" at your left panel in " **My Account**"

- Click "**Create New Corporate Application**"

Step 1: Corporate User to initiate the application

- Tap "**Select Qualification**"
- Select the qualification on behalf of the Corporate Candidates(s)
- Select the qualification that you wish to apply for and click onto "Next" button at your bottom right of your computer screen. Select the PBA programme which is indicated with "**PBA(e2i)**"

Select Qualification

Please select the relevant Professional Qualification. If you wish to apply for ISCA Professional Business Accountant Programme (PBA) under e2i funding, please select the 'ISCA Professional Business Accountant Programme' indicated with '**https://PBA(e2i)**'.

Find Record

🔍

Qualification Name ⌄	Candidature Validity Period ⌄	Exemption Applicable ⌄	Link to Qualification Details ⌄
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○ ISCA Financial Forensic Accounting Qual...	2 Years	No	https://isca.org.sg/isca-ffa
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○ UAT PBA (TREV)	6 Months	No	https://isca.org.sg/pba
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○ [UAT] Q5 (Specialisation Track)	2 Years	No	http://Page to be updated.
○ UAT_ISCA Financial Forensic Accounting...	2 Years	Yes	https://isca.org.sg/isca-ffa
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○ UAT_ISCA Infrastructure & Project Fina...	3 Years	No	https://isca.org.sg/ipfq

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Step 1: Corporate User to initiate the application

- Tap "**Employee Selection**"
- Select the names of employee(s) to be registered as Corporate Candidate(s)*
- Click '**Submit**'

Note: *If the name of the candidate does not appear in this page, please remind the candidate to update his/her '**Person Details' and 'Employment History'** in eServices account. Call us at 6597 5533 if you encounter any application issue.*

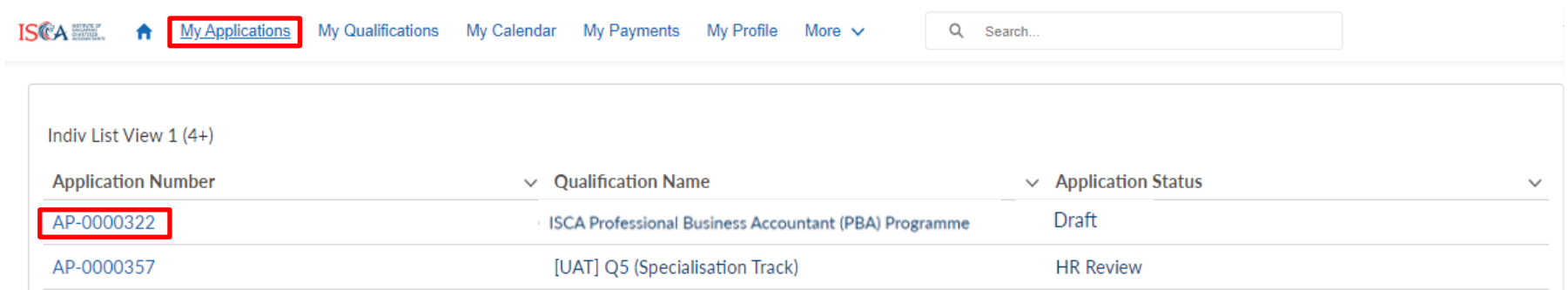# Step 1: Corporate User to initiate the application

- An online **application form** will be created for each Corporate Candidate

- An **email notification** will be triggered to inform each Corporate Candidate to complete his/her online application form in the PQ Portal

- **Corporate User** can inform/remind Corporate Candidates to continue with the application

Step 2: Corporate Candidate to provide details

Corporate Candidate will be notified via an email that an application form has been created by the Corporate User.

To continue with the application, **Corporate Candidate** will need to perform these steps:

- Login to eServices Portal > click onto "**Professional Qualification (PQ) Portal**" at your left panel in " **My Account**"
- Go to "**My Applications**" tab
- The status for the application created is '**Draft**'
- Click the relevant application number to view the application

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Step 2: Corporate Candidate to provide details

- Click "**Update Application**" to access the application form

📌 Application
AP-0000450

Update Application

Application Number
AP-0000450

Intake
PBA

Applicant Name

Applicant Type
Corporate

Application Status
HR Review

Exemption Request(0)

Information Name

Funding Interest(0)

Information Name

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Update Application Form

- Fill in all sections of the application form and upload supporting documents where required, starting from "**Personal Information**"

- Check that all details are correct before you proceed to the next page. (**Note**: Once you move to the next page, you will not be able to go back to the previous page.)

Update Application Form

- Fill in "**Additional Details for Funding Purpose**"
- To edit information from previous page, please close the form and return to the saved draft under "**My Applications**" tab.

∨ Additional Details for Funding Purpose

* Race	Chinese ▼
* Gross monthly salary	$3001 - $4500 ▼
* Name of Company contact person	John Bailey
* Contact Person Designation	Director, Finance
* Contact Person Contact Number	91234567
* Contact Person Contact Email	lumeugene@gmail.com
* Company Unique Entity Number (UEN)	TS123456E

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Step 2: Corporate Candidate to provide details

- Provide details and complete all sections (academic information, uploading of supporting document (if applicable), preferences and declaration)
- Click "**Submit**" and the form will be submitted to Corporate User for payment
- The application status will be changed to "**HR Review**"

Summary

| ✓ | ✓ | ✓ | Summary | Preferences & Declaration |

Qualification Selected

- ISCA Professional Business Accountant (PBA) Programme

Next

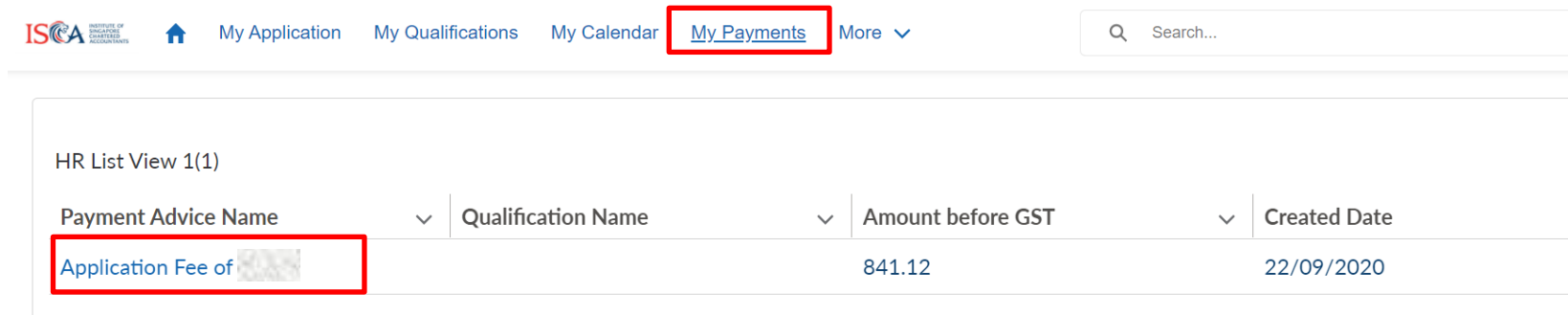INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

Step 3: Corporate User to complete the application

Corporate User will be notified via an email after a Corporate Candidate has submitted the application form.

To complete the application, the **Corporate User** will need to perform these steps:
- Go to "**My Payments**" tab
- Click "**Application Fee of [Name of Candidate]**" to make payment for the application

Step 3: Corporate User to complete the application

- Click "**Go to Payment**"

Payment Advice
Application Fee of casin

Go to Payment

Payment Advice Name
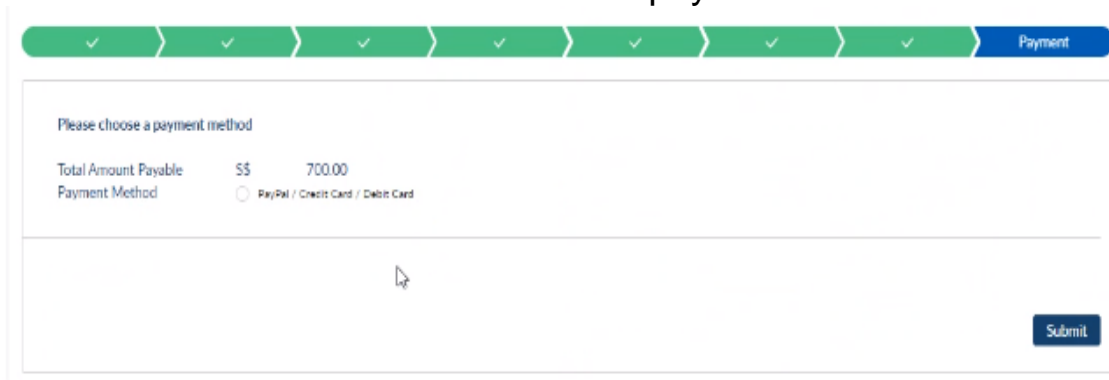Application Fee of

Status
Draft

Type
Application Fee

Amount before GST
$841.12

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Step 3: Corporate User to complete the application

- Please select your payment mode and click '**Submit**'

  - PayPal payment option allows you to pay using Credit/Debit card without creating a PayPal account

  - Vendor@Gov (e-invoice) payment option will only be displayed for eligible government agencies/statutory boards

  - For Cheque/GIRO payment option, an invoice with "Pending" status will be generated. Please refer to the invoice for the payment instructions.

Note: For PayPal payment option, if you see 'unsuccessful payment' page, please refresh the page to ensure you see the successful payment page. Please also check the invoice/receipt under "My Payments" for confirmation. Call us at 6597 5533 if you encounter any payment issue.

For Vendor@Gov (e-invoice) and Cheque/GIRO payment options, the module and graduation certificate only will be available to download upon payment received. Please ensure that payment is made before your corporate candidate(s) complete the PBA qualification.

Step 4: Corporate User to complete the application

- Upon successful submission of the application form, the application status will be updated to "**ISCA Review**".

- The **Corporate Candidate** will receive an email confirmation on the application submission. The **Corporate User** will be copied in the same email.

- The application outcome will be expected within 3 to 5 working days.

- An email notification of the application outcome will be sent to the **Corporate Candidate** with **Corporate User** copied in the same email.

- Go to "My Applications" tab to check your application status.

Retrieve Invoice/Receipt

- Go to **'My Payments'**, click on the **invoice number** to retrieve the invoice and corresponding receipt (for paid invoice only)

The End