

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

Updated as of November 2020

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**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**'

The screenshot displays the ISCA Professional Qualifications and Certifications Portal (PQ Portal) interface. At the top, the ISCA logo is on the left, followed by navigation links: Home, My Applications, My Qualifications, My Calendar, My Payments, My Profile, and a 'More' dropdown menu. The 'More' menu is open, showing 'My Vouchers' and 'eServices Portal'. A search bar and a user profile 'UAT_FFA_VIP Chris' are on the right. The main content area features a 'WELCOME MESSAGE' section with a paragraph and a list of actions. To the right is a 'No Announcements' box. At the bottom right, a 'Create New Application' button is highlighted with a red rectangle.

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My Applications My Qualifications My Calendar My Payments My Profile **More** ▼

Search... UAT_FFA_VIP Chris ▼

WELCOME MESSAGE

Welcome to ISCA's Professional Qualifications and Certifications Portal (PQ Portal), your one-stop platform to manage information and services related to the PQ you are embarking on.

Within this portal, you can

1. Apply to be a candidate for a PQ and make secure payments using your credit card
 - a. Click "**Create New Application**"
2. Retrieve your application and view your application status
 - a. Go to "**My Applications**" tab, click the application number
3. Access services relevant to your candidate journey as a PQ candidate
 - a. In "**My Qualification**" tab, click the qualification name:
 - i. Go to "**Module Enrolment Management**" section, click module name to enrol for modules and view module grades
 - ii. Go to "**List of Certificates**" section to retrieve your transcripts and certificates
 - iii. Go to the dropdown arrow at top right corner and click exemption button to apply for module exemptions

No Announcements

For new applicants or candidates who wish to embark on a new qualification or certification, please click the button below:

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
<input type="radio"/> UAT_ISCA Professional Business Accountant...	6 Months	No	http://PBA (e2i)
<input type="radio"/> ISCA Financial Forensic Accounting Qual...	2 Years	No	https://isca.org.sg/isca-ffa
<input type="radio"/> ISCA Infrastructure & Project Finance Q...	3 Years	No	https://isca.org.sg/ipfq
<input type="radio"/> UAT PBA (TREV)	6 Months	No	https://isca.org.sg/pba
<input type="radio"/> UAT_SCAQ (PP)	3 Years	Yes	https://www.sac.gov.sg/scaq
<input type="radio"/> [UAT] Q5 (Specialisation Track)	2 Years	No	http://Page to be updated.
<input type="radio"/> UAT_ISCA Financial Forensic Accounting...	2 Years	Yes	https://isca.org.sg/isca-ffa
<input type="radio"/> UAT_ISCA Professional Business Accountant...	6 Months	No	https://isca.org.sg/pba
<input type="radio"/> 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

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	<input type="text" value="Chinese"/>
* Gross monthly salary	<input type="text" value="\$3001 - \$4500"/>
* Name of Company contact person	<input type="text" value="John Bailey"/>
* Contact Person Designation	<input type="text" value="Director, Finance"/>
* Contact Person Contact Number	<input type="text" value="91234567"/>
* Contact Person Contact Email	<input type="text" value="lumeugene@gmail.com"/>
* Company Unique Entity Number (UEN)	<input type="text" value="TS123456E"/>

Funding Section

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

Please Select the Applicable Funding Scheme(s):

✓ ✓ ✓ ✓ **Funding** Summary Preferences & ... Payment

Please indicate your interest in any funding scheme(s).

<input checked="" type="checkbox"/> Funding Scheme	Link
<input checked="" type="checkbox"/> e2i Training Grant	https://isca.org.sg/cpe-events/isca-professional-business-accountant-pba-programme/programme-information/

Next

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 Summary

✓

✓

✓

✓

✓

✓

✓

✓

Payment

Programme Fee	S\$	1,308.41
Subtotal	S\$	1,308.41
Funding	S\$	(654.20)
GST	S\$	45.79
Total Amount Payable	S\$	700.00

Voucher

Discount Voucher Code

Credit Voucher Code

Apply

Funding

For more information on the e2i funding, please [click here](#)

Funding Scheme

e2i

Funding Amount

S\$

654.20

Apply

Next

Payment Method

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

Payment Summary

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ Payment

Please choose a payment method

Total Amount Payable S\$ 700.00



Payment Method ☐ PayPal / Credit Card / Debit Card

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”**.



Pay with PayPal

Enter your email or mobile number to get started.




Next


or

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.

  [My Applications](#) [My Qualifications](#) [My Calendar](#) [My Payments](#) [My Profile](#) [More](#) 

 Search...

Indiv List View 1 (4+)

Application Number	Qualification Name	Application Status
AP-0000777	UAT_ISCA Professional Business Accountant Programme (f...	Draft
AP-0000314	UAT_ISCA Financial Forensic Accounting Qualification	Approved
AP-0000345	UAT_ISCA Infrastructure & Project Finance Qualification	Rejected

Retrieve Invoice/Receipt

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

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[Home](#) [My Application](#) [My Qualifications](#) [My Calendar](#) [My Payments](#) [More](#) [Search...](#)

Payment Advice Name	Qualification Name	Amount before GST	Created Date

Indiv List View 2(1)

Invoice Number	Invoice Date	Total Amount Payable	Payment Status
PQ-50000207	21/09/2020	900.00	Paid



**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

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**”

The screenshot shows the ISCA Professional Qualifications and Certifications Portal (PQ Portal) interface. At the top, there is a navigation bar with the ISCA logo, a home icon, and links to 'My Applications', 'My Qualifications', 'My Calendar', 'My Payments', 'My Profile', and a 'More' dropdown. A search bar and the user name 'UATEllen UATWong' are also present. Below the navigation bar, a 'WELCOME MESSAGE' section contains a paragraph about the portal's purpose and a list of actions users can perform. To the right, a 'No Announcements' box is displayed. At the bottom right, a red-bordered button labeled 'Create New Corporate Application' is highlighted.

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My Applications My Qualifications My Calendar My Payments My Profile More

Search... UATEllen UATWong

WELCOME MESSAGE

Welcome to ISCA's Professional Qualifications and Certifications Portal (PQ Portal), a platform for corporate administrator to manage application and payments on behalf of your company-sponsored employees and to view their progress in the PQ they are embarking on.

Within this portal, you can

1. Create new application for each employee as a candidate for a PQ
 - a. Click “**Create New Application**”
2. Make payments for fees applicable to the PQ to proceed with application and enrolment
 - a. Go to “**My Payments**” tab, click payment advice name to manage pending payments and click invoice number to view invoice/receipt records
3. Retrieve your application and view the application status for each employee
 - a. Go to “**My Applications**” tab, click the application number
4. View the progress of each employee as a PQ candidate in “**My Qualification**” tab by clicking the qualification name:
 - a. In this tab, you will have a snapshot of each candidate's study progression
 - b. Go to “**Module Enrolment Management**” section, click module name to view enrolled modules, including details of e-learning, workshops and exams as well as module grades
 - c. Go to “**List of Certificates**” section to retrieve transcripts and certificates

No Announcements

For new applicants or candidates who wish to embark on a new qualification or certification, please click the button below:

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
<input type="radio"/> UAT_ISCA Professional Business Account...	6 Months	No	http://PBA (e2i)
<input type="radio"/> ISCA Financial Forensic Accounting Qual...	2 Years	No	https://isca.org.sg/isca-ffa
<input type="radio"/> ISCA Infrastructure & Project Finance Q...	3 Years	No	https://isca.org.sg/ipfq
<input type="radio"/> UAT PBA (TREV)	6 Months	No	https://isca.org.sg/pba
<input type="radio"/> UAT_SCAQ (PP)	3 Years	Yes	https://www.sac.gov.sg/scaq
<input type="radio"/> [UAT] Q5 (Specialisation Track)	2 Years	No	http://Page to be updated.
<input type="radio"/> UAT_ISCA Financial Forensic Accounting...	2 Years	Yes	https://isca.org.sg/isca-ffa
<input type="radio"/> UAT_ISCA Professional Business Account...	6 Months	No	https://isca.org.sg/pba
<input type="radio"/> UAT_ISCA Infrastructure & Project Fina...	3 Years	No	https://isca.org.sg/ipfq

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**’

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Search... UATEllen UATWong

Employee Selection

Qualification Information:

Name:

- ISCA Professional Business Accountant (PBA) Programme

Candidature Validity Period:

- 6 (Month)

Exemption Applicable:

- No

Please select the applicants you want to sponsor for this qualification:

Find Record

Search

<input checked="" type="checkbox"/> Name	<input type="checkbox"/> ISCA Membership Number	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile Number
<input checked="" type="checkbox"/> UATHui Sing IPFCorp UATNgol IPFCorp	UATNGOI	UATNGOI	UATNGOI

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

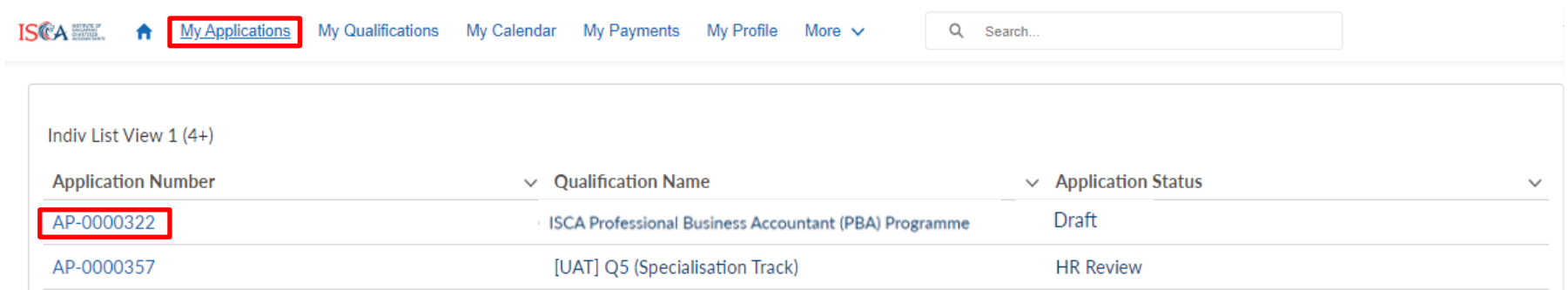
- An online **application form** will be created for each Corporate Candidate
- An **email notification** will be triggered to inform each Corporate Candidate to complete his/her online application form in the PQ Portal
- **Corporate User** can inform/remind Corporate Candidates to continue with the 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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Search...

Indiv List View 1 (4+)

Application Number	Qualification Name	Application Status
AP-0000322	ISCA Professional Business Accountant (PBA) Programme	Draft
AP-0000357	[UAT] Q5 (Specialisation Track)	HR Review

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



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.)

✓

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

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	<input type="text" value="Chinese"/>
* Gross monthly salary	<input type="text" value="\$3001 - \$4500"/>
* Name of Company contact person	<input type="text" value="John Bailey"/>
* Contact Person Designation	<input type="text" value="Director, Finance"/>
* Contact Person Contact Number	<input type="text" value="91234567"/>
* Contact Person Contact Email	<input type="text" value="lumeugene@gmail.com"/>
* Company Unique Entity Number (UEN)	<input type="text" value="TS123456E"/>

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



Qualification Selected

- ISCA Professional Business Accountant (PBA) Programme

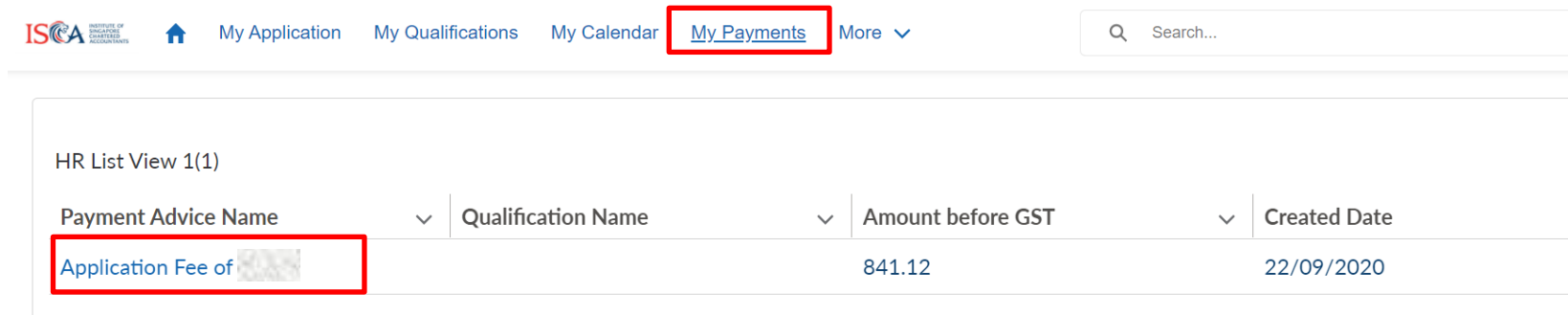
Next

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




The screenshot shows the ISCA user interface. At the top, there is a navigation bar with the ISCA logo, a home icon, and links for 'My Application', 'My Qualifications', 'My Calendar', 'My Payments' (highlighted with a red box), and 'More'. A search bar is also present. Below the navigation bar, the page title is 'HR List View 1(1)'. A table displays payment information with columns: 'Payment Advice Name', 'Qualification Name', 'Amount before GST', and 'Created Date'. The first row shows 'Application Fee of [Name of Candidate]' (highlighted with a red box), '841.12', and '22/09/2020'.

Payment Advice Name	Qualification Name	Amount before GST	Created Date
Application Fee of [Name of Candidate]		841.12	22/09/2020


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

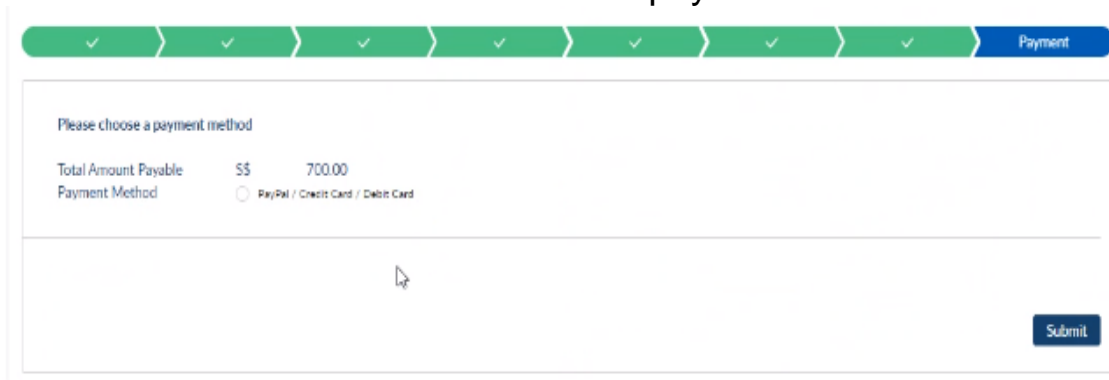
Application Fee

Amount before GST

\$841.12

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.



The screenshot shows a payment selection interface. At the top, there is a progress bar with seven green checkmarks and a final blue button labeled 'Payment'. Below this, the text 'Please choose a payment method' is displayed. Underneath, it shows 'Total Amount Payable' as 'S\$ 700.00'. The 'Payment Method' section has a radio button selected for 'PayPal / Credit Card / Debit Card'. A 'Submit' button is located at the bottom right of the form.

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)

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Search...

HR List View 1 (4+)

Payment Advice Name	Qualification Name	Amount before GST	Created Date
Module Enrollment Fee o...	ISCA Infrastructure & Project Finance Qual...	1,980.00	08/07/2020
Module Enrollment Fee o...	ISCA Infrastructure & Project Finance Qual...	1,980.00	08/07/2020
Re-sit Fee of TEST_Ang Y...	ISCA Infrastructure & Project Finance Qual...	900.00	21/05/2020
Exemption Assessment F...	ISCA Infrastructure & Project Finance Qual...	150.00	19/05/2020

HR List View 2 (4+)

Invoice Number	Invoice Date	Total Amount Payable	Payment Status
PQ-50000064	22/05/2020	2,354.00	Pending
PQ-50000061	22/05/2020	1,819.00	Paid
PQ-50000059	22/05/2020	1,285.00	Paid
PQ-50000056	21/05/2020	2,354.00	Pending



The End