

Professional Qualification (PQ) Portal PBA User Guide: Application

Updated as of September 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, there is a navigation bar with the ISCA logo, a home icon, and menu items: My Applications, My Qualifications, My Calendar, My Payments, My Profile, and a 'More' dropdown menu. The 'More' dropdown is open, showing 'My Vouchers' and 'eServices Portal'. To the right of the navigation bar is a search bar and a user profile indicator 'UAT_FFA_VIP Chris'. Below the navigation bar, a 'WELCOME MESSAGE' section contains a 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.' Below this, it states 'Within this portal, you can' followed by a numbered list of actions: 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). To the right of the welcome message is a 'No Announcements' box. Below the list, a text box states: 'For new applicants or candidates who wish to embark on a new qualification or certification, please click the button below:' followed by a red-bordered button labeled '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 Qualification

Find Record

Qualification Name	Candidature Validity Period	Exemption Applicable	Link to Qualification D
<input type="radio"/> ISCA Financial Forensic Accounting Qualification	2 Years	No	https://isca.org.sg/isca
<input type="radio"/> ISCA Infrastructure & Project Finance Qualification	3 Years	No	https://isca.org.sg/ipfq
<input checked="" type="radio"/> ISCA Professional Business Accountant (PBA) Programme	6 Months	No	https://isca.org.sg/pba

Complete Application Form

- Fill in all sections of the application form and upload supporting documents where required
- Check that all details are correct before you proceed to the next page. Once you move to the next page, you cannot go back to the previous page.
- To edit information from previous page, please close the form and return to the saved draft under **“My Applications”** tab.

Personal Information

Progress bar: ✓ Personal Information | 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)	<input type="text" value="321A"/>
	* ID Type <input type="text" value="Pink NRIC"/>	Birthdate	26/02/1985
Citizenship		Age	35
Gender	Female	Nationality	

> Contact Information

Indicate your Interest in Funding

- At the “Funding” section, please indicate your interest in the funding scheme(s) available for the qualification (if any).

Please Select the Applicable Funding Scheme(s):



Please indicate your interest in any funding scheme(s). This is not the funding application for the purpose of this application. For more information on funding application, click [here](#).

<input type="checkbox"/> Funding Scheme	<input type="checkbox"/> Link	<input type="checkbox"/>
<input type="checkbox"/> SkillsFuture Singapore (SSG) Co...	https://isca.org.sg/become-a-member/qp/pq-funding/funding-overview/	

Next

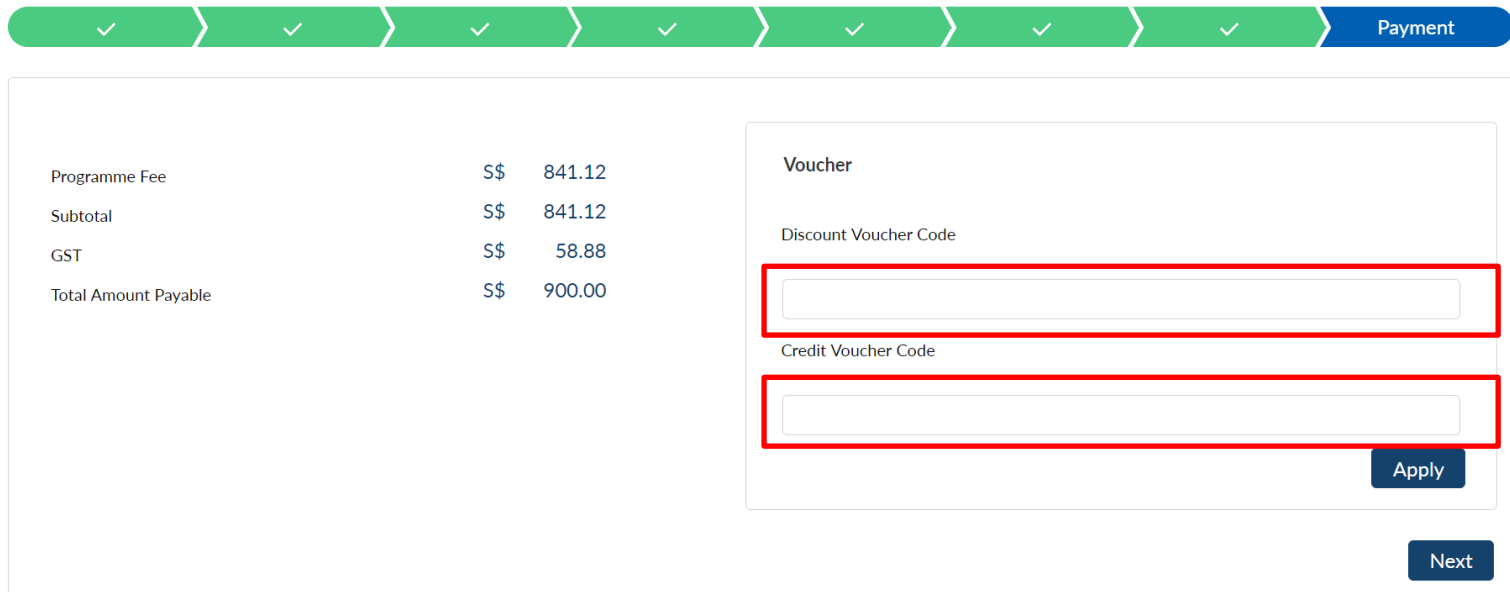
Note: This page is intended for you to indicate your interest to apply for the respective funding schemes (if applicable).

Make Payment

Under the “Payment” section:

- if you do not have a voucher, click onto “**Next**” to proceed to payment
- if you have a voucher, input the voucher code in the corresponding box, and click “**Apply**”. The total amount payable will be deducted accordingly, click “**Next**” to proceed to payment

Payment Summary



The image shows a payment summary table and a voucher input form. The payment summary table lists the following items:

Programme Fee	S\$	841.12
Subtotal	S\$	841.12
GST	S\$	58.88
Total Amount Payable	S\$	900.00

The voucher input form contains the following fields and buttons:

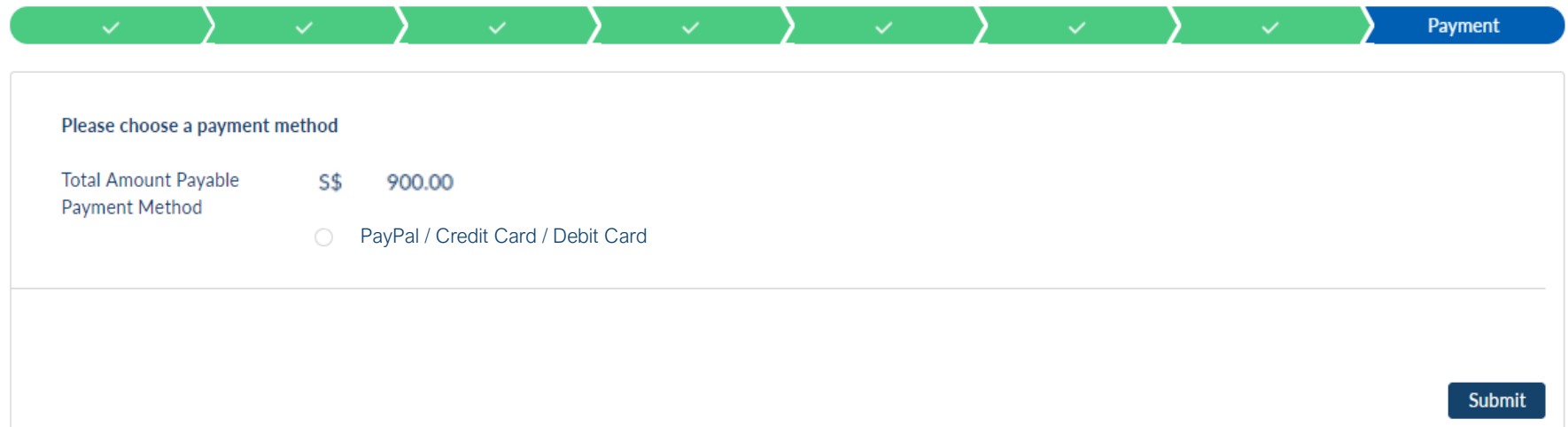
- Voucher** section
- Discount Voucher Code:
- Credit Voucher Code:
- Apply** button
- Next** button

A progress bar at the top of the form shows seven steps, each with a checkmark, and the final step is labeled "Payment".

Payment Method

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

Payment Summary



The image shows a payment summary form with a progress bar at the top. The progress bar consists of seven green segments with white checkmarks, followed by a blue segment labeled 'Payment'. Below the progress bar, the form contains the following text:

Please choose a payment method

Total Amount Payable S\$ 900.00

Payment Method

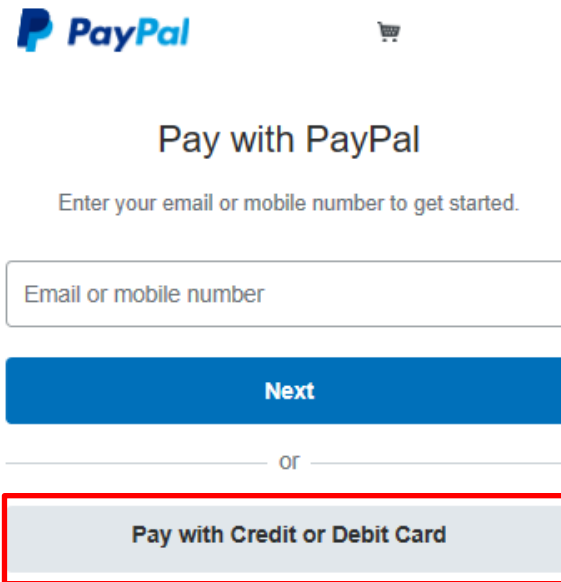
PayPal / Credit Card / Debit Card

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”**.



PayPal

Pay with PayPal

Enter your email or mobile number to get started.

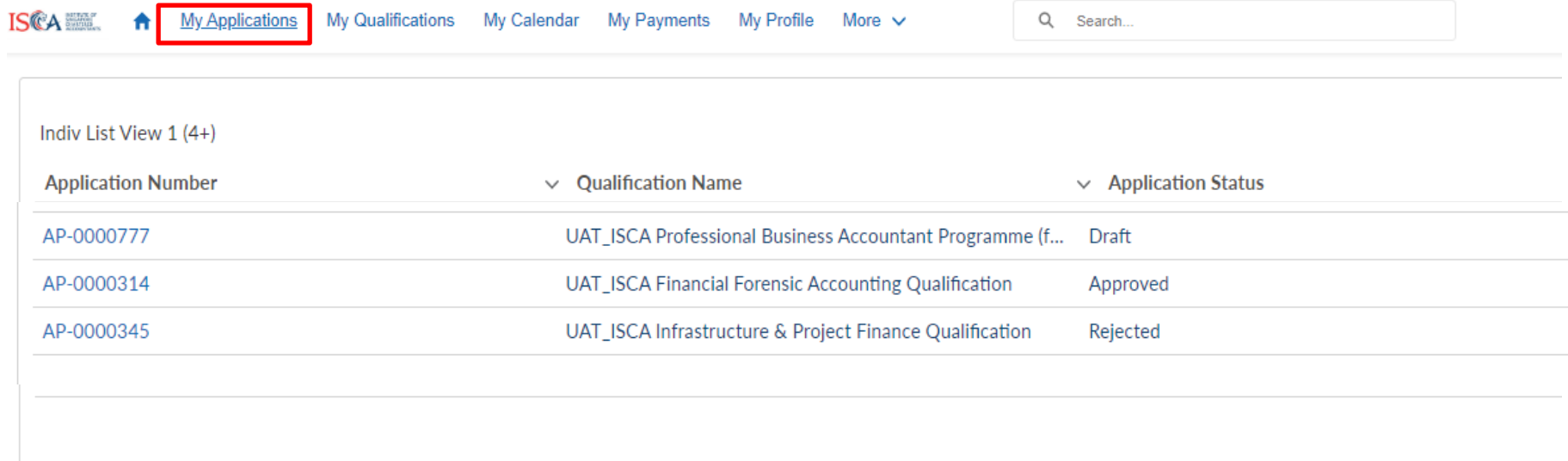
Next

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.



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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

Payment Advice Name ▾	Qualification Name ▾	Amount before GST ▾	Created Date
[Empty row]			

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 displays 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 menu items: My Applications, My Qualifications, My Calendar, My Payments, My Profile, and More. A search bar and the user name 'UATEllen UATWong' are also visible. The main content area is titled 'WELCOME MESSAGE' and contains a paragraph of text. Below this, there is a section titled 'Within this portal, you can' followed by a numbered list of instructions. To the right of the instructions, there is a box titled 'No Announcements'. At the bottom right, there is a button labeled 'Create New Corporate Application' which is highlighted with a red rectangular border.

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 Qualification

Find Record

Qualification Name	Candidature Validity Period	Exemption Applicable	Link to Qualification D
<input type="radio"/> ISCA Financial Forensic Accounting Qualification	2 Years	No	https://isca.org.sg/isca
<input type="radio"/> ISCA Infrastructure & Project Finance Qualification	3 Years	No	https://isca.org.sg/ipfq
<input checked="" type="radio"/> ISCA Professional Business Accountant (PBA) Programme	6 Months	No	https://isca.org.sg/pba

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**’

ISCA My Applications My Qualifications My Calendar My Payments My Profile More UATEllen UATWong

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

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

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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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



Step 2: Corporate Candidate to provide details

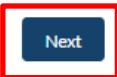
- Provide details and complete all sections (academic information, uploading of supporting document (if applicable), preferences and declaration)
- Click “**Submit**” and the form will be submitted to Corporate User for payment
- The application status will be changed to “**HR Review**”

Summary



Qualification Selected

- ISCA Professional Business Accountant (PBA) Programme

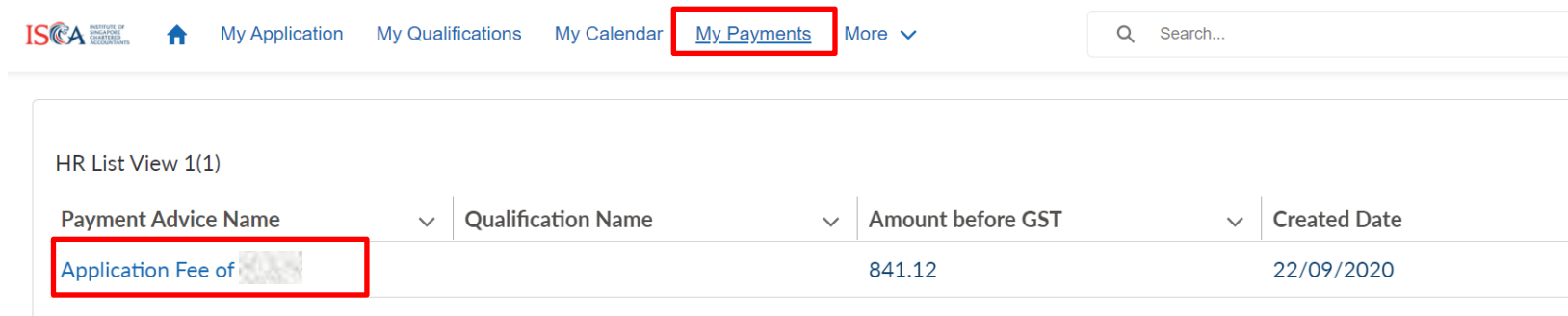


Step 3: Corporate User to complete the application

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




HR List View 1(1)

Payment Advice Name	Qualification Name	Amount before GST	Created Date
Application Fee of [blurred name]		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.

Payment Summary

Please choose a payment method

Total Amount Payable S\$ 107.00

Payment Method

Paypal

Cheque/GIRO

Vendors@Gov

Submit

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