



PQ Portal User Guide: Accessing the PQ Portal

Updated as of July 2020



How to Access the PQ Portal

Step 1: Go to ISCA eServices Portal

Go to the ISCA eServices Portal:
<https://eservices.isca.org.sg/>

If you do not have an existing account:

1. Create an account*
2. Refer to separate instruction emails sent to your email address
3. Activate your account

The screenshot displays the ISCA eServices Portal interface. At the top, there is a navigation bar with links for Home, The Institute, Newsroom, Signature Events, and ISCA Directory. The ISCA logo and the text 'INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS' are prominently displayed. A tagline 'Global Mindset, Asian Insights' is visible on the right. Below the navigation bar, there are several menu items: 'Become a member', 'Member Services', 'CPE & Events', 'Capability Development', 'Ethics', and 'Knowledge Centre'. The main content area is divided into two sections: 'SIGN IN' and 'CREATE ACCOUNT'. The 'SIGN IN' section includes a heading 'Sign in with Your Email Address', an 'Email Address' input field, a 'Password' input field, a 'Remember me' checkbox, a red 'SIGN IN' button, and a 'Forgot Your Password?' link. The 'CREATE ACCOUNT' section includes a heading 'Create an Account Today', 'First Name' and 'Last Name' input fields, 'Name As Per ID (Example: Tan Zhi Wen)' and 'Email Address' input fields, a CAPTCHA field with the code 'ZR11WI', a text box for entering the CAPTCHA code, a checkbox for terms and conditions, a red 'CREATE ACCOUNT' button, and a link for new corporate accounts.

* **New Corporate User** : To register your company-sponsored staff for a professional qualification, please create a corporate account by filling up this form (<https://isca.org.sg/media/2823411/corp-application-form.pdf>) and email the form to qualifications@isca.org.sg.

Step 1: Go to ISCA eServices Portal

If you already have an ISCA eServices account:

1. Go to the respective qualification webpage to submit an online form to access the PQ Portal. Alternatively, call us at 6597 5533 for assistance.
 - FFA: <https://isca.org.sg/become-a-member/qp/isca-ffa/application/>
 - IPFQ: <https://isca.org.sg/become-a-member/qp/ipfq/application/>

Professional Qualification (PQ) Portal

Full Name per IC:

Email registered with ISCA eServices

2. We will notify you when your PQ Portal access is ready.
3. Go to ISCA eServices Portal <https://eservices.isca.org.sg/> and login using your existing username and password.

Step 2: Login to ISCA eServices Portal

Once you are logged in, you will see the “Professional Qualification (PQ) Portal” on the left navigation menu. Call us at 6597 5533 if you cannot locate the link to the PQ Portal.

The screenshot displays the ISCA eServices Portal interface. At the top, there is a navigation bar with links for Home, The Institute, Newsroom, Signature Events, and ISCA Directory. The user is logged in as UAT_FFA_VIP:Chris, with a Cart of 0 and i-Shop of 0. The main header features the ISCA logo and the tagline "Global Mindset, Asian Insights". Below the header, there are navigation tabs for "Become a member", "Member Services", "CPE & Events", "Capability Development", "Ethics", "Knowledge Centre", and "My Account".

The left sidebar contains a user profile for UAT_FFA_VIP: Member 831259, with contact information (+30@gmail.com, 1234678) and a list of menu items under "My Account" (My Profile, Change Password) and "My Membership" (Applications, Digital Badges, Members' Privileges, Other Membership Request, Letter of Good Standing). Under "CPE Compliance", the "Professional Qualification (PQ) Portal" is highlighted with a red box and a "New!" badge.

The main content area features a banner for "ver or Anti-Hero (NET)" with a date of "ct 2018 (9:00 AM - 11:00 AM)" and a "Hours" section. Below the banner, a welcome message is displayed: "Welcome, Mr. UAT_FFA_VIP:Chris. RESIDENTIAL ADDRESS LINE 1, CITY, STATE, 876767676, ARMENIA. TEST, A & I ACCOUNTING SERVICES PTE LTD". A "Member's Badges" section shows the ISCA logo and text: "A Proud Member of INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS. ISCA Logo for members. Click here to download ISCA logo for members".

On the right side, there is a sidebar with a "ACRA's FY2017" section, including a table with columns for "Date & Time", "Facilitator", and "CPE Hours". The table shows two rows of data with values 4,890.00 and 1,142.00. Below the table, it says "In collaboration".

Step 3: Edit Profile

- Click **“Professional Qualification (PQ) Portal”** on the left navigation menu and you will see the **‘Edit Profile’** form
- Fill in or edit your personal particulars and employment records
- Check that all required fields are completed before you navigate to the PQ Portal
- Tap **“Save and Proceed to PQ Portal”** at the bottom of the page

Edit Profile

*Please complete all the mandatory fields in the Personal Details and Employment History tabs before proceeding to the PQ Portal.

Personal Details Employment History

Personal Details

Salutation *	First Name *	Last Name *
Ms.	UAT Elsa	UAT Frozen
Full Name (as per NRIC/FIN/Passport) *	Alias	Alias
(Uat) Elsa Frozen	Alias	Alias
ID Type *	ID Number *	ID Number *
FIN	G22334455	G22334455
Nationality	Citizenship	Citizenship
Australia	Foreigner	Foreigner
Date of Birth *	Gender *	Gender *
1/1/1990	Female	Female

Contact Details

Mailing Address

Step 4: Navigate the PQ Portal

1. Apply for a Professional Qualification
2. View application status
3. Enrol for modules and track your progress
4. Print certificates and transcripts
5. View upcoming workshops and exams in My Calendar
5. Make payments and view invoices/receipts
6. View your profile
7. View vouchers (if applicable)
8. Access eServices Portal to update personal particulars and employment details

ISCA INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

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:

1 Create New Application

Please refer to <https://isca.org.sg/become-a-member/qp/pq-portal-user-guide/> for the user guides on application, enrolment and other features in the PQ Portal.



The End