



PQ Portal User Guide: Accessing the PQ Portal

Updated as of April 2022



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, a navigation bar includes 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, a menu offers options like 'Become a member', 'Member Services', 'CPE & Events', 'Capability Development', 'Ethics', and 'Knowledge Centre'. The main content area is divided into two panels. The left panel, titled 'SIGN IN', prompts users to 'Sign in with Your Email Address' and provides input fields for 'Email Address' and 'Password'. It also includes a 'Remember me' checkbox, a red 'SIGN IN' button, and a link for 'Forgot Your Password?'. The right panel, titled 'CREATE ACCOUNT', encourages users to 'Create an Account Today'. It contains input fields for 'First Name', 'Last Name', 'Name As Per ID' (with an example 'Tan Zhi Wen'), and 'Email Address'. A CAPTCHA system is shown with the code 'ZR11WI' and a prompt to 'Enter the above code here.' Below this, there is a checkbox for terms and conditions, a red 'CREATE ACCOUNT' button, and a note for new corporate accounts to 'click here'.

*** New Corporate User :** To register your company-sponsored staff for a professional qualification, please [click here](#) to create a corporate account.

Step 1: Go to ISCA eServices Portal

If you already have an ISCA eServices account:

1. Please email us at qualifications@isca.org.sg with your email registered with ISCA eServices to access the Professional Qualification (PQ) Portal. Alternatively, call us at 6597 5533 for assistance.
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 shows the ISCA eServices Portal interface. At the top, there is a navigation bar with links: Home, The Institute, Newsroom, Signature Events, ISCA Directory, and a user profile dropdown for UAT_FFA_VIP:Chris. To the right of the navigation bar are buttons for 'Cart: 0' and 'i-Shop: 0'. Below the navigation bar is the ISCA logo and the tagline 'Global Mindset, Asian Insights'. A secondary navigation bar contains links: Become a member, Member Services, CPE & Events, Capability Development, Ethics, Knowledge Centre, and My Account.

On the left side, there is a sidebar menu for the user UAT_FFA_VIP. It includes fields for Member ID (831259), Email (+30@gmail.com), and Phone (1234678). Below these are sections for 'My Account' (My Profile, Change Password), 'My Membership' (Applications, Digital Badges, Members' Privileges, Other Membership Request, Letter of Good Standing), and 'CPE Compliance' (My CPE Records). The 'Professional Qualification (PQ) Portal' link is highlighted with a red box and a 'New!' badge.

The main content area displays a welcome message: 'Welcome, Mr. UAT_FFA_VIP:Chris' and 'RESIDENTIAL ADDRESS LINE 1, CITY, STATE, 876767676, ARMENIA TEST, A & I ACCOUNTING SERVICES PTE LTD'. Below this is a section titled 'Member's Badges' which includes the ISCA logo and the text 'ISCA Logo for members'. To the right of the main content area, there is a banner for 'ACRA's FY2017' with details about Date & Time, Facilitator, and CPE Hours.

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 *
Ms. ▾

First Name *
UAT Elsa

Last Name *
UAT Frozen

Full Name (as per NRIC/FIN/Passport) *
(Uat) Elsa Frozen

Alias
Alias

ID Type *
FIN ▾

ID Number *
G22334455

Nationality
Australia ▾

Citizenship
Foreigner ▾

Date of Birth *
1/1/1990

Gender *
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

The screenshot displays the ISCA Professional Qualifications and Certifications Portal (PQ Portal) interface. The navigation menu at the top includes links for **My Applications** (labeled 2), **My Qualifications** (labeled 3&4), **My Calendar** (labeled 5), **My Payments** (labeled 6), **My Profile** (labeled 7), and a **More** dropdown menu. The dropdown menu contains **My Vouchers** (labeled 8) and **eServices Portal** (labeled 9). Below the navigation menu, a **WELCOME MESSAGE** section states: "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, a section titled "Within this portal, you can" lists the following 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

On the right side of the page, there is a **No Announcements** section. Below this, a message states: "For new applicants or candidates who wish to embark on a new qualification or certification, please click the button below:" followed by a button labeled **Create New Application** (labeled 1).

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