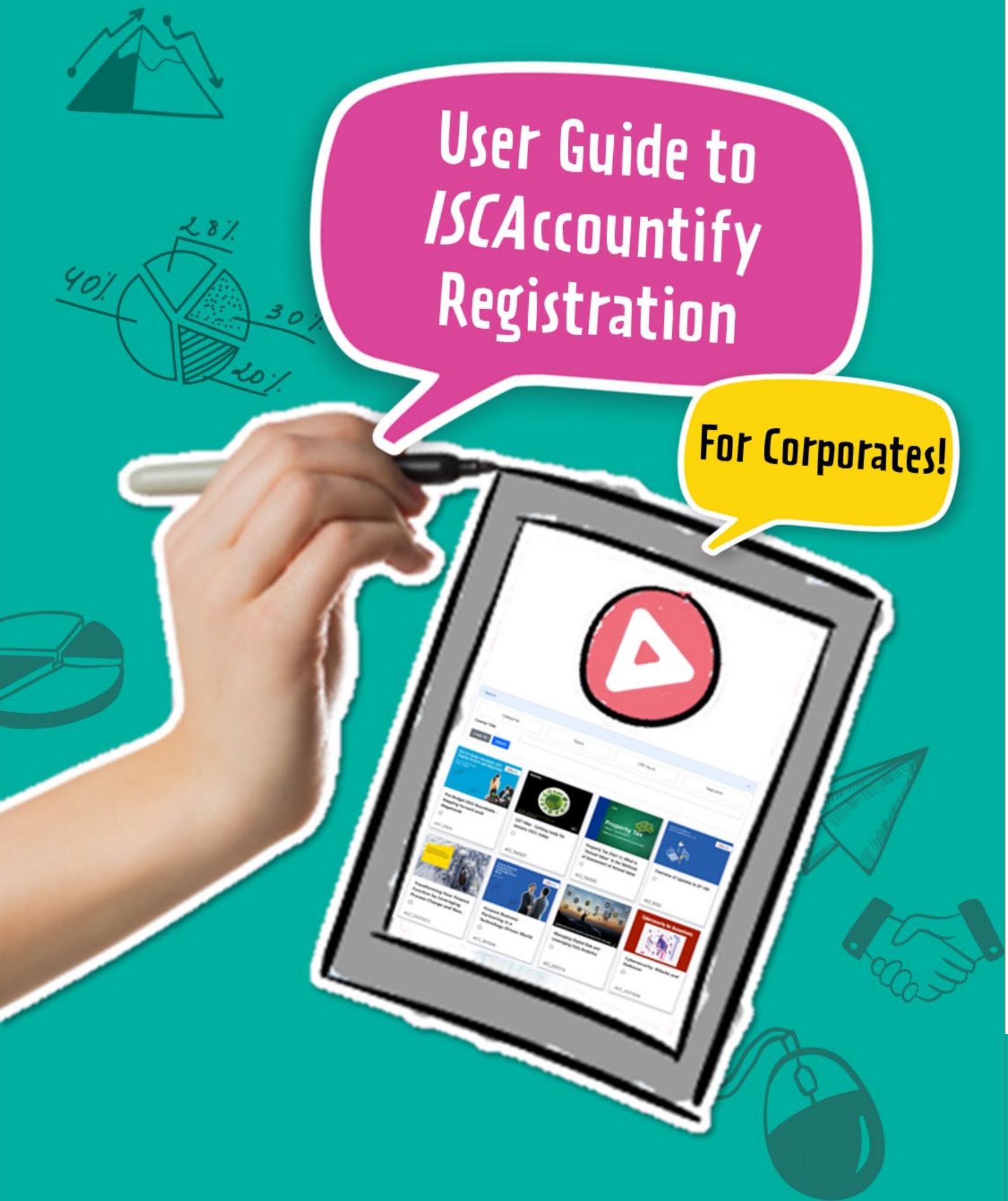


User Guide to *ISCAccountify* Registration

For Corporates!



Contents Page



[Subscribing to ISCAccountify](#)

(Page 3)



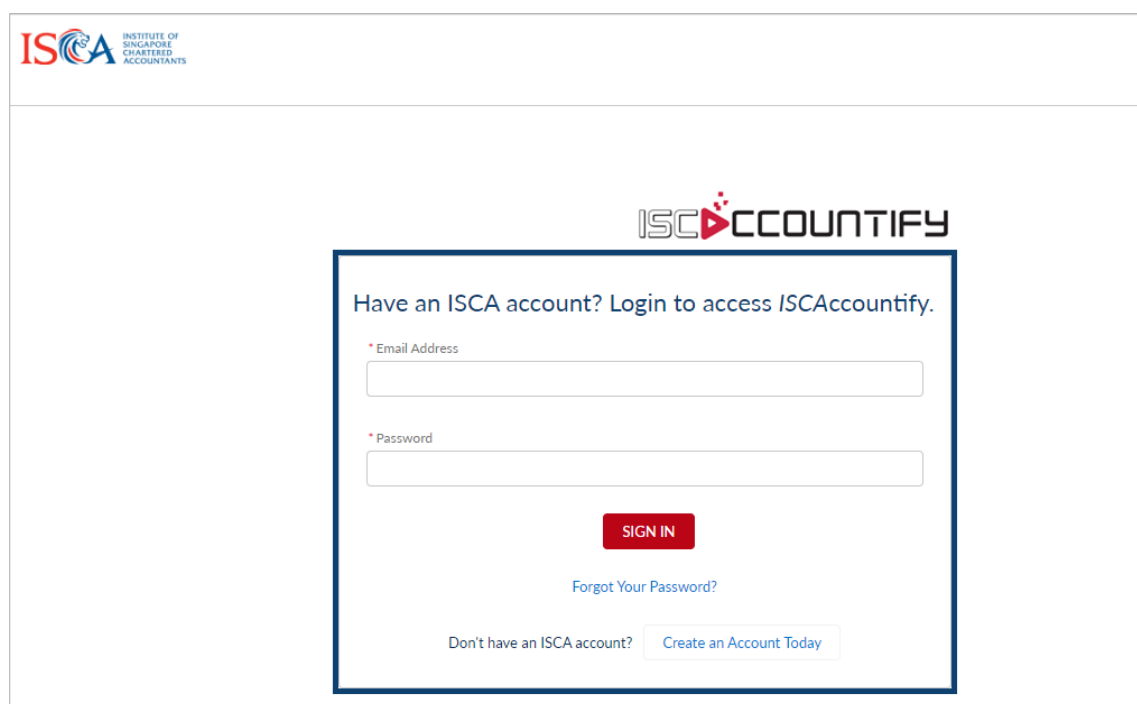
[Retrieving Progress Reports](#)

(Page 10)



Subscribing to ISCAccountify

1. Access the ISCAccountify Login page [here](#). If you do not have an existing corporate user account, proceed to 'Create an Account Today' and follow [Steps 2 to 5](#). If you already have an existing ISCA account, proceed to 'SIGN IN' and skip ahead to [Step 6](#).



ISCA INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

ISCACCOUNTIFY

Have an ISCA account? Login to access ISCAccountify.

* Email Address

* Password

SIGN IN

[Forgot Your Password?](#)

Don't have an ISCA account? [Create an Account Today](#)

URL: <https://eservices.isca.org.sg/ISCAccountifyLogin>



Step 2 to 5: Creation of ISCA Corporate User Account

- Under **Create a New Corporate User Account**, click on "[click here](#)".

You will be directed to fill in an Application Form for ISCA Corporate User Account. After you have submitted your application form, a corporate user account will be created within 3-5 working days.

ISCA eSERVICES

CREATE ACCOUNT REQUEST SUBMITTED

Create an ISCA Account Today

* First Name

* Last Name

* Name As Per ID (Example: Tan Zhi Wen)

* Email Address

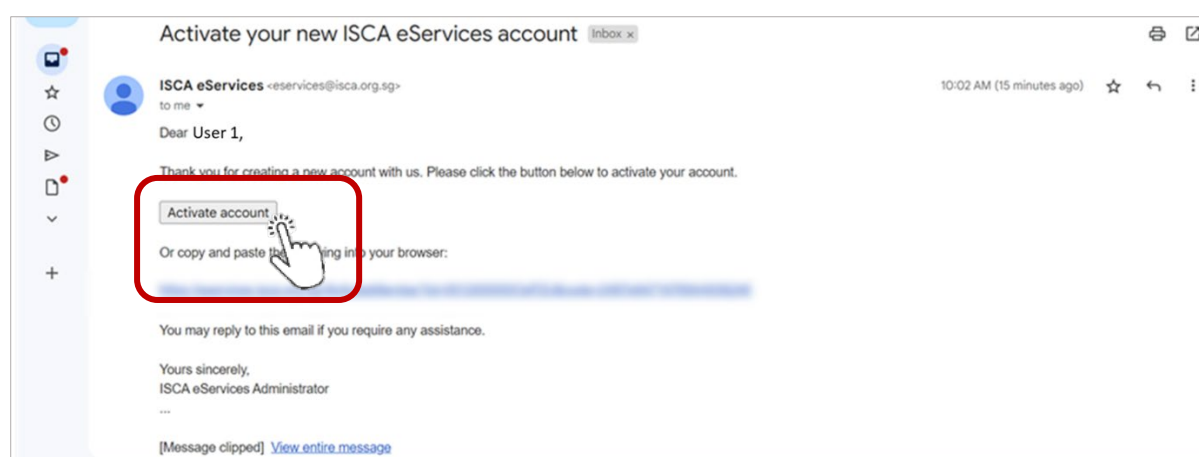
☐ I confirm that I have read and I agree to (i) the [Terms of Use](#), and (ii) the [Privacy and Data Protection Policy](#) which sets out how my personal data will be collected, used, disclosed and processed by the Institute of Singapore Chartered Accountants and the purposes of processing.

CREATE ACCOUNT

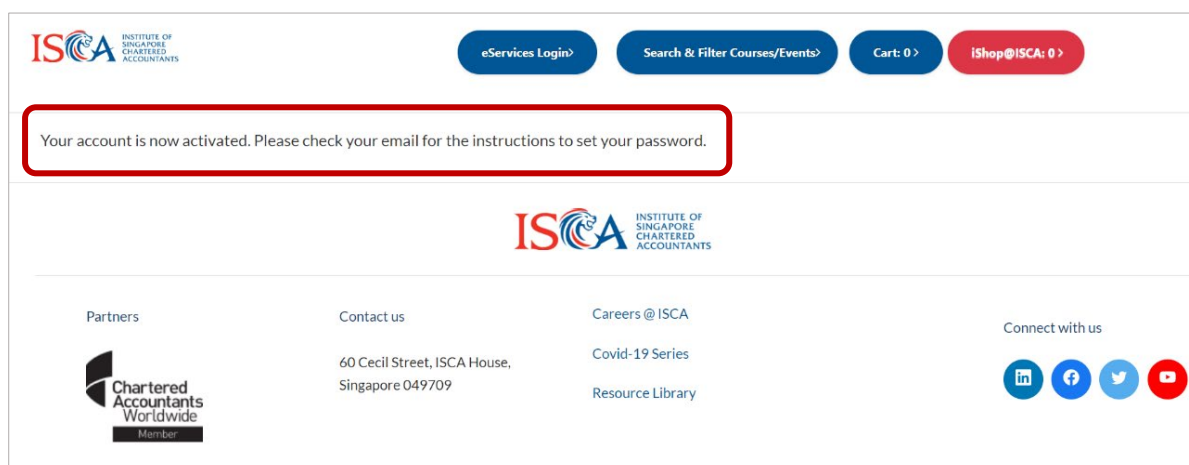
Create a New Corporate User Account

If you require the invoice to be billed to the company and do not have an existing corporate user account, please [click here](#).

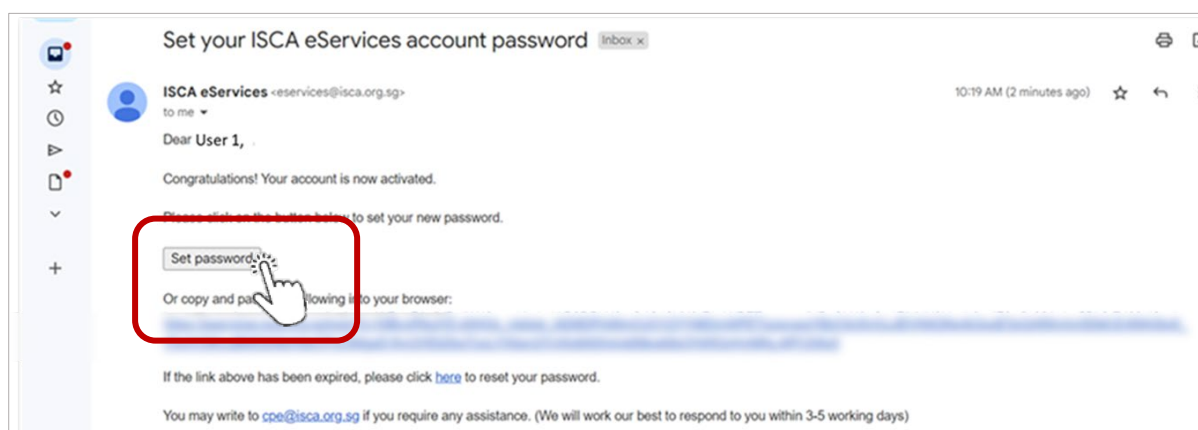
- You will receive an email notification when the account is created. Click '[Activate account](#)' in the email to activate your new ISCA Corporate User Account.



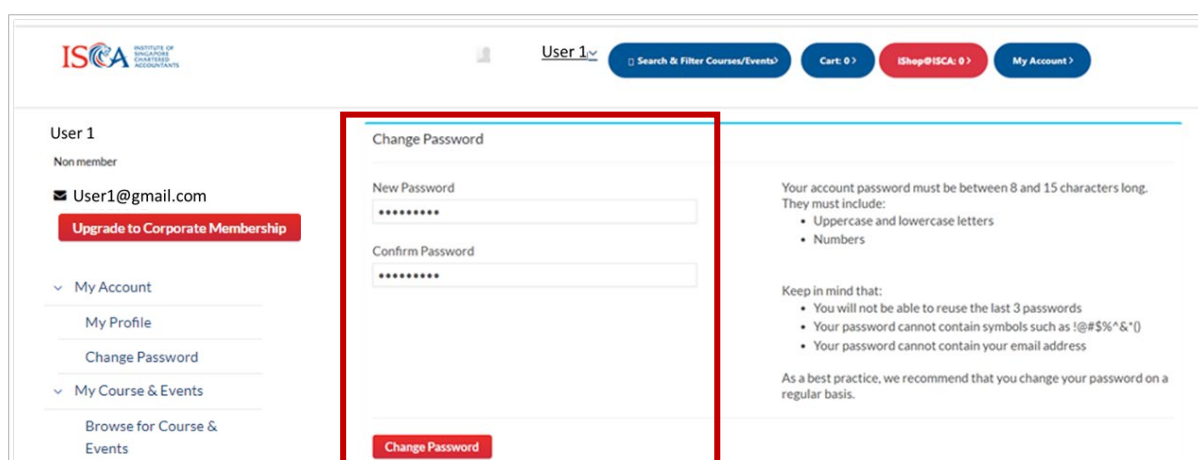
4. Once you have activated your account, you will see the message below. Now check your email for the instructions to set your password.



5. Click "Set password" in the email.



Proceed to set a new password.



Registration of ISCAccountify

6. Now that you are signed in to **ISCA eservices**, proceed to access the ISCAccountify page [here](https://isca.org.sg/accountify). Click on the 'Subscribe' button.

ISCA ACCOUNTIFY

SUBSCRIPTION-BASED LEARNING MODEL

Bite-sized | Anytime | Anywhere

For new subscribers:

- ISCA member: S\$180 a year
- Non-ISCA member: S\$260 a year
- Group of 10 & more: 30% discount (For both ISCA members and non-members)

For existing users: Log in

Download User Guide

URL: <https://isca.org.sg/accountify>

7. Click 'Continue'.

ISCACOUNTIFY

ISCAccountify is a subscription-based learning model that meets the changing expectations of professional development. With a yearly subscription fee, subscribers will be able to access more than 150 curated e-learning clips spanning across different topics, and fulfil their CPE requirements at their own pace.

For a year's subscription:

- S\$180* (ISCA members)
- S\$260* (non-ISCA members)

*Fees quoted exclude prevailing GST (Goods and Services Tax) rate

Continue



8. Input the **Membership Number** or **Email Address** if your staff has an existing ISCA account. Otherwise, click on **'Add New Participant'** to fill in their details. Once all staff is added, proceed to **'Add to Cart'**.

ISCA INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

User 1

Search & Filter Courses/Events

Cart: 0

iShop@ISCA: 0

My Account

Add Participants

To add member participant(s), input the participant's Membership Number* and click onto "Search Participant" button. To add more participant(s), repeat the same steps.

To add non-member participant(s), input the participant's Email Address** and click onto "Search Participant" button. To add more participant(s), repeat the same steps. If no record(s) are found, please click onto "Add New Participant" button to create a new user profile.

*Membership Number is a unique Identifier issued by ISCA for membership admission. If you do not have the membership ID, you may check with your member participant before you proceed with course registration.

**Please note that email addresses shown in the system are based on the email addresses of members via their corporate email addresses may not result in an accurate search due to varied email preferences established by members.

Corporate Registration

Membership Number OR Email Address

Search Participant

+Add New Participant

Selected Employees

S.No	Member	Account Type	Action
1	John Smith	Member	

Add to Cart

Input Membership # or Email (next field) if staff has existing ISCA account.



9. If you have a valid promo code, input in the 'Enter Coupon/ Voucher Code' field and click 'Apply'. Proceed to declare your organisation's business establishment (for Goods and Services Tax (GST) purpose) and click 'Checkout' to make payment.

For group registration of 10 pax and more (maximum 30 pax) in a transaction, a **30% discount** will be automatically applied. *Note: Other promo codes cannot be used in conjunction with the group discount.*

Wow! Subscription fee after discount. 😊

Cart

No.	Description	Amount	Total	Remove
1	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
2	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
3	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
4	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
5	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
6	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
7	ISCACCOUNTIFY (Member)	\$126.00	\$126.00	
8	ISCACCOUNTIFY (Non member)	\$182.00	\$182.00	
9	ISCACCOUNTIFY (Non member)	\$182.00	\$182.00	
10	ISCACCOUNTIFY (Non member)	\$182.00	\$182.00	

Enter Coupon/Voucher Code:

Apply

[Click here to view your voucher\(s\)](#)

Declare your business

☒ "I declare my organisation's business establishment belongs in Singapore."
 ☐ "I declare my organisation's business establishment belongs in a country outside of Singapore, and the attendee will be physically outside of Singapore during the course."

[Click here to view Section 21\(3\) of the GST Act under "International Services"](#)

SubTotal

\$1,428.00

GST (8%)

\$114.24

Total Amount Payable

\$1,542.24

[Back To Course & Events](#)

Checkout

*You have completed the first step of your ISCAccountify journey!
Login now to start your learning experience!*

*Download the **User Guide to ISCAccountify** [here](#) – it will show you the tips to navigate the platform best and select your favourite courses.*



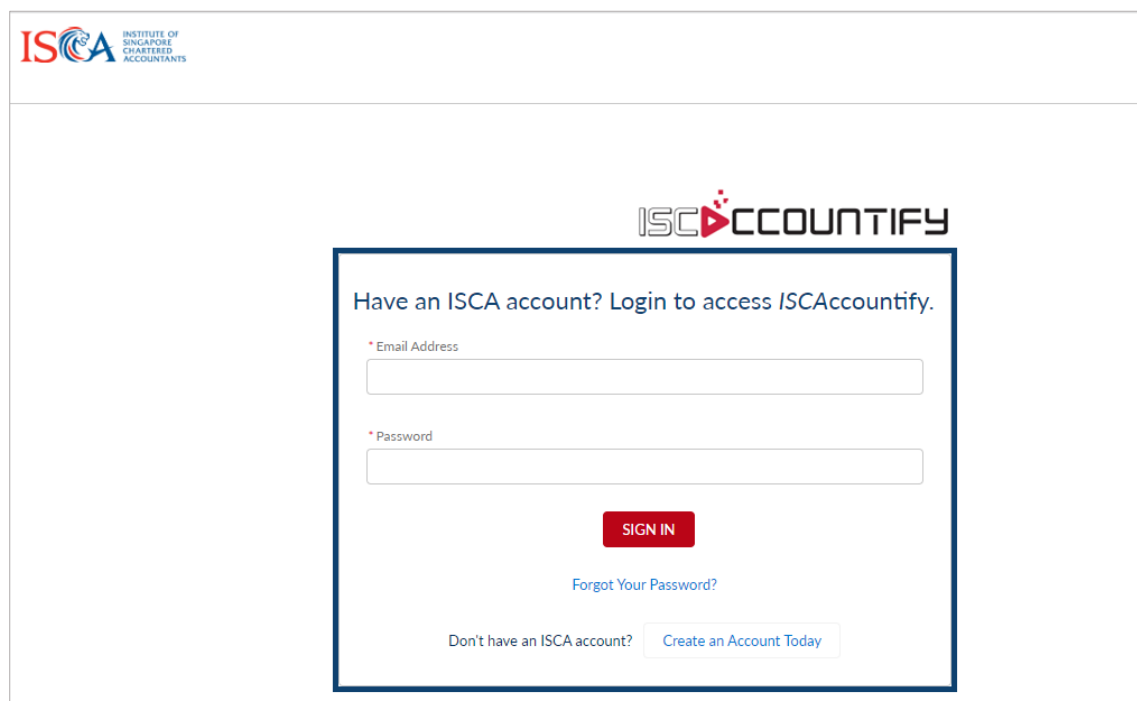
[Back to Contents Page](#)



Retrieving Progress Reports

Track and accelerate your team's learning development with the “**Course Registration Report**”.

1. Access the ISCAccountify Login page [here](#). Proceed to ‘SIGN IN’.



ISCA INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

ISCACCOUNTIFY

Have an ISCA account? Login to access ISCAccountify.

* Email Address

* Password

SIGN IN

[Forgot Your Password?](#)

Don't have an ISCA account? [Create an Account Today](#)

URL: <https://eservices.isca.org.sg/ISCAccountifyLogin>



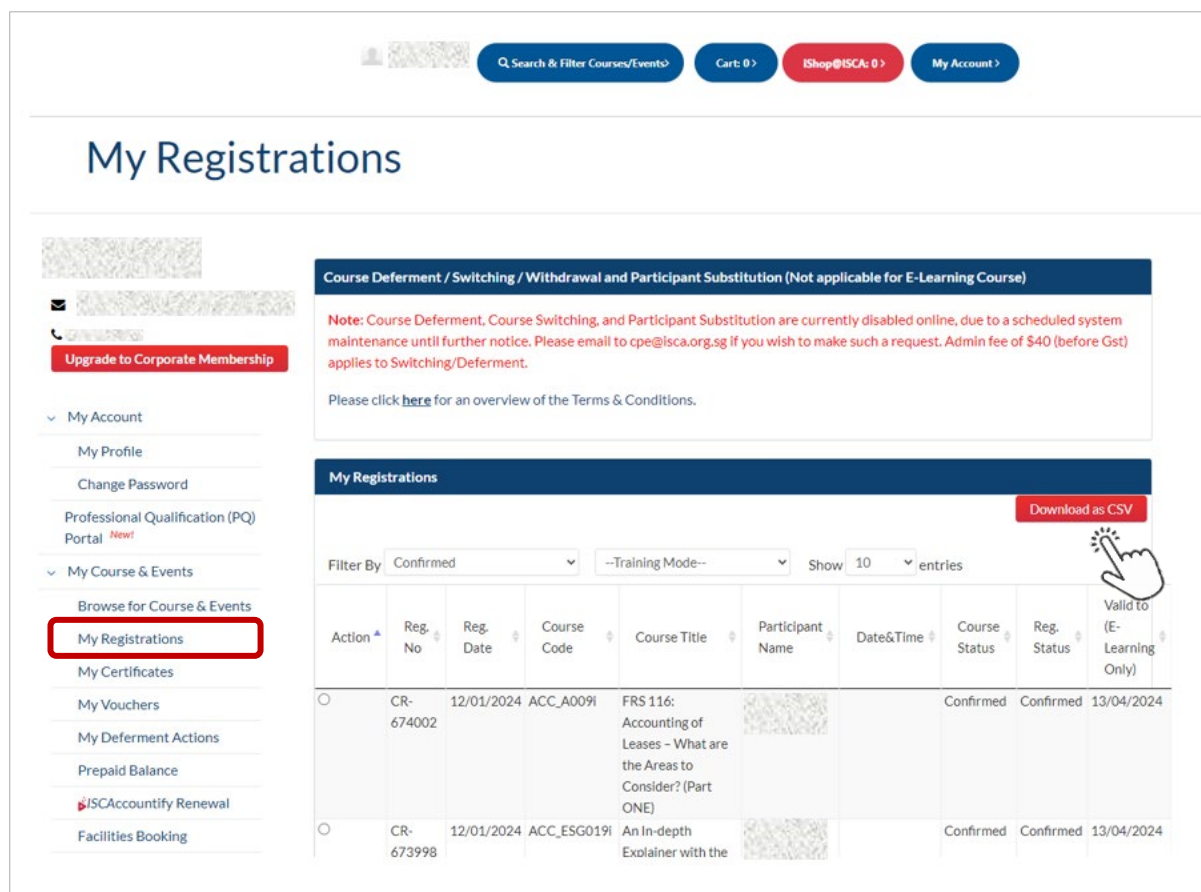
2. Click on “My Registrations” on the left menu bar.

The screenshot displays the ISCA Accountify user interface. At the top, there's a navigation bar with a search bar, a cart icon, and buttons for 'iShop@ISCA: 0 >' and 'My Account >'. Below this, the left sidebar contains a menu with options like 'My Account', 'My Profile', 'Change Password', 'Professional Qualification (PQ) Portal', 'My Course & Events', 'My Registrations' (highlighted with a red box and a hand cursor), 'My Certificates', 'My Vouchers', 'My Deferment Actions', 'Prepaid Balance', 'ISCACountify Renewal', and 'Facilities Booking'. The main content area is titled 'Edit Profile' and has two tabs: 'Personal Details' (selected) and 'Company Details'. The 'Personal Details' tab contains several input fields: 'Last Name*', 'First Name*', 'Name As Per ID*', 'Mailing Address Line1*', 'Mailing Address Line2', 'Mailing Unit Number', 'Mailing Postal Code*', 'Mailing Country*', 'Email*', 'Phone*', and 'Mobile Phone*'. Each field has a placeholder text and a red asterisk indicating it's a required field.



3. Click “Download as CSV”.

In this CSV file “Course Registration Report”, you can see the **number** and **titles** of /SCAccountify courses enrolled and completed by each of your team members.



My Registrations

Course Deferment / Switching / Withdrawal and Participant Substitution (Not applicable for E-Learning Course)

Note: Course Deferment, Course Switching, and Participant Substitution are currently disabled online, due to a scheduled system maintenance until further notice. Please email to cpe@isca.org.sg if you wish to make such a request. Admin fee of \$40 (before Gst) applies to Switching/Deferment.

Please click [here](#) for an overview of the Terms & Conditions.

My Registrations

Download as CSV

Filter By: Confirmed --Training Mode-- Show 10 entries

Action	Reg. No.	Reg. Date	Course Code	Course Title	Participant Name	Date&Time	Course Status	Reg. Status	Valid to (E-Learning Only)
<input type="radio"/>	CR-674002	12/01/2024	ACC_A009I	FRS 116: Accounting of Leases - What are the Areas to Consider? (Part ONE)			Confirmed	Confirmed	13/04/2024
<input type="radio"/>	CR-673998	12/01/2024	ACC_ESG019I	An In-depth Explainer with the			Confirmed	Confirmed	13/04/2024



4. Filter the “Course Code” to courses that start with “ACC”. Courses that start with “ACC” refer to courses on *ISCAccountify*.

[illegible]

5. Filter the “Reg. Status” to “Course Completed”, to view courses that have been completed. If the registration status is “Confirmed”, it means your team members are enrolled in these course(s). Likewise, if the registration status is “Course Completed”, it means your team members have completed these course(s).

Reg. N	Reg. Date	Course Code	Course Title	Participant Name	Date&Time	Course Status	Reg. Status
CR-673995	12/1/2024	ACC_ESG022i	IFRS S1 and S2: An Overview		16:00:00(9:00 AM - 5:00 PM)		
CR-674002	12/1/2024	ACC_A009i	FRS 116: Accounting of Leases “What are the Areas to Consider?” (Part ONE)		16:00:00(9:00 AM - 5:00 PM)		
CR-674000	12/1/2024	ACC_ESG017i	Sustainability Disclosure Standards - IFRS S1 & S2 Video Explainers		16:00:00(9:00 AM - 5:00 PM)		
CR-673996	12/1/2024	ACC_ESG018i	An In-depth Explainer with the ISSB on IFRS S1 and S2		16:00:00(9:00 AM - 5:00 PM)		
CR-673998	12/1/2024	ACC_ESG019i	An In-depth Explainer with the ISSB on FRS 116: Accounting of Leases “What are the Areas to Consider?” (Part TWO)		16:00:00(9:00 AM - 5:00 PM)		
CR-674003	12/1/2024	ACC_A010i	Practical Applications of RPA and AI using ChatGPT for Accounting and Audit Professionals		16:00:00(9:00 AM - 5:00 PM)		
CR-672402	8/1/2024	ACC_DGT026i	#RPAForCAsByCAs using UiPath		16:00:00(9:00 AM - 5:00 PM)		
CR-672403	8/1/2024	ACC_DGT029i	#RPAForCAsByCAs using UiPath (Part ONE)		16:00:00(9:00 AM - 5:00 PM)		
CR-667071	30/12/2023	ACC_DGT029i	#RPAForCAsByCAs using UiPath (Part ONE)		16:00:00(9:00 AM - 5:00 PM)		
CR-667066	30/12/2023	ACC_ESG022i	IFRS S1 and S2: An Overview		16:00:00(9:00 AM - 5:00 PM)		
CR-667076	30/12/2023	ACC_O006i	ACCA Virtual Public Sector Conference 2022 (Part TWO)		16:00:00(9:00 AM - 5:00 PM)		
CR-667068	30/12/2023	ACC_E009i	Updates to EP 200: ACRA Rule & AML/CFT Requirements		16:00:00(9:00 AM - 5:00 PM)		
CR-667065	30/12/2023	ACC_E010i	EP 100 Updates: Revisions to the Code Relating to the Definition of Engagement Team and Group Audits		2023-12-18 16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
CR-667070	30/12/2023	ACC_MP015i	Money Management and Family		16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
CR-667073	30/12/2023	ACC_O005i	ACCA Virtual Public Sector Conference 2022 (Part ONE)		16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
CR-667078	30/12/2023	ACC_O007i	ACCA Virtual Public Sector Conference 2022 (Part THREE)		16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed
CR-666216	29/12/2023	ACC_MP015i	Money Management and Family		16:00:00(9:00 AM - 5:00 PM)	Confirmed	Confirmed

If the “registration status” is “Course Completed”, it means your team members have completed the course(s).

(Select All)
☐ Cancelled
☐ Confirmed
☒ Course Completed
☐ Deferred
☐ Pending Withdrawal
☐ Substituted
☐ Withdrawn

OK

Cancel



6. You can also present the data in the form of pivot tables or visualisations (e.g. charts) to suit your analytical needs.

a) Learner Summary

Create a **Pivot Table** to visualise the aggregated data for each team member to understand how active each of them is on /SCAccountify. The **Pivot Table** below shows the number of courses each subscriber has completed.

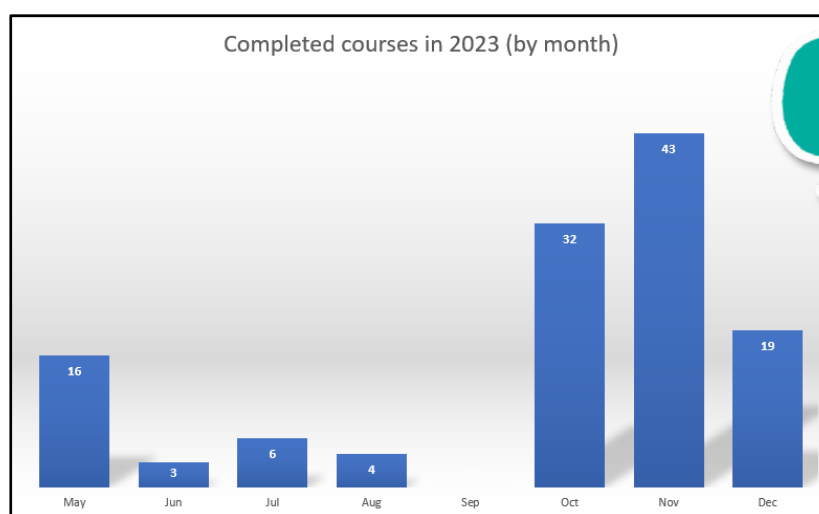
Tip: Remember to filter the course codes to those that start with “ACC”!

Course Code	(Multiple Items)
Participant Name	Count of Reg. Status
John Doe	11
Jane Eyre	34
	2
	11
	9
	2
	11
	13
Grand Total	93

You can also customise your pivot table to include the course codes and titles each learner has completed.

b) Learning Progress Report

Create a **Bar Chart** to visualise the aggregated data for activity at your organisation to understand how engaged the organisation is with learning during specified durations. The **Bar Chart** below shows the number of course completions in each month.



For example, this Bar Chart shows that learners were most active in November!

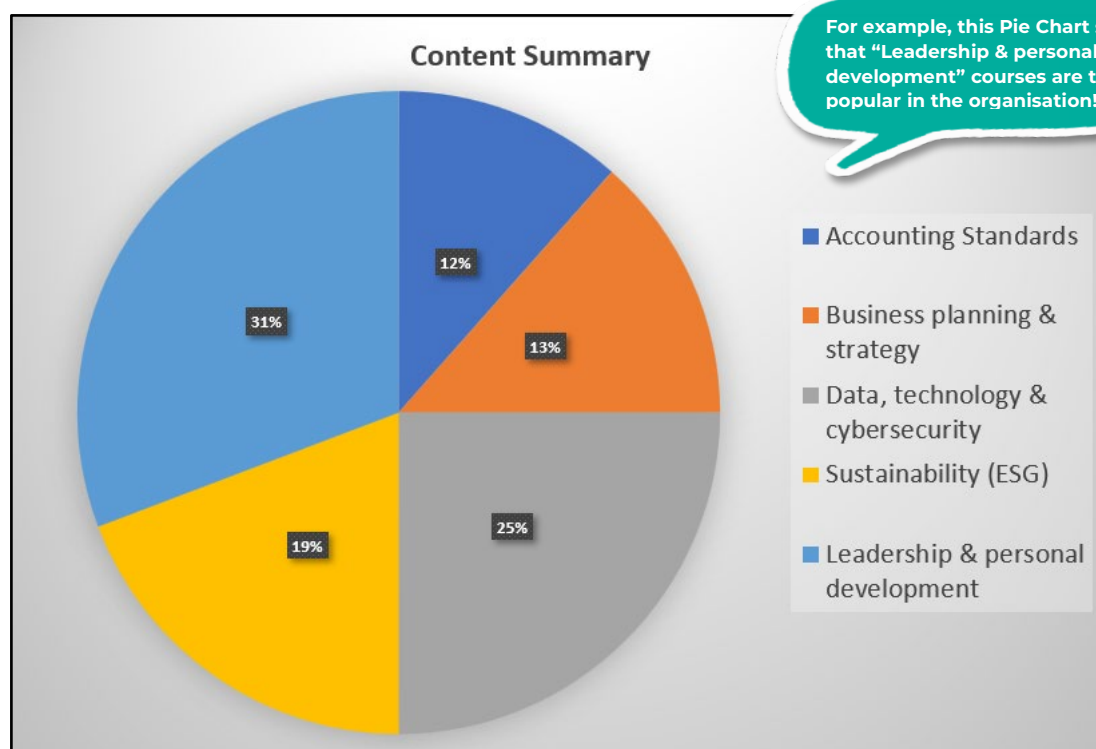


c) Content Summary

Create a **Pie Chart** to visualise the aggregated data of how much your team members are engaging with each piece of content, to track content performance and discover the most popular topics in your organisation. The **Pie Chart** below shows the most popular topics.

Tip: Here are the topics according to course codes:

ACC_XXX	Topic
A	Accounting Standards
ADT	Audit & assurance
BF	Business planning & strategy
DGT	Data, technology & cybersecurity
E	Ethics & corporate governance
ESG	Sustainability (ESG)
LS	Legal
MP	Leadership & personal development
O	Others
RM	Risk management
TAX	Taxation



[Back to Contents Page](#)

