

User Guide for ATO to add new Mentor

A. Note: Only Training Principal (TP) or Secondary Contact (SC) of the ATO are allowed to add new Mentor

1. Training Principal/Secondary Contact to navigate to Singapore CA Qualification Candidate Portal scaq.isca.org.sg. Fill in your account details, select your role as **“ATO/Mentor”** and click on **“Login”**.



Singapore Chartered Accountant Qualification

Email
atotp008@gmail.com

Password

Role
ATO / Mentor

Remember me [Forget Password](#)

Login

[Check Your Exemption](#)

[New User ?](#)

[New Candidate Account](#)

[New ATO Account](#)

2. Click on **“Add Mentor”** on the left side of the navigation bar. Then click on **“Add”**.

Mentors

Dashboard

Add Mentor

Company Profile

Start Date dd/mm/yyyy End Date dd/mm/yyyy

Full Name *	Email Address *	Register Date *	Status *	Action *
Show 0 to 0 of 0 entries				

Add

3. Fill in the details of the new Mentor you are adding. Then click on **“Save”**.

Personal Information

Full Name*
Darren Tarj

Email Address*
darrentan.mentor@gmail.com

Back **Save**

4. New mentor will receive an email from ISCA with a temporary password.
5. **New Mentor must log in to fill in his/her personal information and submit the supporting document(s) to complete the registration.**
6. Fill in the information and click on **“Next”**.

The screenshot shows a registration form titled "Personal Information". On the left, a vertical navigation bar has three items: "Personal Information" (selected with a circle), "Qualifications and Awards", and "T&C and Declaration". The main form area has the title "Personal Information" and a note: "The application should be completed in English. Please complete all fields marked with an asterisk." Below this, there are several input fields: "Salutation*" (a dropdown menu with "Ms" selected), "Full Name*", "Preferred Name*", "Contact Number (Mobile)*", and "Job Title*", each with a corresponding text input box. At the bottom, there is a "Non ATO" checkbox. A blue "Next" button is highlighted with a red rectangle.

7. Add in your Professional Membership records (e.g. CA Singapore)

The screenshot shows the "Membership" section of the registration process. The left navigation bar has "Personal Information" (checked with a green circle), "Qualifications and Awards", and "T&C and Declaration". The main form area is titled "Membership" and contains a sub-section "Professional Membership". A blue "Add" button is highlighted with a red rectangle. Below this is a table with the following columns: "Professional Membership Title", "Professional Body", "Date from", "Date to", "Attachment", and "Action". At the bottom right, there are two blue buttons: "Back" and "Next".

8. a. Fill in the details of your Professional Membership (Professional Membership Title e.g. CA Singapore).
- b. Upload latest Letter of Good Standing (Can be obtained from your professional membership body (e.g. ISCA))
- c. Then click on **“Save”**.

Professional Membership

Professional Membership Title*	Professional Body*
<input type="text"/>	<input type="text"/>
Date from*	Date to*
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>

Upload latest Letter of Good Standing issued by Professional Bodies (PDF, JPG, PNG, JPEG only) *



Click to add files

Back Save

9. Lastly, accept the terms of conditions, then click on **“Agree and submit”**.

Personal Information ✔

Qualifications and Awards ✔

T&C and Declaration ○

Terms & Conditions and Declaration

Section 1: General Terms and Conditions
By accessing and using this website, you signify your agreement to be legally bounded by these Terms of Use. If you do not agree to these terms, please do not use this website. All rights not expressly granted are reserved.

Section 2: Declaration
I declare that all information provided (including Professional Qualification(s) and Membership(s)) are true and correct to the of my knowledge.

I accept the above terms and conditions*

Back Agree and Submit

10. Application is complete and will be routed to ISCA for approval. Mentor will receive an email once application is approved.

ATO TP and SC will be able to see the status of this New Mentor application in his/her account by clicking on **“Add Mentor”**.

For assistance on the Candidate Portal, please contact ISCA at email: SCAQ@isca.org.sg