

# PQ Portal User Guide: Accessing the PQ Portal

Updated as of April 2021

**Global Mindset, Asian Insights** 

www.isca.org.sg

How to Access the PQ Portal

## **Step 1: Go to ISCA eServices Portal**

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

## 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

Home   🛄 The Institute   📢 Newsroom   🍽 Signature Events   🚠 ISCA Directory			
ISSIGA INSTITUTE OF CHARTERED ACCOUNTANTS		Global Mindset, Asian Insights	
Become a member $\checkmark$ Member Services $\checkmark$ CPE & Events $\checkmark$	Capability Development Y Ethics	✓ Knowledge Centre ✓	
SIGN IN	CREATE ACCOUNT	CREATE ACCOUNT	
Sign in with Your Email Address	Create an Account T	Create an Account Today	
Email Address	First Name	Last Name	
Email Address	First Name	Last Name	
Password	Name As Per ID (Example: Tar	n Zhi Wen) Email Address	
Password	Name As Per ID	Email Address	
Remember me	ZR11WI	à	
SIGN IN	Enter the above code here.	Enter the above code here.	
Forgot Your Password?			
	Privacy and Data Protection will be collected, used, discl	□ I confirm that I have read and I agree to (i) the <u>Terms of Use</u> , and (ii) the <u>Privacy and Data Protection Policy</u> 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.	
	For new corporate account,	please click here	

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



### **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 <u>https://eservices.isca.org.sg/</u> 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.





#### **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

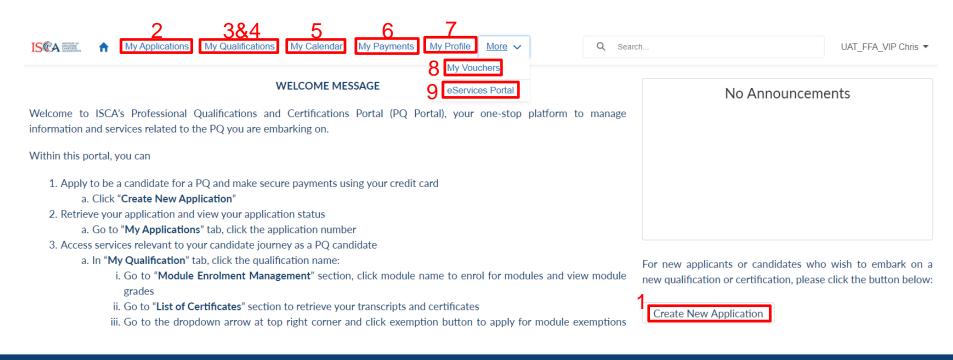
Edit Profile			
*Please complete all the mandatory fields in the Personal Details and Employment History tabs before proceeding to the PQ Portal.			
Personal Details Employment History			
Personal Details			
Salutation * First Name *	Last Name *		
Ms. V UAT Elsa	UAT Frozen		
Full Name (as per NRIC/FIN/Passport) *	Alias		
(Uat) Elsa Frozen	Alias		
ID Type *	ID Number *		
FIN	G22334455		
Nationality	Citizenship		
Australia 🗸	Foreigner 🗸		
Date of Birth *	Gender *		
1/1/1990	Female V		
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





© 2020 ISCA

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





