



# PQ Portal User Guide: Accessing the PQ Portal

Updated as of April 2021



# 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 link for 'Forgot Your Password?'. 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 image showing 'ZR11WI', an input field for the CAPTCHA code, a checkbox for terms and conditions, a red 'CREATE ACCOUNT' button, and a link for '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 (<https://isca.org.sg/media/2823411/corp-application-form.pdf>) and email the form to [qualifications@isca.org.sg](mailto:qualifications@isca.org.sg).

# Step 1: Go to ISCA eServices Portal

**If you already have an ISCA eServices account:**

1. Please email us at [qualifications@isca.org.sg](mailto: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 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 ISCA logo and tagline "Global Mindset, Asian Insights" are visible. Below the navigation bar, there are several menu items: Become a member, Member Services, CPE & Events, Capability Development, Ethics, Knowledge Centre, and My Account.

The left sidebar contains the user's profile information: UAT\_FFA\_VIP, Member ID 831259, email +30@gmail.com, and phone number 1234678. The sidebar also has a "My Account" section with links for My Profile, Change Password, and a message about helping a needy youth. Below that is the "My Membership" section with links for Applications, Digital Badges, Members' Privileges, Other Membership Request, and Letter of Good Standing. The "CPE Compliance" section includes a link for My CPE Records and a red-bordered link for the Professional Qualification (PQ) Portal, which is highlighted with a red box and a "New!" tag.

The main content area features a banner for "ver or Anti-Hero (NET)" with a date and time of 2018 (9:00 AM - 11:00 AM) and a facilitator named h Richards. Below the banner is a welcome message for Mr. UAT\_FFA\_VIP:Chris, including his residential address and company name. A "Member's Badges" section displays the ISCA logo and a link to download the ISCA logo for members.

On the right side, there is a partial view of a slide titled "ACRA's FY2017" with a code and a table of data:

Date & Time	Facilitator	CPE Hours
19	231	1,366
In collaboration		
4,890.00		1,142.00

# 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		
ID Type *	ID Number *	
FIN	G22334455	
Nationality	Citizenship	
Australia	Foreigner	
Date of Birth *	Gender *	
1/1/1990	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**