



# PQ Portal User Guide: Application

Updated as of July 2020



**Individual Candidate**

# Create New Application

- **Individual Candidate** refers to an individual who applies for a professional qualification on his/her own name and is self-sponsored.
- To apply as a new candidate, click **“Create New Application”**

The screenshot displays the ISCA Professional Qualifications and Certifications Portal (PQ Portal) interface. At the top, there is a navigation bar with the ISCA logo, a home icon, and menu items: My Applications, My Qualifications, My Calendar, My Payments, My Profile, and a 'More' dropdown menu. The 'More' dropdown is open, showing 'My Vouchers' and 'eServices Portal'. To the right of the navigation bar is a search bar and a user profile indicator 'UAT\_FFA\_VIP Chris'. Below the navigation bar, a 'WELCOME MESSAGE' section contains a greeting and instructions. To the right, a 'No Announcements' box is visible. A red box highlights the 'Create New Application' button in the bottom right corner of the page.

**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:

**Create New Application**

# Select the Qualification

- Select the qualification that you wish to apply for

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Search... UAT\_FFA\_VIP

### Select Qualification

Find Record

Qualification Name	Candidature Validity Period	Exemption Applicable	Link to Qualification Details
<input type="radio"/> ISCA Financial Forensic Accounting Qualifi...	2 Years	No	<a href="https://isca.org.sg/isca-ffa">https://isca.org.sg/isca-ffa</a>
<input type="radio"/> ISCA Infrastructure & Project Finance Qua...	3 Years	No	<a href="https://isca.org.sg/ipfq">https://isca.org.sg/ipfq</a>

# Complete Application Form

- Fill in all sections of the application form and upload supporting documents where required
- Check that all details are correct before you proceed to the next page. Once you move to the next page, you cannot go back to the previous page
- To edit information from previous page, please close the form and return to the saved draft under “**My Applications**” tab

## Personal Information



### Personal Information

Salutation	Ms.	Account ID	UAT_Liyun UAT_Liau
First Name	UATLiyun	Alias	
Last Name	UATLiau	Marital Status	
Full Name (as per NRIC/FIN/Passport)	UAT_Liau Liyun	* ID Number (last 3 digit + alphabet)	<input type="text" value="321A"/>
	* ID Type <input type="text" value="Pink NRIC"/>	Birthdate	26/02/1985
Citizenship		Age	35
Gender	Female	Nationality	

### > Contact Information

# Indicate your Interest in Funding

- At the “Funding” section, please indicate your interest in the funding scheme(s) available for the qualification.

Please Select the Applicable Funding Scheme(s):



Please indicate your interest in any funding scheme(s). This is not the funding application for the purpose of this application. For more information on funding application, click [here](#).

<input type="checkbox"/> Funding Scheme	<input type="checkbox"/> Link	<input type="checkbox"/>
<input type="checkbox"/> SkillsFuture Singapore (SSG) Co...	<a href="https://isca.org.sg/become-a-member/qp/pq-funding/funding-overview/">https://isca.org.sg/become-a-member/qp/pq-funding/funding-overview/</a>	

Next

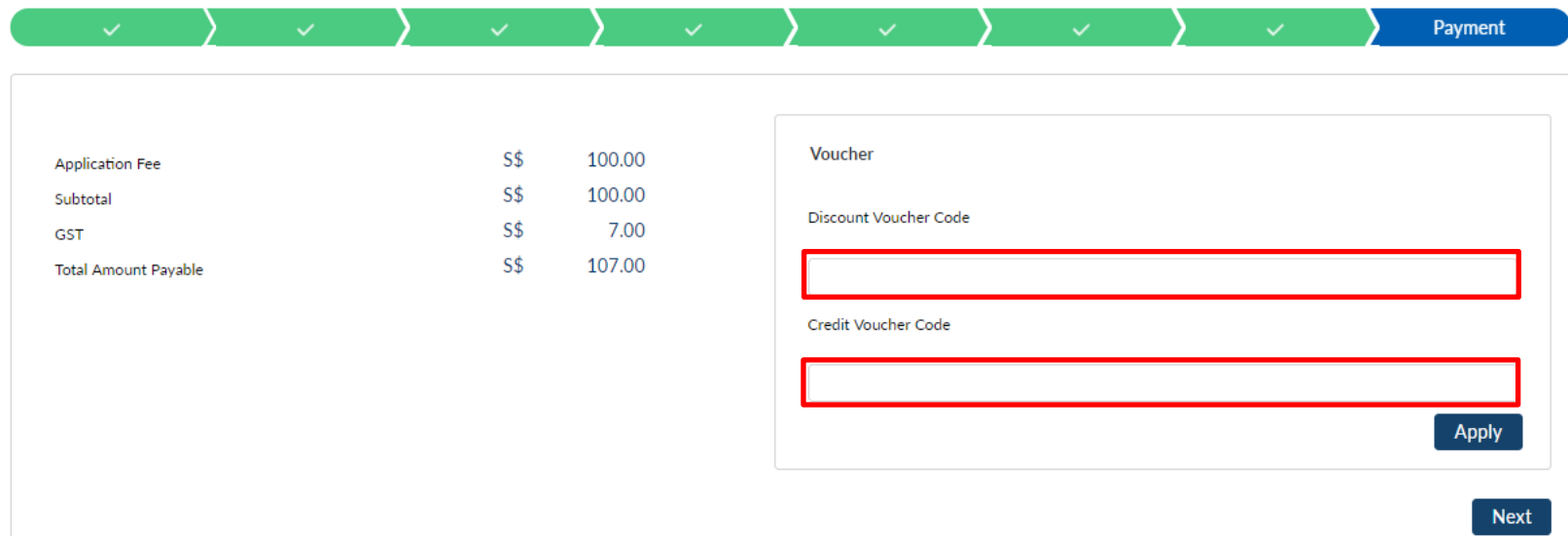
**Note:** This page is not for you to apply for the funding scheme itself. You will need to go to the funding agency’s website to check the funding scheme’s details and apply from there.

# Make Payment

Under the “Payment” section:

- if you do not have a voucher, click “**Next**” to proceed to payment
- if you have a voucher, input the voucher code in the corresponding box, and click “**Apply**”. The total amount payable will be deducted accordingly, click “**Next**” to proceed to payment

## Payment Summary



The image shows a payment summary table on the left and a voucher input form on the right. The payment summary table lists the following items:

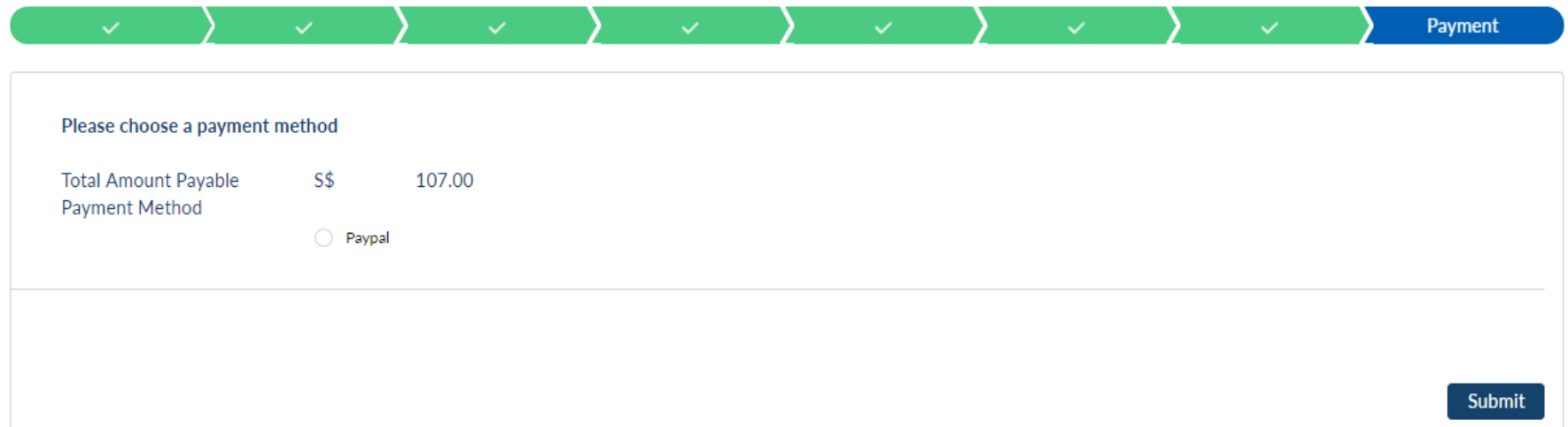
Application Fee	S\$	100.00
Subtotal	S\$	100.00
GST	S\$	7.00
Total Amount Payable	S\$	107.00

The voucher input form on the right is titled "Voucher" and contains two input fields: "Discount Voucher Code" and "Credit Voucher Code". Both fields are highlighted with red borders. Below the input fields is an "Apply" button. At the bottom right of the form area is a "Next" button. Above the form area is a progress bar with seven green steps, each containing a checkmark, and a final blue step labeled "Payment".

# Payment Method

- Select “PayPal” and click “Submit”.

## Payment Summary



The form displays a progress bar at the top with seven green steps, each containing a white checkmark, followed by a final blue step labeled 'Payment'. Below the progress bar, the text 'Please choose a payment method' is displayed. Underneath, the 'Total Amount Payable' is listed as 'S\$ 107.00'. The 'Payment Method' section includes a radio button next to the label 'Paypal'. A blue 'Submit' button is located in the bottom right corner of the form area.

Please choose a payment method

Total Amount Payable S\$ 107.00

Payment Method

Paypal

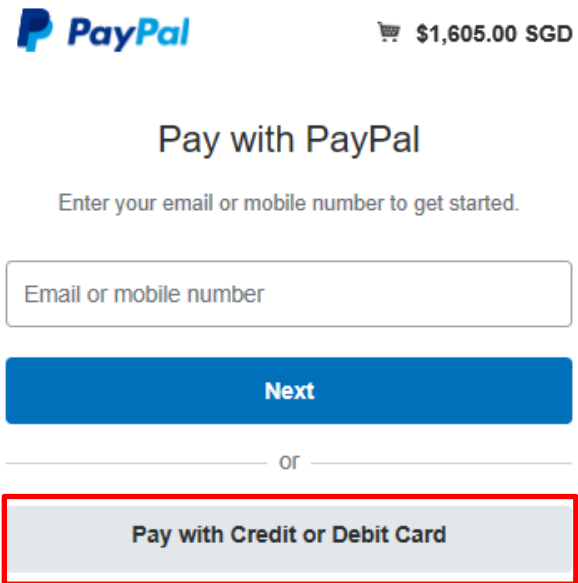
Submit

**Note:** After you have made payment, if you see 'unsuccessful payment' page, please refresh the page to ensure you see the successful payment page. Please also check the invoice/receipt for confirmation. Call us at 6597 5533 if you encounter any payment issue.



# Pay with Credit or Debit Card

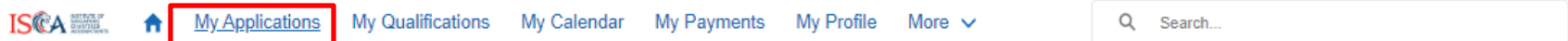
- PayPal allows you to pay by Credit/Debit card without creating a PayPal account. Click **“Pay with Credit or Debit Card”**.



The screenshot shows the PayPal checkout process. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "\$1,605.00 SGD". Below this is the heading "Pay with PayPal" and the instruction "Enter your email or mobile number to get started." There is a text input field labeled "Email or mobile number". Below the input field is a blue button labeled "Next". Below the "Next" button is the word "or" flanked by horizontal lines. At the bottom is a grey button labeled "Pay with Credit or Debit Card", which is highlighted with a red rectangular border.

# Submit Application

- Upon making payment successfully, your application form will be submitted to ISCA. You will receive an email confirmation on the application submission.
- You will receive your application result within 3 to 5 working days via email. Click **“My Applications”** to track your application status.

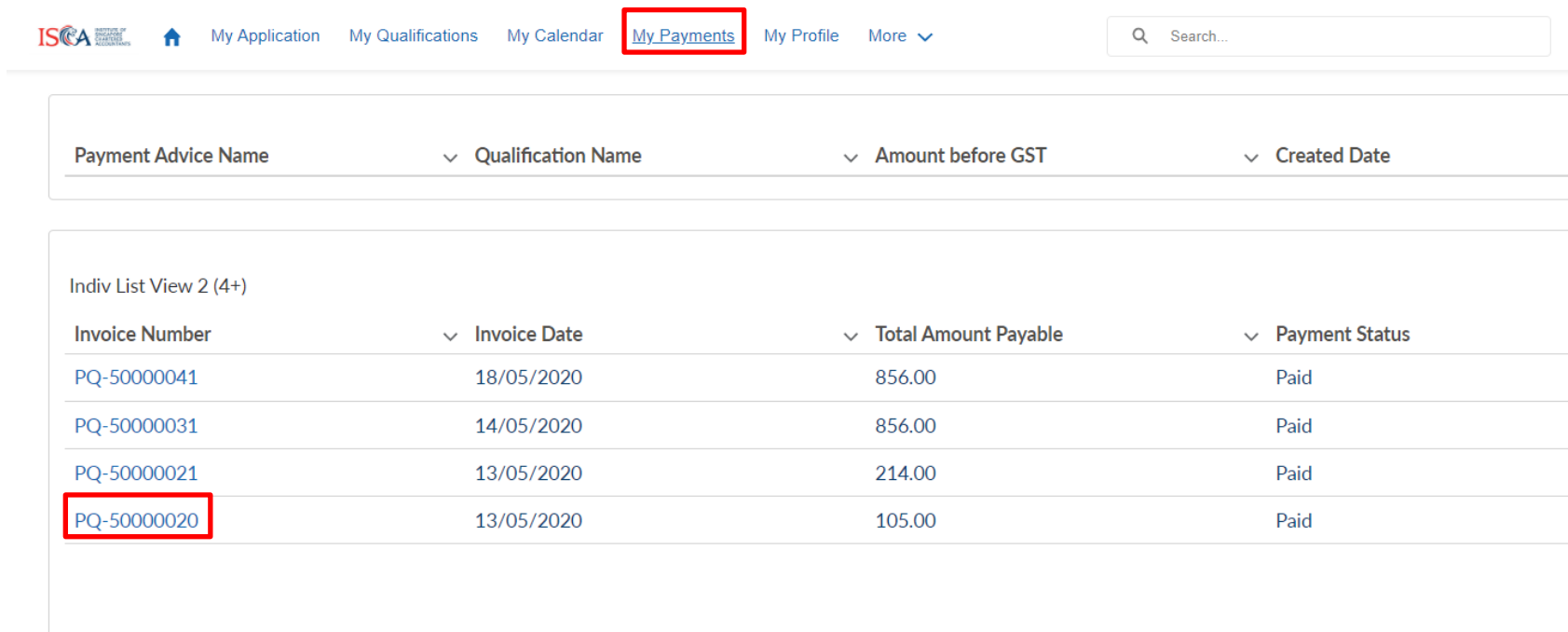


Indiv List View 1 (4+)

Application Number	Qualification Name	Application Status
<a href="#">AP-0000777</a>	UAT_ISCA Professional Business Accountant Programme (f...	Draft
<a href="#">AP-0000314</a>	UAT_ISCA Financial Forensic Accounting Qualification	Approved
<a href="#">AP-0000345</a>	UAT_ISCA Infrastructure & Project Finance Qualification	Rejected

# Retrieve Invoice/Receipt

- Go to “**My Payments**”, click on the **invoice number** to retrieve the invoice and the corresponding receipt



The screenshot shows the ISCA user interface. The navigation menu includes 'My Application', 'My Qualifications', 'My Calendar', 'My Payments' (highlighted with a red box), 'My Profile', and 'More'. A search bar is located on the right. Below the navigation is a table with columns: 'Payment Advice Name', 'Qualification Name', 'Amount before GST', and 'Created Date'. Underneath, there is a section titled 'Indiv List View 2 (4+)' containing a table of payment advices with columns: 'Invoice Number', 'Invoice Date', 'Total Amount Payable', and 'Payment Status'. The invoice number 'PQ-50000020' is highlighted with a red box.

Payment Advice Name	Qualification Name	Amount before GST	Created Date
Indiv List View 2 (4+)			
Invoice Number	Invoice Date	Total Amount Payable	Payment Status
PQ-50000041	18/05/2020	856.00	Paid
PQ-50000031	14/05/2020	856.00	Paid
PQ-50000021	13/05/2020	214.00	Paid
PQ-50000020	13/05/2020	105.00	Paid



**Corporate Candidate**

# Steps for Corporate Applicants

- **Corporate Candidate** refers to an Individual who is sponsored by his/her company to pursue a professional qualification.
- **Corporate User** refers to the company's representative who will initiate a new application and make payments for the Corporate Candidate's application, module enrolments and Annual Candidature Fee.
- Both the **Corporate User** and **Corporate Candidate** will need to create an ISCA eServices account to navigate the PQ Portal.
- **3 Steps to complete an application:**
  1. **Corporate User** to initiate a new corporate application and add selected candidate(s) into the application
  2. **Corporate Candidate** to provide details of the application
  3. **Corporate User** to complete and make payment for the application

# Step 1: Corporate User to initiate the application

To sponsor a Corporate Candidate to apply for a new application, the **Corporate User** will need to perform these steps:

- Login to PQ Portal
- Click **“Create New Corporate Application”**

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My Applications My Qualifications My Calendar My Payments My Profile More

Search... UATEllen UATWong

### WELCOME MESSAGE

Welcome to ISCA's Professional Qualifications and Certifications Portal (PQ Portal), a platform for corporate administrator to manage application and payments on behalf of your company-sponsored employees and to view their progress in the PQ they are embarking on.

Within this portal, you can

1. Create new application for each employee as a candidate for a PQ
  - a. Click **“Create New Application”**
2. Make payments for fees applicable to the PQ to proceed with application and enrolment
  - a. Go to **“My Payments”** tab, click payment advice name to manage pending payments and click invoice number to view invoice/receipt records
3. Retrieve your application and view the application status for each employee
  - a. Go to **“My Applications”** tab, click the application number
4. View the progress of each employee as a PQ candidate in **“My Qualification”** tab by clicking the qualification name:
  - a. In this tab, you will have a snapshot of each candidate's study progression
  - b. Go to **“Module Enrolment Management”** section, click module name to view enrolled modules, including details of e-learning, workshops and exams as well as module grades
  - c. Go to **“List of Certificates”** section to retrieve transcripts and certificates

No Announcements

For new applicants or candidates who wish to embark on a new qualification or certification, please click the button below:

Create New Corporate Application

# Step 1: Corporate User to initiate the application

- Tap “**Select Qualification**”
- Select the qualification on behalf of the Corporate Candidates(s)

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Search Search...

Select Qualification Employee Selection

Find Record

Qualification Name Candidature Validity Period Exemption Applicable Link to Qualification Details

<input type="radio"/> ISCA Financial Forensic Accounting Quali...	2 (Year)	No	<a href="https://isca.org.sg/isca-ffa">https://isca.org.sg/isca-ffa</a>
<input type="radio"/> ISCA Infrastructure & Project Finance Qu...	3 (Year)	No	<a href="https://isca.org.sg/ipfq">https://isca.org.sg/ipfq</a>

# Step 1: Corporate User to initiate the application

- Tap “**Employee Selection**”
- Select the names of employee(s) to be registered as Corporate Candidate(s)
- Click ‘**Submit**’

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Search... UATEllen UATWong

Employee Selection

Qualification Information:

Name:

- ISCA Financial Forensic Accounting Qualification

Candidature Validity Period:

- 2 (Year)

Exemption Applicable:

- No

Please select the applicants you want to sponsor for this qualification:

Find Record

<input checked="" type="checkbox"/>	Name	ISCA Membership Number	Email	Mobile Number
<input checked="" type="checkbox"/>	UATHui Sing IPFCorp UATNgoi IPFCorp	719501	iscapq3+1@gmail.com	98732451

Submit



# Step 1: Corporate User to initiate the application

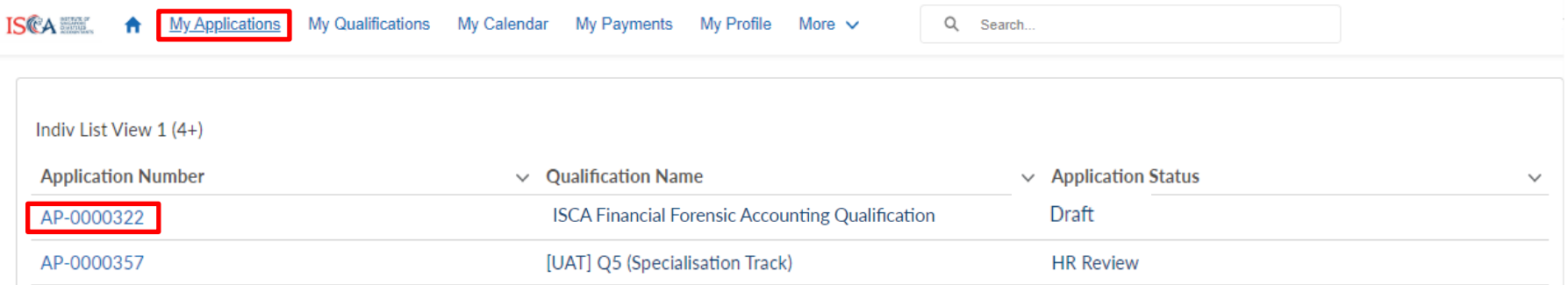
- An application form will be created for each Corporate Candidate
- An email notification will be triggered to inform each Corporate Candidate to complete his/her application form in the PQ Portal
- **Corporate User** can inform/remind Corporate Candidates to continue with the application

## Step 2: Corporate Candidate to provide details

**Corporate Candidate** will be notified via an email that an application form has been created by the Corporate User.

To continue with the application, **Corporate Candidate** will need to perform these steps:

- Login to PQ Portal
- Go to “**My Applications**” tab
- The status for the application created is “**Draft**”
- Click the relevant application number to view the application



The screenshot shows the ISCA My Applications page. The navigation bar includes the ISCA logo, a home icon, and several menu items: My Applications (highlighted with a red box), My Qualifications, My Calendar, My Payments, My Profile, and More. A search bar is located on the right. Below the navigation bar, there is a table with the following data:

Application Number	Qualification Name	Application Status
AP-0000322	ISCA Financial Forensic Accounting Qualification	Draft
AP-0000357	[UAT] Q5 (Specialisation Track)	HR Review

# Step 2: Corporate Candidate to provide details

- Click **“Update Application”** to access the application form

The screenshot displays the ISCA user interface. At the top, there is a navigation bar with the ISCA logo, a home icon, and menu items: My Applications, My Qualifications, My Calendar, My Payments, My Profile, and More. A search bar is also present. Below the navigation bar, the main content area shows a red star icon next to the text 'Application AP-0000782'. To the right of this text is a red-bordered button labeled 'Update Application'. Below this, there are two columns of application details, each with a horizontal line underneath the text:

Application Number AP-0000782	Intake FFA Intake
Applicant Name UATHui Sing IPFCorp UATNgoi IPFCorp	Applicant Type Corporate
	Application Status Draft

## Step 2: Corporate Candidate to provide details

- Provide details and complete all sections (academic information, uploading of supporting document, preferences and declaration)
- Click “**Submit**” and the form will be submitted to Corporate User for payment
- The application status will be changed to “**HR Review**”

Summary



Qualification Selected

- ISCA Financial Forensic Accounting Qualification

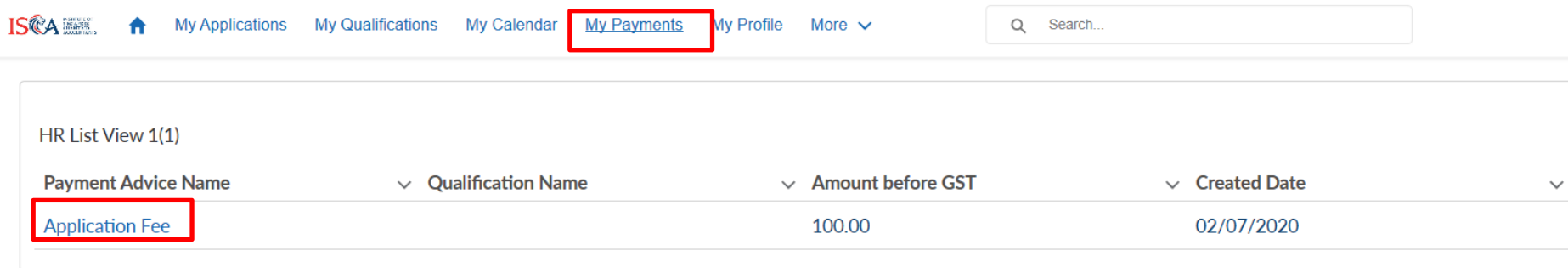
Next

## Step 3: Corporate User to complete the application

**Corporate User** will be notified via an email after a Corporate Candidate has submitted the application form.

To complete the application, the **Corporate User** will need to perform these steps:

- Go to “**My Payments**” tab
- Click “**Application Fee**” to make payment for the application



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Home My Applications My Qualifications My Calendar **My Payments** My Profile More ▾

Search...

HR List View 1(1)

Payment Advice Name	Qualification Name	Amount before GST	Created Date
Application Fee		100.00	02/07/2020

# Step 3: Corporate User to complete the application

- Click **“Go to Payment”**

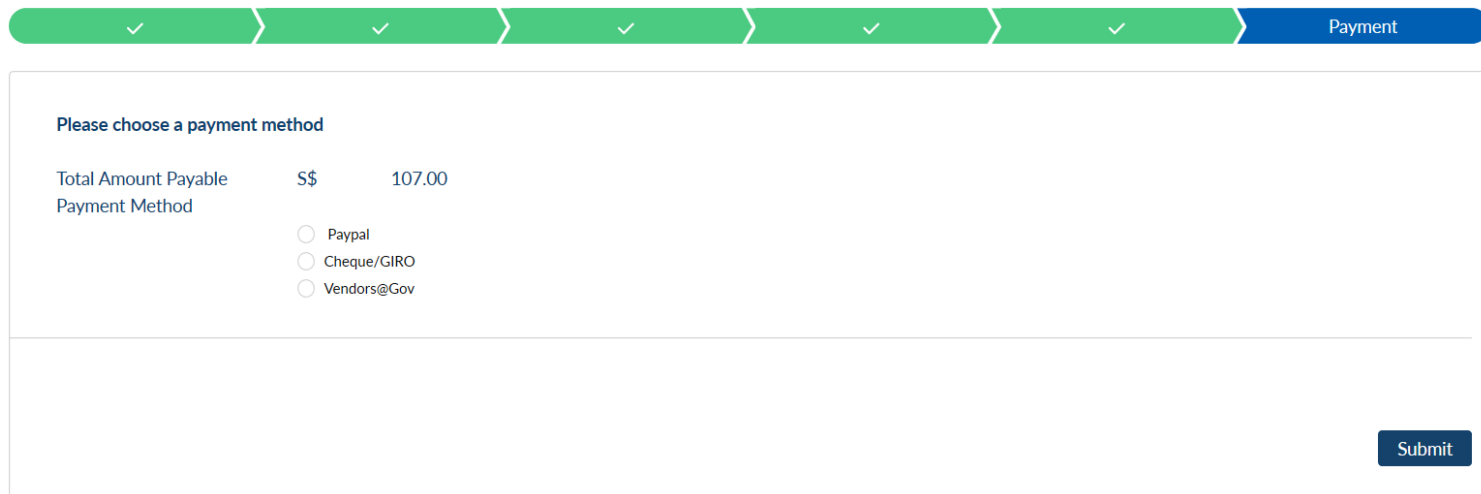
The screenshot displays the ISCA user interface. At the top left is the ISCA logo. The navigation menu includes: Home, My Applications, My Qualifications, My Calendar, My Payments, My Profile, and More. A search bar is located on the right. The main content area shows a payment advice for an application fee, with a red star icon and a 'Go to Payment' button highlighted in a red box. The payment details are as follows:

Payment Advice Name	Application Fee
Status	Draft
Type	Application Fee
Amount before GST	\$100.00

# Step 3: Corporate User to complete the application

- Please select your payment mode and click '**Submit**'
  - PayPal\* allows you to pay by Credit/Debit card without creating a PayPal account
  - Vendor@Gov is only displayed for eligible government agencies
  - For Cheque/GIRO payment, an invoice with "Pending" status will be generated. Please refer to the invoice for the payment instructions.

Payment Summary



The image shows a payment summary interface. At the top, there is a progress bar with five green segments, each containing a white checkmark, followed by a blue segment labeled 'Payment'. Below the progress bar is a form with the following content:

Please choose a payment method

Total Amount Payable    S\$    107.00

Payment Method


- Paypal
- Cheque/GIRO
- Vendors@Gov

At the bottom right of the form is a blue 'Submit' button.

**\*Note:** After you have made payment using PayPal, if you see 'unsuccessful payment' page, please refresh the page to ensure you see the successful payment page. Please also check the invoice/receipt for confirmation. Call us at 6597 5533 if you encounter any payment issue.

# Retrieve Invoice/Receipt

- Go to “**My Payments**”, click on the **invoice number** to retrieve the invoice and corresponding receipt (for paid invoice only)

ISCA  [Home](#) [My Application](#) [My Qualifications](#) [My Calendar](#) **My Payments** [My Profile](#) [More](#)

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HR List View 1 (4+)

Payment Advice Name	Qualification Name	Amount before GST	Created Date
Module Enrollment Fee o...	ISCA Infrastructure & Project Finance Qual...	1,980.00	08/07/2020
Module Enrollment Fee o...	ISCA Infrastructure & Project Finance Qual...	1,980.00	08/07/2020
Re-sit Fee of TEST_Ang Y...	ISCA Infrastructure & Project Finance Qual...	900.00	21/05/2020
Exemption Assessment F...	ISCA Infrastructure & Project Finance Qual...	150.00	19/05/2020

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HR List View 2 (4+)

Invoice Number	Invoice Date	Total Amount Payable	Payment Status
<b>PQ-50000064</b>	22/05/2020	2,354.00	<b>Pending</b>
PQ-50000061	22/05/2020	1,819.00	<b>Paid</b>
PQ-50000059	22/05/2020	1,285.00	Paid
PQ-50000056	21/05/2020	2,354.00	Pending



## Step 3: Corporate User to complete the application

- Upon successful submission of the application form, the application status will be updated to “**ISCA Review**”.
- The **Corporate Candidate** will receive an email confirmation on the application submission. The **Corporate User** will be copied in the same email.
- The application outcome will be expected within 3 to 5 working days.
- An email notification of the application outcome will be sent to the **Corporate Candidate** with **Corporate User** copied in the same email.
- Go to “**My Applications**” tab to check your application status.



**The End**