

## User guide to register courses (Corporate)

1. Sign in to your e-service account [here](#)
2. Click on “Search & Filter Courses/ Events”

The screenshot shows the ISCA website's user interface. At the top, there is a navigation bar with the user's name 'Priyananth Ramasamy', a search button labeled 'Search & Filter Courses/Events', and other utility buttons like 'Cart: 0', 'iShop@ISCA: 0', and 'My Account'. Below the navigation bar, the user is greeted with 'Welcome, [redacted]'. The main content area features the ISCA Corporate Members Logo and a 'Renew Corporate Membership' button. A sidebar on the left contains a menu with options like 'My Account', 'My Course & Events', and 'Browse for Course & Events'. A red arrow points to the 'Search & Filter Courses/Events' button in the top navigation bar.

3. Search for the course of your interest using keywords, filters, or calendar

This screenshot displays the search and filter interface on the ISCA website. At the top, there is a search bar with the placeholder text 'search by keywords' and a 'Search' button. Below the search bar, there are two tabs: 'List' and 'Calendar', with the 'Calendar' tab highlighted. The main content area shows a list of courses. The first course is 'MP076ET: Think on Your Feet® for Finance Professionals', which is a classroom course with 14.00 CPE hours. The second course is 'RM134: Introducing Internal Controls to Manage Risks in the Business World', also a classroom course with 7.00 CPE hours. On the left side, there is a filter panel with options for 'Type' (Courses, Events), 'Topic', 'CPE hours' (0 to 70), 'Training Mode', 'CPE Category', 'Funding', and 'Member Class'. A 'Filter' button and a 'Reset' button are located at the bottom of the filter panel.

#### 4. Select the course of your interest

**Classroom**  
**MP076ET: Think on Your Feet® for Finance Professionals**  
Session: 18 Jul 2024 2:00 PM - 5:00 PM , 18 Jul 2024 9:00 AM - 1:00 PM , 19 Jul 2024 2:00 PM - 5:00 PM , 19 Jul 2024 9:00 AM - 1:00 PM  
Trainers: Tony Moore  
Session: 14 Nov 2024 2:00 PM - 5:00 PM , 14 Nov 2024 9:00 AM - 1:00 PM , 15 Nov 2024 2:00 PM - 5:00 PM , 15 Nov 2024 9:00 AM - 1:00 PM  
Trainers: Tony Moore  
Session: 26 Oct 2023 9:00 AM - 1:00 PM , 26 Oct 2023 2:00 PM - 5:00 PM , 27 Oct 2023 9:00 AM - 1:00 PM , 27 Oct 2023 2:00 PM - 5:00 PM  
Trainers: Tony Moore  
CPE Category: Others  
LEADERSHIP & PERSONAL DEVELOPMENT

14.00 CPE HOURS

WhatsApp ISCA

#### 5. Add the course to your cart

Priyananth Ramasamy

Q Search & Filter Courses/Events Cart: 0 iShop@ISCA: 0 My Account

**MP076ET: Think On Your Feet® For Finance Professionals (Classroom)**  
14.00 CPE Hours (Others)  
Classroom

In Collaboration with: pwc

CPE & Events > Leadership & Personal Development

Course Details Schedule & Fees Trainer All

Privacy Policy

By registering for MP076ET, you agree to ISCA's Privacy and Data Protection Policy at <http://isca.org.sg/privacy-and-data-protection-policy> and that ISCA may collect, use and/or disclose your personal data for matters relating to the enrolment of MP076ET in accordance with the Personal Data Protection Act 2012. The Institute may from time to time use your personal data to inform you of related news, activities, benefits, goods, services, facilities and events. The Institute may also use your personal data for the conduct of statistical research and studies, and analyse the data collected to administer, develop and improve its services. For the purpose of event coverage, photography (and videography) will be in progress during the event. Please inform the photographers (or organiser) if you do not wish for your photographs to be taken. Further, you agree that ISCA may disclose your Personal Data to PwC for the purpose of processing your enrolment and course administration, which shall be subject to PwC's Privacy Policy.

**Upcoming Schedule**  
Add to Cart View More Sessions  
Notify Me For Next Session

**Date & Time**  
14 Nov 2024 (2:00 PM - 5:00 PM)  
14 Nov 2024 (9:00 AM - 1:00 PM)  
15 Nov 2024 (2:00 PM - 5:00 PM)  
15 Nov 2024 (9:00 AM - 1:00 PM)

**Fee (inclusive of GST)**  
For Members: \$ 959.20  
For Non-Members: \$ 1,199.00

#### 6. Add your participants using a membership number or email address if they have an existing eservices account with ISCA. If not, click on "Add New Participant". Continue this step till you finish adding all your 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 to all members of ISCA at the point of membership admission. If you do not have the membership ID, you may check with your member participant before you proceed with course enrollment.

\*\*Please note that email addresses should only be used to search for non-members. Searching for members via their corporate email addresses may not result in an accurate search due to varied email preferences established by ISCA members (eg. use of personal emails) when setting up their user accounts.

MP076ET: Think on Your Feet® for Finance Professionals

Membership Number OR Email Address Search Participant + Add New Participant

7. Fill up the participant's information and click on "Add to Cart"

MP076ET:Think on Your Feet® for Finance Professionals

Membership Number OR testtest@isca.org.sg Search Participant +Add New Participant

**Selected Employees**

S.No	Member	Account Type	Email	Mobile Number	Job Designation	Action
1	Ian Huang	Member				

Back Add to Cart

8. Check the amount, apply any prepaid balance or voucher code, and declare your country of residence. **For purchases outside of Singapore, please select "I declare my organisation's business establishment belongs in a country outside of Singapore".** Click on the "Checkout" button once you are done.

### Cart

No.	Description	Amount	Total	Remove
1	MP076ET: Think On Your Feet® For Finance Professionals (Classroom) 14 Nov 2024, 15 Nov 2024 Ian Huang (Member) (Public Accounting Firms)	\$880.00	\$880.00	

Enter Coupon/Voucher Code:  Apply

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



\*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 \$880.00  
GST (9%) \$79.20

**Total Amount Payable \$959.20**

Back To Course & Events Checkout

9. Check your corporate profile and edit if there is any update. If not, click on "Continue"

10. Agree to the Terms and Conditions

11. Select your payment method and click on "Confirm Order"

No.	Description	Amount	Total
1	MP076ET: Think On Your Feet® For Finance Professionals (Classroom) 14 Nov 2024, 15 Nov 2024 Ian Huang (Member) (Public Accounting Firms)	\$880.00	\$880.00
		Subtotal	\$880.00
		GST (9%)	\$79.20
		<b>Total Amount Payable</b>	<b>\$959.20</b>

#### Select Mode Of Payment

For corporate registration of WSQ Programmes, payment can only be made by Corporate Credit Card or Corporate PayNow.

- Credit Card
- PayNow (Please get ready your mobile banking application before proceeding. Please scan the QR code on the next page. Do not key in Unique Entity Number (UEN).)
- Paypal
- GIRO (Please refer to the tax invoice for the bank details.)

Back To Cart Edit Profile Confirm Order

12. Complete the payment