Guide to use Corporate registration

Step 1: Log-in/Register using Corporate Account

If you forgot your corporate login details, do contact us at ISCA CPE at cpe@isca.org.sg or +65 6749 8060.

Become a member V Member Services V CPE & Events V Capability Development V Ethics V Knowledge Centre V				
SIGN IN	CREATE ACCOUNT			
Sign in with Your Email Address	Create an Account To	oday		
Email Address	First Name	Last Name		
@gmail.com	First Name	Last Name		
Password	Name As Per ID (Example: Tan 2	Zhi Wen) Email Address		
••••••	Name As Per ID	Email Address		
Remember me	QYP5R9	ä		
SIGN IN	Enter the above code here.			
Forgot Your Password?				
	I confirm that I have read a <u>Privacy and Data Protection</u> will be collected, used, disclo Singapore Chartered Account	and I agree to (i) the <u>Terms of Use</u> , and (i <u>Policy</u> which sets out how my personal used and processed by the Institute of tants and the purposes of processing		

Step 2: Visit the event page:

https://eservices.isca.org.sg/CourseDetailClone?courseMasterId=a0g2t000001cQIzAAM& ga

Step 3: Add event to Cart



Step 4: A prompt will appear regarding the enrolment for ISCA Conference Plus+. You may click "Yes" of "No" based on your preferences.

CPE & Events >Others	ISCACon202	Do you wish to enroll add-on ISCA Conference Plus?	Yes No
Course Details	Schedule & Fees Trainer	All	Upcoming Schedule
ISCA Conference is	back, bigger and better. Conferen	ce Day on 29th Nov has 2 Tracks to choose from!	Add to Cart View More Sessions

Step 5: Select your preferred track (Track 1 / Track 2) and add to cart.

To add participant(s), first input membership number or 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.

ISCAG	Con2023:	ISCA Confere	nce 2023				
	Membe	ership Number	OR	mail Address	rch Participant	Add New Participant	
Selec	ted Parti	cipants					
S.No	Member	Account Type	Email	Mobile Number	Job Designation	Track	Action
1						Track 1 🗸	Ê
						Back	dd to Cart.

Step 6: To register for more ISCA Members/Users with an ISCA Account, enter either their ISCA Membership number or Email Address (used for ISCA Account) and click Search Participant. Repeat Step 5.

Add Participants

To add participant(s), first input membership number or 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.

ISCA	Con2023:	ISCA Confere	nce 2023			
	Memb	ership Number	OR	Email Address	Search Participant	✦Add New Participant
Selec	ted Parti	cipants				
S.No	Member	Account Type	Email	Mobile Number	Job Designation	Track Action
1						Track 1 🗸 🛍
						Back Add to Cart

Step 7a: To register for more Non-ISCA Members, click on "+Add New Participant"

Add Participants

To add participant(s), first input membership number or 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.

ISCA	Con2023:I	SCA Confere	nce 2023				
	Membe	ership Number	OR	Email Address	rch Participant +Add	New Participant	
Selec	ted Partio	cipants					
S.No	Member	Account Type	Email	Mobile Number	Job Designation	Track	Action
1						Track 1 🗸	Ê



Step7b: Complete the details for Non-ISCA Members and click Save

	Account	
	First Name*	
Add Participants	Last Name*	
	Email*	
To add participant(s), first input membership number or Email Address and click on If no record(s) are found, please click onto "Add New Participant" button.	Name As Per Id*	
ISCACon2023:ISCA Conference 2023	Telephone/Mobi	
Membership Number OR Email Addr	Code [®]	
	Telephone/Mobi	
Selected Participants	Gender*	
S.No Member Account Type Email Mo	Designation*	
	Save Close	
	• Fields are mandatory to Cart	

Step 8: Check that the amount is reflected accurately + click "Checkout"

Cart

No.	Description	Amount	Total	Remove
1	ISCACon2023: ISCA Conference 2023	\$580.00		Ē
2	ISCACon2023: ISCA Conference 2023	\$725.00		Ô
3	ISCACon2023: ISCA Conference 2023 29 Nov 2023	\$725.00		â
	Promo Group Discount 10.00 %		(\$203.00)	
	Enter Coupon/Vouche Code:	Coupon/Voucher Code App		
			Click here to view your vouche	r(s)
			SubTotal GST (8%)	\$1,827.00 \$146.16
		Total A	Amount Payable 🖇	51,973.16
		Bac	k To Course & Events	Checkout

Step 8: Check through the details and kindly ensure that the information keyed in is correct.

Click "Confirm Order" and you'll be redirected to the payment gateway. Option for e-invoicing at Vendors@Gov will be available for government organisation using corporate log-in.

If more assistance is required, please contact ISCA CPE at <u>cpe@isca.org.sg</u> or 6749 8060.