



# SCAQ Portal User Guide: Account Creation & SCAQ Application

Updated as of January 2025

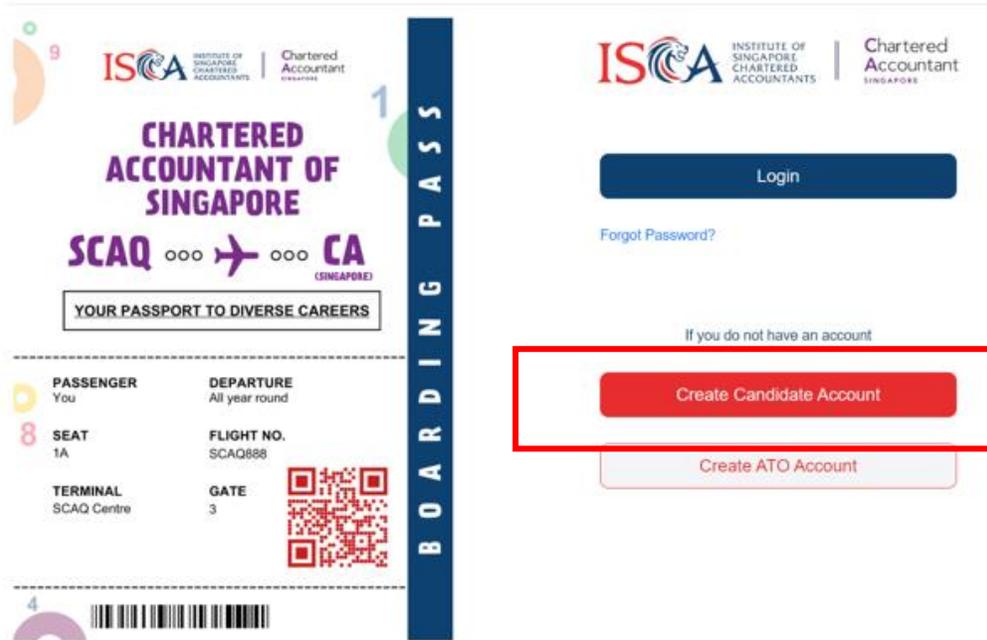
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# Create Candidate Account

# Create Candidate Account

1. To create a new Candidate Account, go to [scaq.isca.org.sg](https://scaq.isca.org.sg)
2. Click **“Create Candidate Account”**.
3. Fill in your basic personal particulars in the form as instructed. Check that all details are correct, then proceed to the next section.



**Create New Candidate Account**

Fill in the data for the profile. Please provide an email address for verification purpose.

\*Email  
  
Complete this field.

Personal Details

Specify exactly as in your NRIC

\*Salutation

\*First Name

\*Last Name

\*Full Name As Per ID

\*Preferred Name/Alias

\*ID Type

\*ID Number

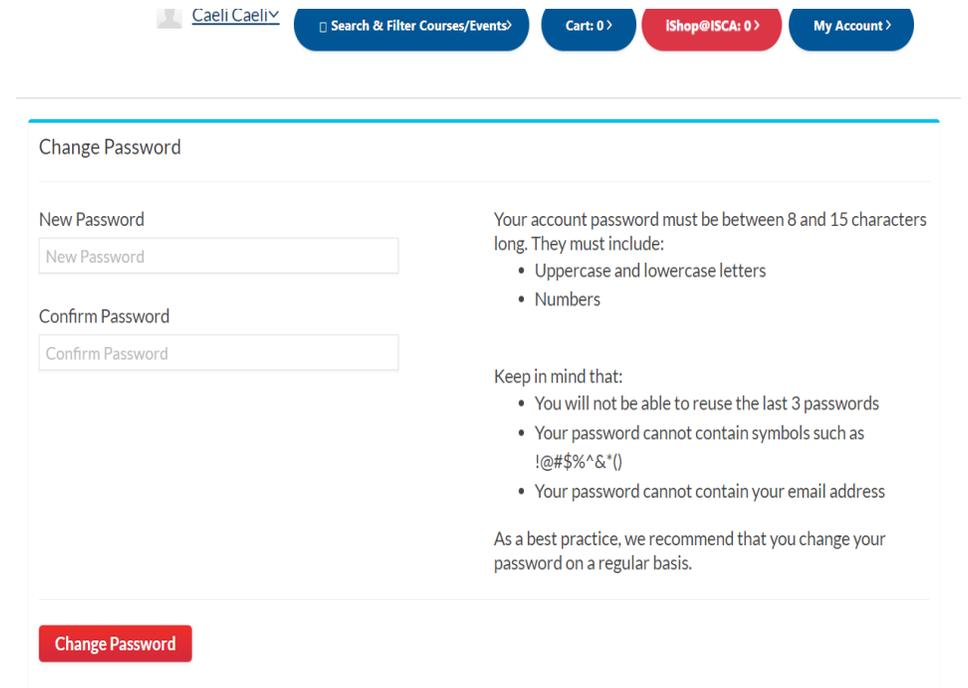
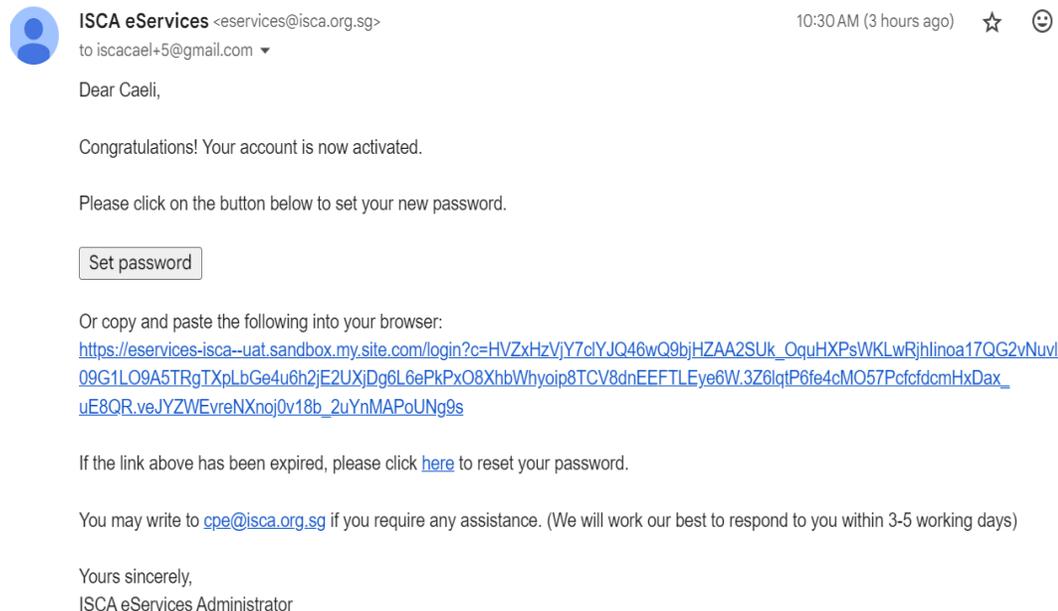
\*Gender

\*Date of Birth

4 Next

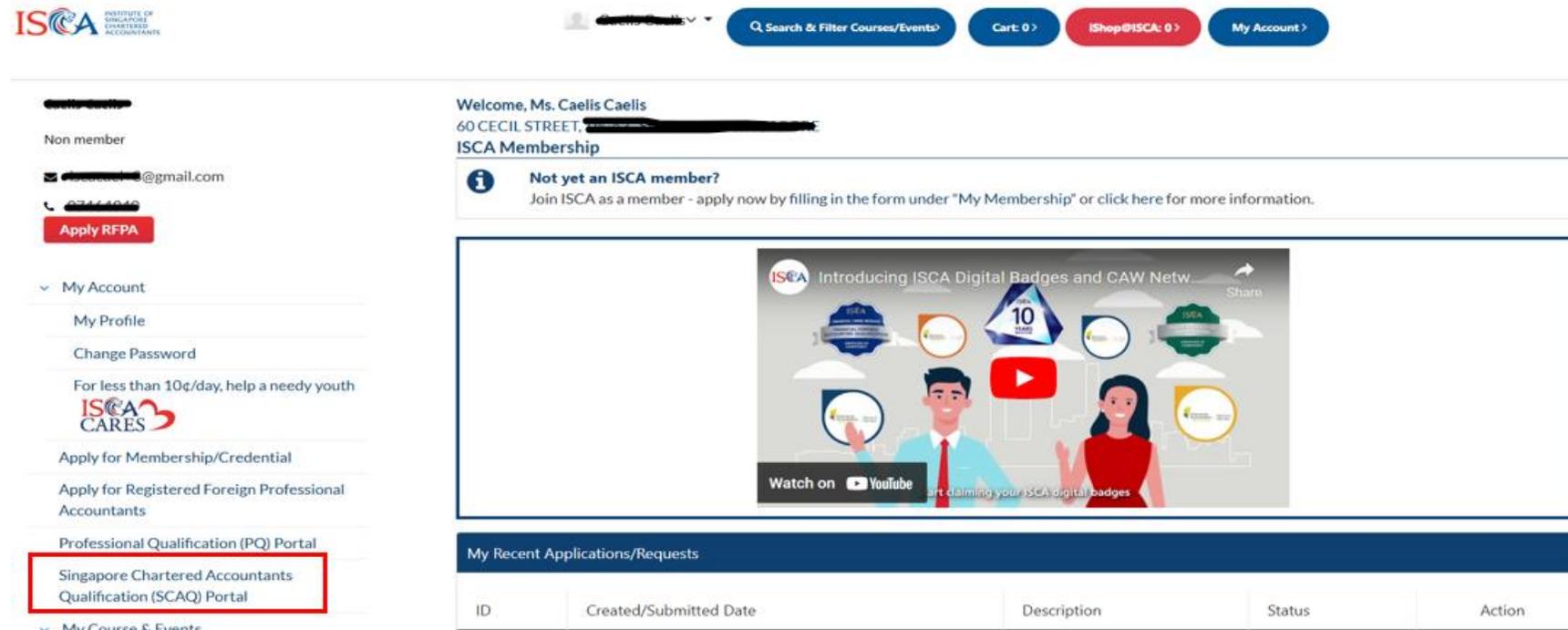
# Set Password

1. Once you have completed the form and submitted it, an email will be sent to you immediately for you to set a password.
2. Follow the link in the email to set your password.



# ISCA eService Page

1. After setting your password, you will be directed to the ISCA eService homepage.
2. Click **“Singapore Chartered Accountants Qualification (SCAQ) Portal”** to start the application process.



The screenshot shows the ISCA eService homepage. At the top, there is a navigation bar with the ISCA logo, a search bar, and buttons for 'Cart: 0', 'iShop@ISCA: 0', and 'My Account'. Below the navigation bar, the user is logged in as 'Ms. Caelis Caelis' and is identified as a 'Non member'. The left sidebar contains a 'My Account' menu with options like 'My Profile', 'Change Password', and 'Apply for Membership/Credential'. The 'Singapore Chartered Accountants Qualification (SCAQ) Portal' is highlighted with a red box. The main content area features a welcome message, a 'Not yet an ISCA member?' notification, and a promotional banner for 'Introducing ISCA Digital Badges and CAW Netw...'. Below the banner is a section for 'My Recent Applications/Requests' with a table header.

ID	Created/Submitted Date	Description	Status	Action
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# Submit Application

# Start the Application Form

1. After you have created your account and set your password, click “**Singapore Chartered Accountants Qualification (SCAQ) Portal**”.
2. You will see the application form as below. Please fill in all sections of the form and click “**Next**”.

**Apply RFPA**

- My Account
  - My Profile
  - Change Password
  - For less than 10¢/day, help a needy youth 
  - Apply for Membership/Credential**
  - Apply for Registered Foreign Professional Accountants
  - Professional Qualification (PQ) Portal
  - Singapore Chartered Accountants Qualification (SCAQ) Portal**
- My Course & Events



### Personal Details

Specify exactly as in your NRIC

Salutation  
Ms.

First Name  
Caeli

Last Name  
Caeli

\*Full Name As Per ID  
Caeli Caeli

\*Preferred Name/Alias  
Caeli

\*ID Type  
Pink NRIC

\*ID Number  
S9128209G

\*Gender  
Female

\*Date of Birth  
13/01/1991

### Residential Address

\*Country of Residence  
Singapore

Building Name  
Building Name

\*Street Name  
80 Cecil Street

\*House Block No.  
709

\*Unit No.  
05-44

\*Postal Code  
049709

### Mailing Address

\*Country of Residence  
Singapore

Building Name  
Building Name

\*Street Name  
80 Cecil Street

\*House Block No.  
709

\*Unit No.  
05-44

\*Postal Code  
049709

### Contact Details

Email  
iscacaeli9@gmail.com

\*Country Code  
65

\*Mobile  
97484940

**Next**

# Input Academic Qualification Details

1. Fill in your academic qualification details and click “**Save & Next**” to proceed to the next section.
2. **Note:** Please select the correct “Awarding Country” of your qualification. E.g., If you have attained a degree from University of London while residing in Singapore, please select United Kingdom as the Awarding Country.
3. **Note:** If you are still an undergraduate pursuing your degree in a university, please input the expected date of graduation in the “End Date”.

### Qualification & Employment

[Add Qualification](#)

#### Qualification-1

Fields marked with \* are compulsory

* Awarding Country	<input type="text" value="Select"/>	* Qualification Type	<input type="text" value="Select"/>
* University/Polytechnic/Professional Body	<input type="text" value="Select"/>	* Qualification	<input type="text" value="Select"/>
* Start Date	<input type="text"/>	* End Date	<input type="text"/>
* Pathway	<input type="text" value="Select"/>		

[Back](#) [Save & Next](#)

# Upload Documents

1. On the documents uploading page, please read the instructions at the top of the section carefully and upload all the required supporting documents which are applicable to you. Click **“Save & Next”** to proceed to the Employment section.
2. **Note:** *Incomplete documents provided may cause delay in your progression of the qualification programme. Only candidates with application verification status as ‘Verified’ can proceed from Foundation Programme to Professional Programme, or enrol for the capstone module - IB module in the Professional Programme.*

### Documents Uploading

**Instructions**

- For Undergraduates, please submit:
  - Certification letter from your university, or Matriculation Card to certify your undergraduate status
- For Graduates, please submit:
  - Official Diploma / Degree certificate, and
  - Official Academic Transcript
- For CPA Australia Members, please submit:
  - Official CPA Australia Membership Certificate, and
  - Official CPA Australia Transcript

**Qualification - 1**

Fields marked with \* are compulsory

<p><small>Awarding Country</small></p> <div style="border: 1px solid #ccc; padding: 2px;">Singapore</div> <p><small>University/Polytechnic/Professional Body</small></p> <div style="border: 1px solid #ccc; padding: 2px;">National University of Singapore (NUS)</div> <p><small>Start Date</small></p> <div style="border: 1px solid #ccc; padding: 2px;">03/08/2020</div> <p><small>Pathway</small></p> <div style="border: 1px solid #ccc; padding: 2px;">Normal Pathway</div> <div style="border: 2px solid red; padding: 2px; margin-top: 5px;"> <p><small>* File Type</small></p> <div style="border: 1px solid #ccc; padding: 2px;">Select a File Type to Upload</div> </div>	<p><small>Qualification Type</small></p> <div style="border: 1px solid #ccc; padding: 2px;">Local Universities</div> <p><small>Qualification</small></p> <div style="border: 1px solid #ccc; padding: 2px;">Bachelor of Business Administration (Accountancy)</div> <p><small>End Date</small></p> <div style="border: 1px solid #ccc; padding: 2px;">27/12/2024</div>
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Document Name	Actions

Back
Save & Next

# Input Employment Details

1. Fill in your employment details of the Accredited Training Organization (ATO) you are employed with and click **“Save & Next”** to proceed to the next section.
2. **Note:** *If you are still studying or have not started working, please input “Student/ Not employed” in the “Company Name”.*

The screenshot shows a web form titled "Qualification & Employment". At the top, there are six circular progress indicators, with the first two being red and the remaining four white. Below the title, the "Employment" section is highlighted. It contains a sub-header "Employment" and a note: "If you are still studying or have not started working, please enter 'Student/ Not employed'." There are two input fields: "Company Name" and "Start Date". The "Company Name" field has a red asterisk indicating it is required. The "Start Date" field also has a red asterisk and includes a calendar icon. At the bottom of the form, there are two buttons: "Back" and "Save & Next".

# Provide Consent to PDPA and Declarations

1. Please indicate your consent to the PDPA and declare the relevant statements that pertain to you.
2. Click **“Save & Next”** to proceed to Application Fee payment.

● ● ● ○ ○ ○ ○

## PDPA and Consent

### Personal Data Privacy Statement and Consent from Applicants

Fields marked with \* are compulsory

\* I declare that I have fully read and understood the [Privacy Statement](#). I acknowledge that ISCA may revise and update the [Privacy Statement](#) from time to time without prior notice to me.

Yes, I consent to the processing of my personal data for Marketing Purpose (Clause 4s) via any of the following communication channels (Please choose at least one):

Yes, I consent to the processing of my personal data for Publicity Purposes.

Yes, I consent to the publication of my name, examination grades and related information to the Public.

[Back](#) [Save & Next](#)



## Declaration

Fields marked with \* are compulsory

\* I understand that by submitting this form,

1. I have read and understood the [Entry Requirements and Candidate Handbook \(under 'Forms and Guides'\)](#) of the Singapore CA Qualification;
2. I agree to be bound by the Privacy Statement, as may be revised and updated by ISCA from time to time;
3. I declare that all supporting documents including academic certificate(s) and transcript(s) are true and correct to the best of my knowledge. If any supporting documents are found to be false or incorrect or if any instances of ineligibility is detected before or after the application, my Candidature is liable to be cancelled and legal action may be initiated against me. [Qualification\(s\) submitted are subjected to verification by ISCA.](#)
4. I confirm I am currently pursuing the qualification(s) stated in my application (if applicable);
5. I will not be able to appeal if my application is rejected;
6. I may be contacted to address knowledge gaps and an incomplete application will lead to no exemptions; and
7. [I will not be able to obtain any refund of my application fees regardless of the application outcome.](#)

I agree to become an Associate (ISCA) under the [ISCA Constitution and \(Membership and Fees\) Rules](#) upon the approval of my candidature. I consent to ISCA's collection, use, disclosure and processing of my personal data in accordance with the [ISCA Privacy and Data Protection Policy](#). I understand my application and annual membership subscription fees as an Associate (ISCA) will be waived for the duration of my Candidature.

\* I declare that I have read and understood the [Terms and Conditions](#).

\* I declare that all statements made by me on this form are true and completed. I acknowledge that ISCA may vary or reverse any decision regarding admission made on the basis of incorrect or incomplete information provided by myself.

\* I confirm the following:

(To be admitted as a Singapore CA Qualification Candidate, applicants need to meet the requirement criteria. If the answer is option 2, it does not automatically lead to rejection of application.)

Option 1: I have not committed any criminal offence in a court of law in any country (including any of which outcome is not yet known).

Option 2: I have committed criminal offence(s) in a court of law in any country (including any of which outcome is not yet known).

\*At the point of payment, please declare if your usual place of residence is outside of Singapore. The GST amount will be zero-rated if you declare that you reside overseas

I declare my usual place of residence is Singapore

I declare my usual place of residence is outside of Singapore, and I will be physically outside of Singapore during the course.

[Click here to view Section 21\(3\) of the GST Act under 'International Services'.](#)

[Back](#) [Save & Next](#)

# Make Payment

1. On the “Fee” page, you may click “**Save & Next**” to directly proceed to payment. You may apply a voucher code if you have a voucher. The total amount payable will be deducted accordingly. Click “**Save & Next**” to proceed to payment.
2. Under the “Payment” section, indicate your agreement and click “**Pay**”.

**Fee**

**Price Breakdown**

Description	Price(GST inclusive)
One-time Application Fee	SGD 100.00
Subtotal (Without GST)	SGD 100.00
GST	SGD 9.00
<b>Total</b>	<b>SGD 109.00</b>
<b>Amount Due</b>	<b>SGD 109.00</b>

**Apply Voucher**

Apply

Back
Save & Next



**Payment**

**Payment Agreement**

Please confirm all information is accurate, there will be NO REFUNDS after payment is made.

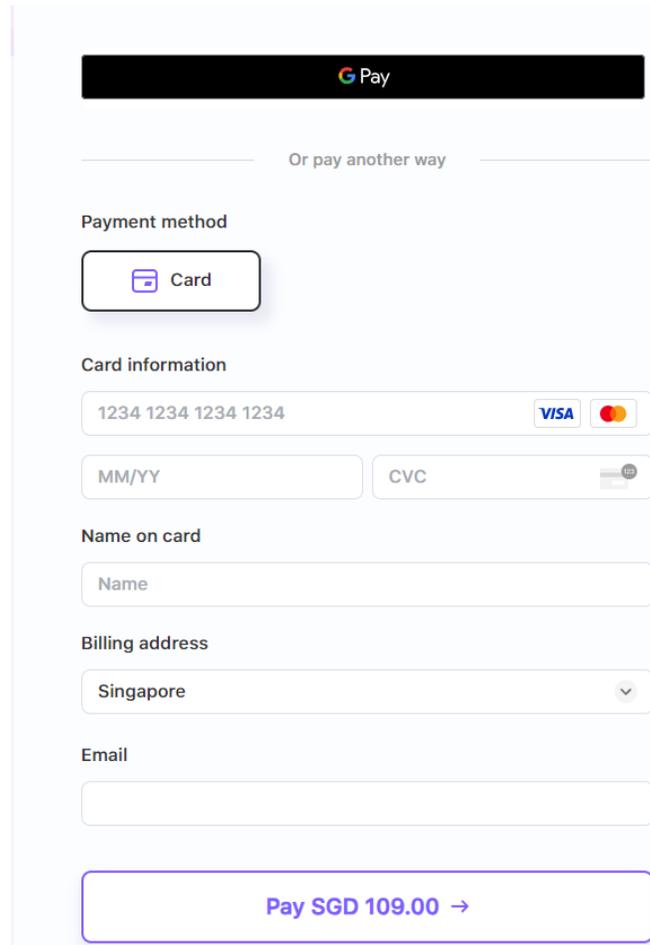
agree and acknowledge to the above statement(s)

Amount Due  
SGD 109.00

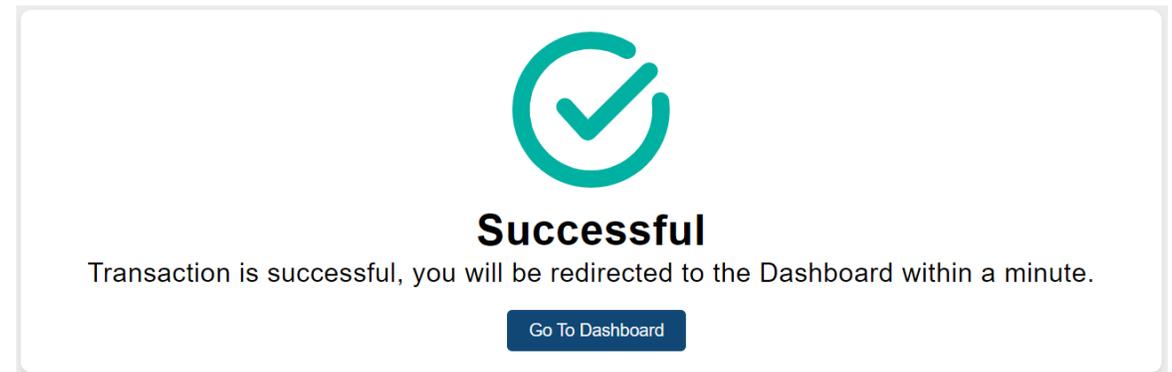
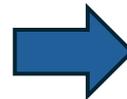
Back
Pay

# Pay with Credit Card or Debit Card

1. You can pay by either your credit or debit card.
2. Upon making payment successfully, you will be redirected to the Dashboard.



The screenshot shows the Google Pay interface for card payment. At the top, there is a black bar with the Google Pay logo. Below it, a link says "Or pay another way". The "Payment method" section has a "Card" button selected. The "Card information" section includes a card number field (1234 1234 1234 1234), a dropdown for the card type (VISA and Mastercard are visible), a "MM/YY" field, and a "CVC" field. The "Name on card" section has a "Name" input field. The "Billing address" section has a dropdown menu showing "Singapore". The "Email" section has an empty input field. At the bottom, there is a large button that says "Pay SGD 109.00 →".



The screenshot shows a successful transaction confirmation screen. It features a large green checkmark icon inside a circle. Below the icon, the word "Successful" is written in bold. Underneath, a message states: "Transaction is successful, you will be redirected to the Dashboard within a minute." At the bottom, there is a dark blue button with the text "Go To Dashboard".

# Retrieve Invoice/Receipt

1. If you wish to retrieve the invoice/receipt for payments made, click on the **Waffle** button, followed by **“Payment History”**.

The screenshot shows the ISCA dashboard interface. At the top left, the ISCA logo and 'Chartered Accountant SINGAPORE' are displayed. The top right navigation bar includes 'Dashboard', 'Modules', 'RPEC', a 'Waffle' button (a 3x3 grid icon), and a 'CC' icon. A dropdown menu is open from the Waffle button, with 'Payment History' highlighted by a red box. Below the navigation bar, a status bar indicates 'Today is 10/01/2025, your candidature expires in 8 years, 0 months, 0 days'. A section titled 'What's Happening at ISCA!' contains three news items. Below that, 'Application Verification Status: Submitted.' and 'RPEC: 0 out of 1,095 calander days and 0 out of 450 practical experience days completed.' are shown.

2. Click on **“Download Invoice”** or **“Download Receipt”** to retrieve the transaction invoice and receipt respectively.

History of Transactions

History of Transactions Download All < 1/1 >

#	Invoice Number	Transaction Date	Transaction Type	Total Amount Payable	Payment Status	Action	Action
1	PQ-50002161	2025-01-10	Wooshpay	109.00	Paid	<a href="#">Download Invoice</a>	<a href="#">Download Receipt</a>

# Check Application Verification Status

1. Upon successful payment, your application will be submitted to ISCA. You will receive an email confirmation on the application submission.
2. ISCA officers will verify your application based on the documents you have submitted. You will be notified of your Application Verification Status via email.
3. **Note:** Only candidates with application verification status as 'Verified' can proceed from Foundation Programme to Professional Programme, or enrol for the capstone module - IB module in the Professional Programme.

Today is 10/01/2025, your candidature expires in 8 years, 0 months, 0 days

## What's Happening at ISCA!

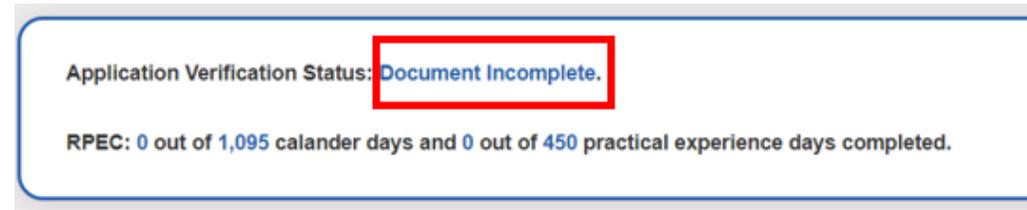
-  Post-Exam Party, Mark your calendars for [Date]! Celebrate the end of exams with fun and friends. Don't miss out!
-  Exam Enrolment, Get ready for June 2025 Exam Enrolments, opening on [Date]. Seats fill fast, so act quickly!
-  Orientation for ALL APPs, Join us for the Orientation on [Date] at ISCA House. Kickstart your journey with us!

Application Verification Status: Submitted.

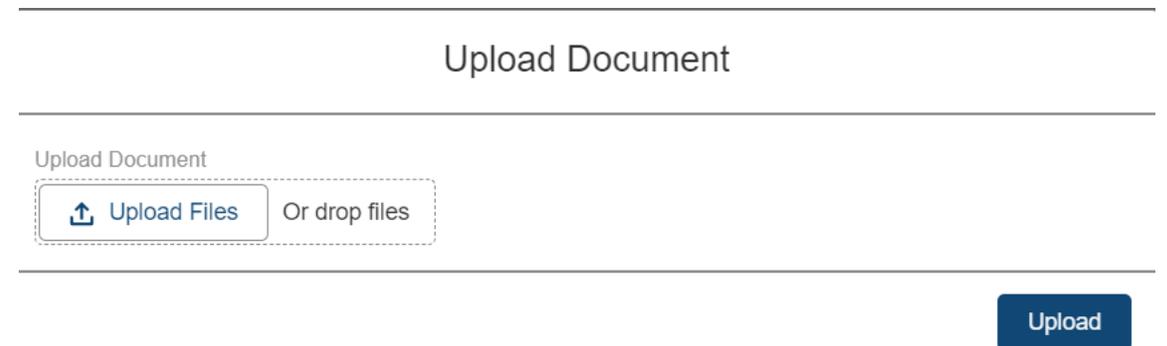
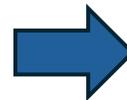
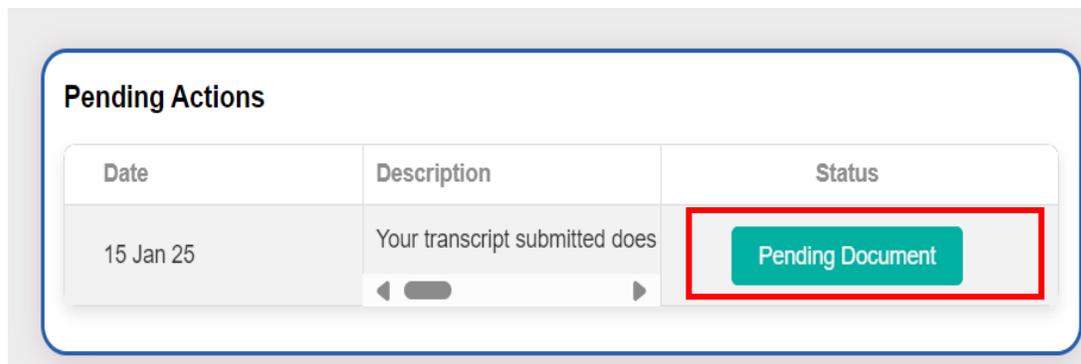
RPEC: 0 out of 1,095 calander days and 0 out of 450 practical experience days completed.

# Document Incomplete

1. You will be notified via email if your application is found to have incomplete documents. Your Application Verification Status on Dashboard will be reflected as “Document Incomplete”.



2. Under “Pending Actions” section, you will be able to view the actions required of you. You may upload the required outstanding document by clicking on “**Pending Document**”.
3. Upload the required document and click “**Upload**” to complete the action.



**The End**