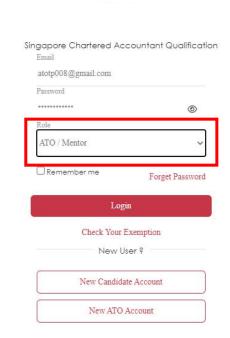
User Guide for ATO to add new Mentor

- A. Note: Only Training Principal (TP) or Secondary Contact (SC) of the ATO are allowed to add new Mentor
- Training Principal/Secondary Contact to navigate to Singapore CA Qualification Candidate Portal https://scaq.acra.gov.sg. Fill in your account details, select your role as "ATO/Mentor" and click on "Login".





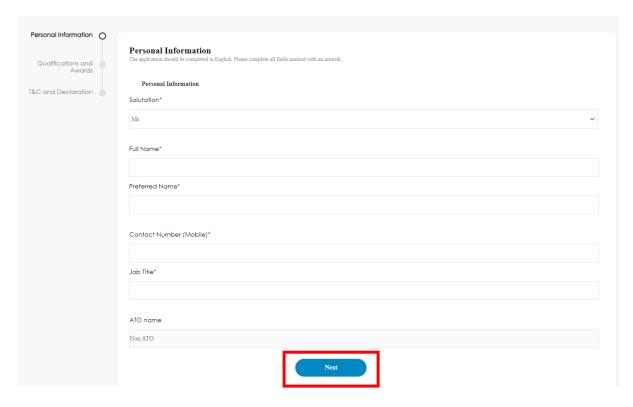
2. Click on "Add Mentor" on the left side of the navigation bar. Then click on "Add".



3. Fill in the details of the new Mentor you are adding. Then click on "Save".

Personal Information Full Name* Email Address* Darren Tarl darrentan.mentor@gmail.com Back Save

- 4. New mentor will receive an email from ACRA with a temporary password.
- 5. New Mentor must log in to fill in his/her personal information and submit the supporting document(s) to complete the registration.
- 6. Fill in the information and click on "Next".

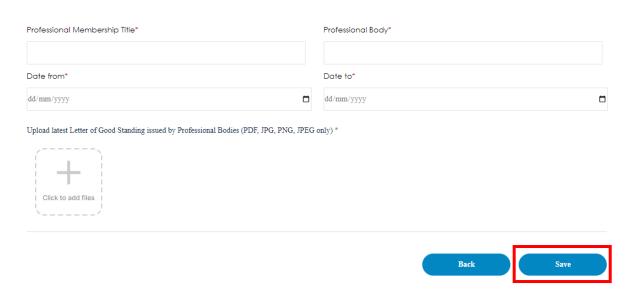


7. Add in your Professional Membership records (e.g. CA Singapore)

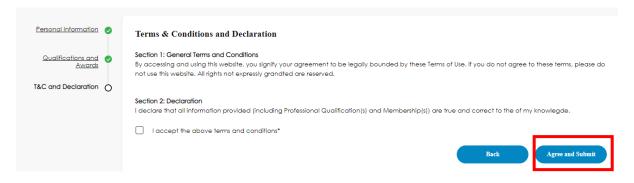


- 8. a. Fill in the details of your Professional Membership (Professional Membership Title e.g. CA Singapore).
 - b. Upload latest Letter of Good Standing (Can be obtained from your professional membership body (e.g. ISCA))
 - c. Then click on "Save".

Professional Membership



9. Lastly, accept the terms of conditions, then click on "Agree and submit".



10. Application is complete and will be routed to ACRA for approval. Mentor will receive an email once application is approved.

ATO TP and SC will be able to see the status of this New Mentor application in his/her account by clicking on "Add Mentor".