

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**

1. 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”**.



Singapore Chartered Accountant Qualification

Email
atotp008@gmail.com

Password

Role
ATO / Mentor

☐ Remember me [Forget Password](#)

Login

[Check Your Exemption](#)

[New User ?](#)

[New Candidate Account](#)

[New ATO Account](#)

2. Click on **“Add Mentor”** on the left side of the navigation bar. Then click on **“Add”**.

Mentors

Dashboard
Add Mentor
Company Profile

Start Date dd/mm/yyyy End Date dd/mm/yyyy

Full Name * Email Address * Register Date * Status * Action *

Show 0 to 0 of 0 entries

Add

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

Personal Information

Full Name *
Darren Tan

Email Address *
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”**.

The screenshot shows the 'Personal Information' registration form. On the left, a vertical progress bar indicates the current step is 'Personal Information', with 'Qualifications and Awards' and 'T&C and Declaration' as subsequent steps. The main form area is titled 'Personal Information' and includes a note: 'The application should be completed in English. Please complete all fields marked with an asterisk.' The form contains the following fields: 'Salutation*' (a dropdown menu with 'Ms' selected), 'Full Name*', 'Preferred Name*', 'Contact Number (Mobile)*', 'Job Title*', and 'ATO name' (a radio button group with 'Non ATO' selected). A blue 'Next' button is located at the bottom right of the form and is highlighted with a red rectangular box.

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

The screenshot shows the 'Membership' section of the registration process. The left progress bar shows 'Personal Information' as a completed step (marked with a green check) and 'Qualifications and Awards' as the current step. The main area is titled 'Membership' and 'Professional Membership'. It features a table with the following columns: 'Professional Membership Title', 'Professional Body', 'Date from', 'Date to', 'Attachment', and 'Action'. An 'Add' button is located at the top right of the table and is highlighted with a red rectangular box. Below the table, there are two blue buttons: 'Back' and 'Next'.

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

Professional Membership Title*

Professional Body*

Date from*

dd/mm/yyyy

Date to*

dd/mm/yyyy

Upload latest Letter of Good Standing issued by Professional Bodies (PDF, JPG, PNG, JPEG only) *

+

Click to add files

Back

Save

9. Lastly, accept the terms of conditions, then click on **“Agree and submit”**.

Personal Information ✓

Qualifications and Awards ✓

T&C and Declaration ○

Terms & Conditions and Declaration

Section 1: General Terms and Conditions

By accessing and using this website, you signify your agreement to be legally bounded by these Terms of Use. If you do not agree to these terms, please do not use this website. All rights not expressly granted are reserved.

Section 2: Declaration

I declare that all information provided (including Professional Qualification(s) and Membership(s)) are true and correct to the of my knowledge.

☐ I accept the above terms and conditions*

Back

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”**.