ASME Conformity Assessment

Additional Stamps

To the right of the **Company Dashboard Home** page is a section for **Change Requests**. This is where you can apply for a change request.
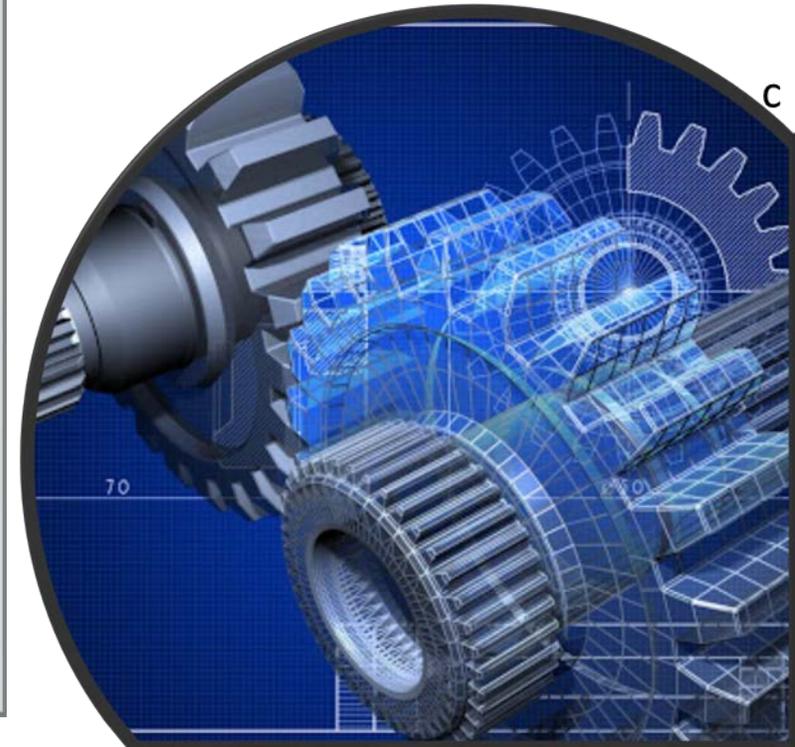To begin a new **Change Request**,

1. From the **Company Dashboard Home Page**, you can select either the **New Change Request link** displayed under the **Actions** box or the **Change Requests blue (+) circle icon** to submit a change request.

2. The following is a list of change requests you can apply. The steps and information required to complete the submission of any of the change requests ls provided in this User Guide. To be directed to the details relating to a specific change request, click on the assigned link below.

- Additional Building
- Additional Stamps
- AIA Change
- Cancellation
- Company Location Change
- Company Name and Location Change
- Company Name Change
- Contact Change
- Extension Request
- Financial Information Change
- Other Change Request
- Postal Re-Designation Change
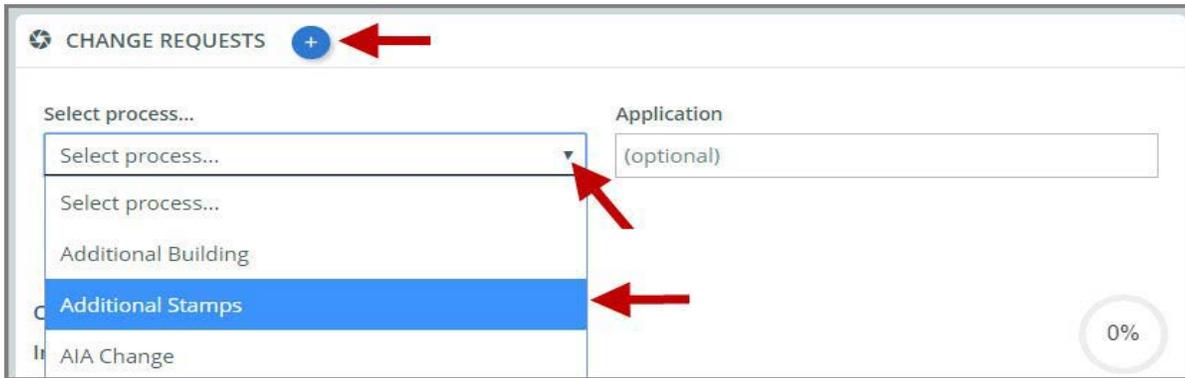- Scope Change
- Temporary Shop Request

This session will focus on Additional Building
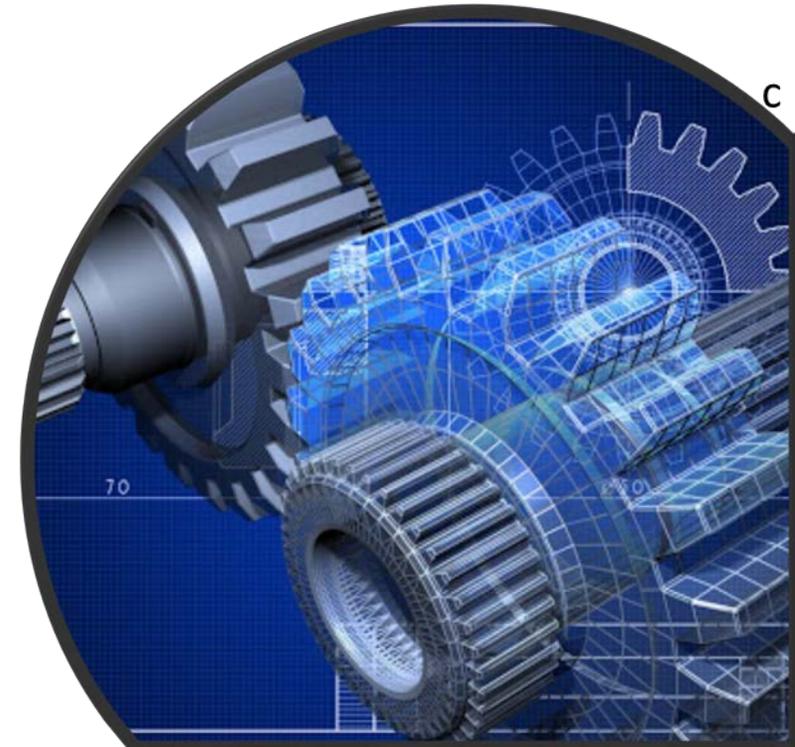
Additional Stamps

If your organization has been certified and received stamps for equipment, but needs more stamps for additional equipment, select the Additional Stamps change request process.

1. Click the **Change Request blue (+) icon**.

2. Under **Select Process**, click the **down arrow** icon to display a selection list for the change request.

3. Scroll through change request list and select **Addition Stamps**.

4. Click **Create**.

5. The system will direct you to the **Processes** page. Under the **Submission and Initial Review** section of the page, select the **Create Form** link.
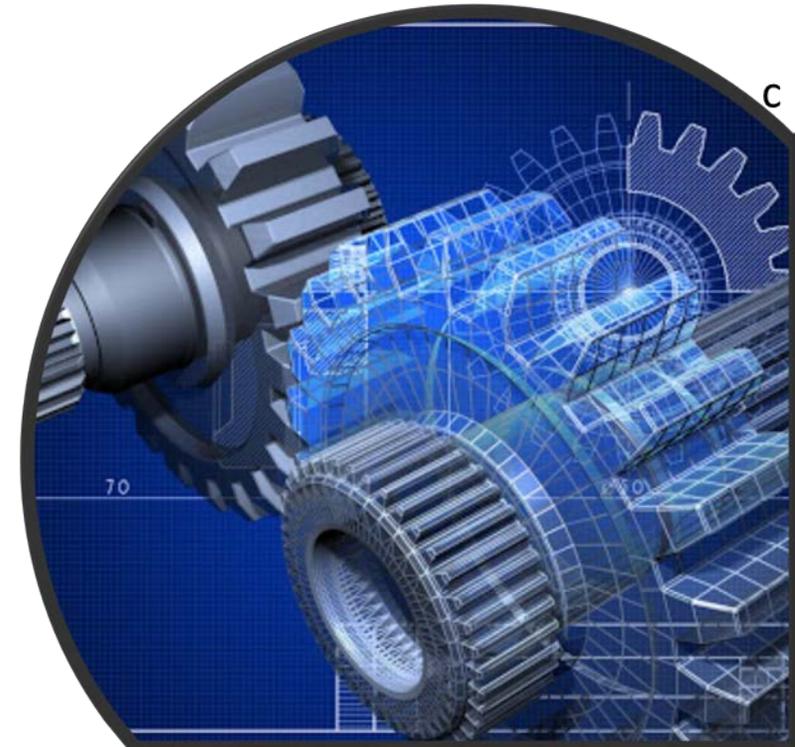

6. A form is displayed for you to enter the details relating to the **Additional Stamps** change request you are applying for.

7. Enter the number of ¾" and ½" stamps needed

8. Enter the Delivery Address for the stamps.

9. Review the **Acknowledgement** statement and select **Yes** to confirm you have read the statement.

10. Once complete, click **Save** to continue.

11. You will be directed back to the previous page where the information you entered on the form is displayed.

12. Optional: If you want to enter a comment follow the steps below. Otherwise, skip this step. a. Select the **Comments** link.
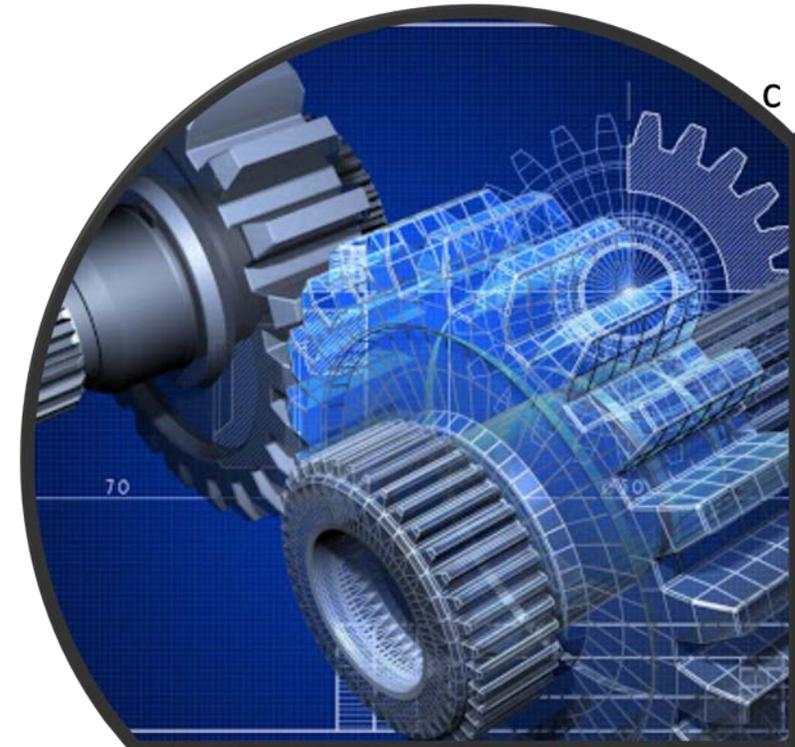
        b. Click the **+Comment** link.

        c. Enter the Comments in the text box provided.

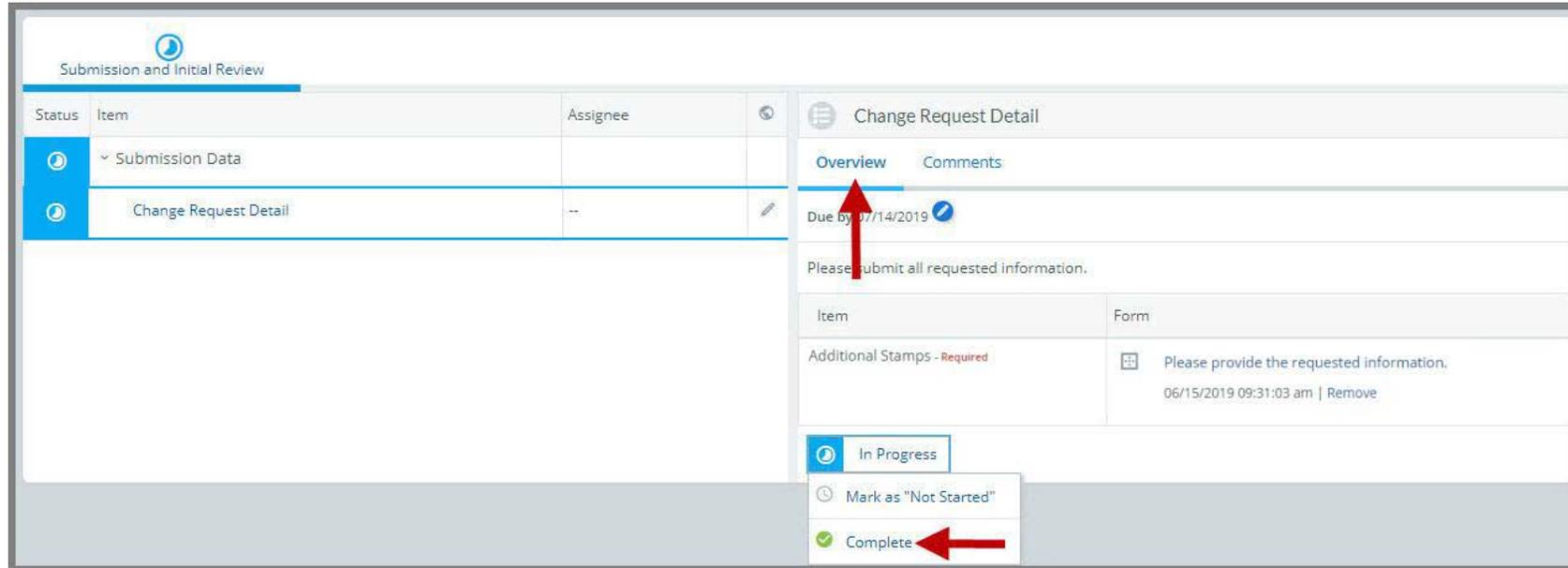   d. When done, click **Save** to continue.

13. Initially the status of the change request will be **In Progress**. Once you complete entering all the required information for the change request,

      a. Click the **In Process blue half-moon icon**.

      b. Select **Complete**.
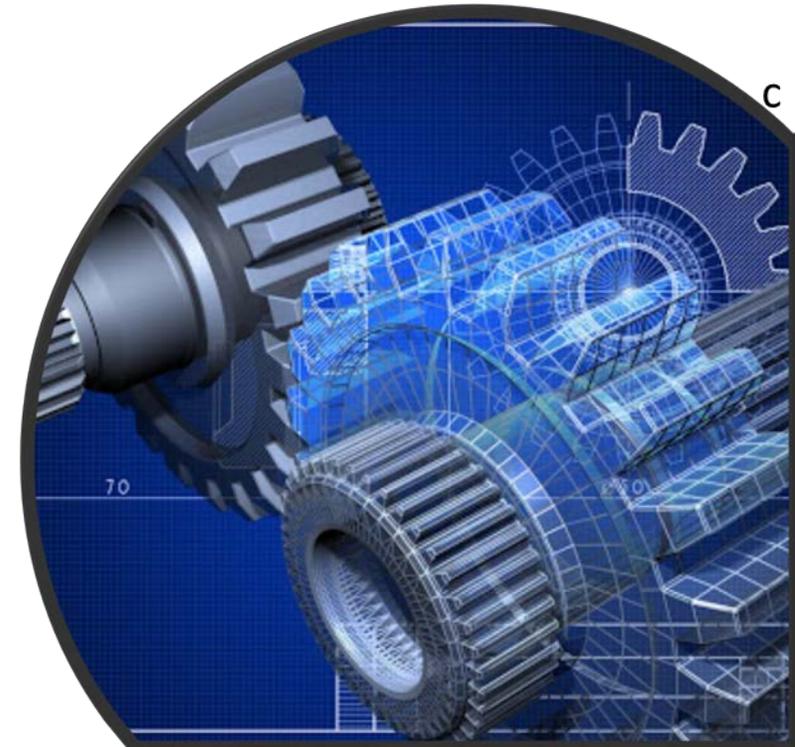

14. Once the change request is in progress, it will appear on the Change Requests section of the Dashboard Home Page. Your change request will be submitted to the ASME staff.

For Additional Support Please email
ca@asme.org