



ASME Conformity  
Assessment  
Company Location  
Change

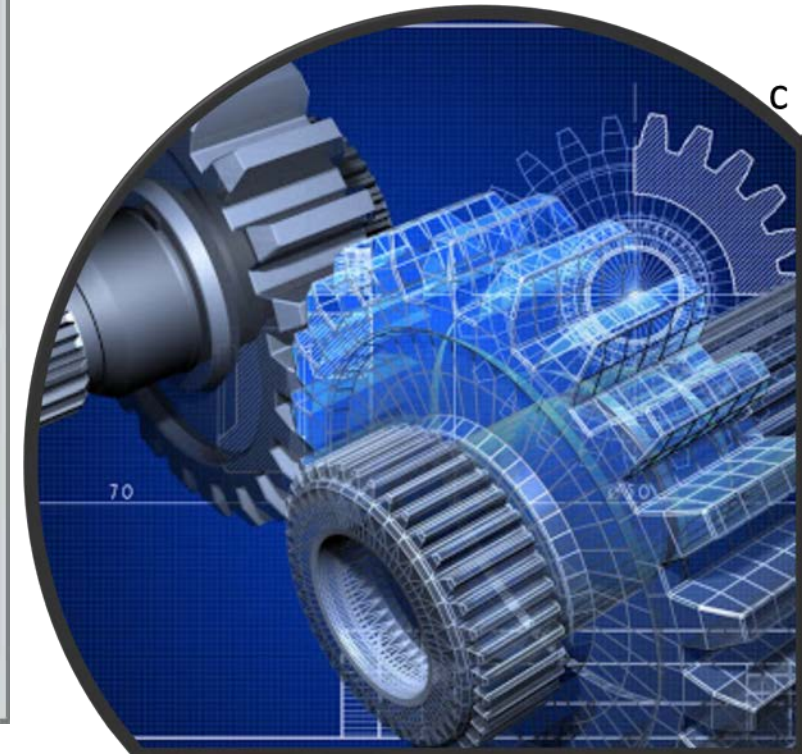
To the right of the **Company Dashboard Home** page is a section for **Change Requests**. This is where you can apply for a change request.

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.



The screenshot displays the ASME Company Dashboard Home page. At the top, there are navigation tabs: Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The 'Home' tab is selected. Below the navigation, there is a section for company management with a red arrow pointing to a blue circle icon containing a plus sign. The text reads: 'You are assigned to more than 1 Company. Click here to select a different Company'. To the right, there is a 'CHANGE REQUESTS' section with a blue circle icon containing a plus sign, also with a red arrow pointing to it. Below this, there is a 'Select process...' dropdown menu and an 'Application' field with '(optional)' text. There are 'Create' and 'Cancel' buttons. Below the buttons, there is a progress indicator for a 'Change Request: Company Name Change' which is 'In Progress on 06/12/2019' and has a 50% completion status. At the bottom, there is a table for 'Applications' with columns for Type, Status, and Activities. The table contains one row: Application: FAB-131534, Type: Boiler, Status: Open, Activities: 0. On the left side of the dashboard, there is a company profile for 'ASME CA Connect Training Company' with an 'Edit' link. Below the profile, there is an 'Actions' menu with a red arrow pointing to the 'New Change Request' option. The company profile includes: 111011, New York, New York United States, www.training.com, Primary Contact Jane Smith, jsmith@training.com, and +1 (212) 5911111. At the bottom left, there is a 'Certifications' section showing '0 No Certifications' and 'No certifications available at this time'.

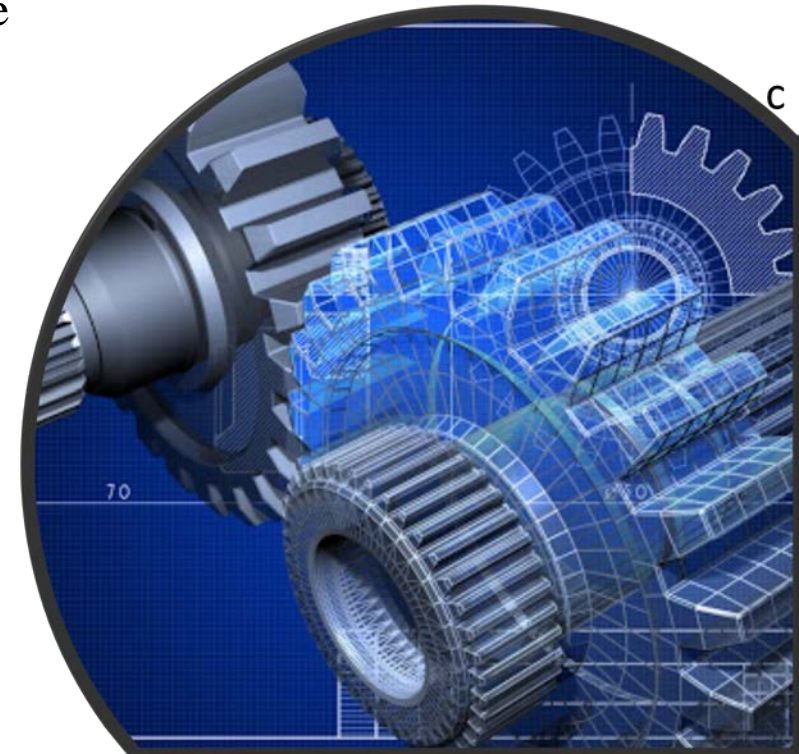




2. The following is a list of change requests you can apply. The steps and information required to complete the submission of any of the change requests is provided in this User Guide. To be directed to the details relating to a specific change request, click on the assigned link below.

- [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](#)

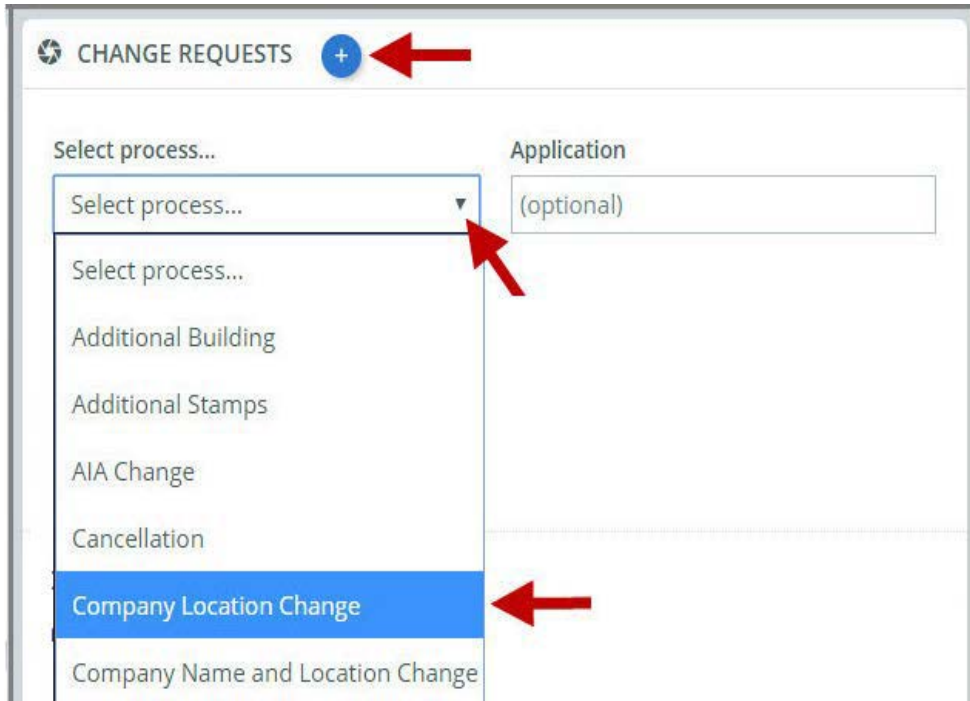
This session will focus on  
Company Location Change



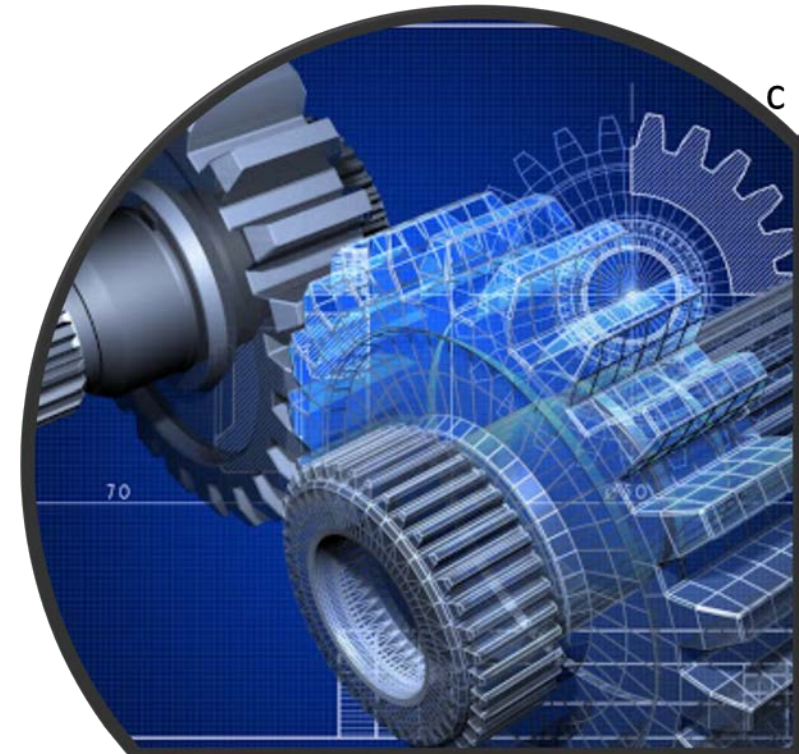
## Company Location Change

If the location for your organization changes, select the Company Location 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 **Company Location Change**.



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.

Status	Item	Assignee
🕒	▼ Submission Data	
🕒	Change Request Detail	--

### Change Request Detail

Overview | Comments

Due by 07/15/2019

Please submit all requested information.

Item	Form
Cancellation Submission Form - <small>Required</small>	<a href="#">+ Create Form</a>

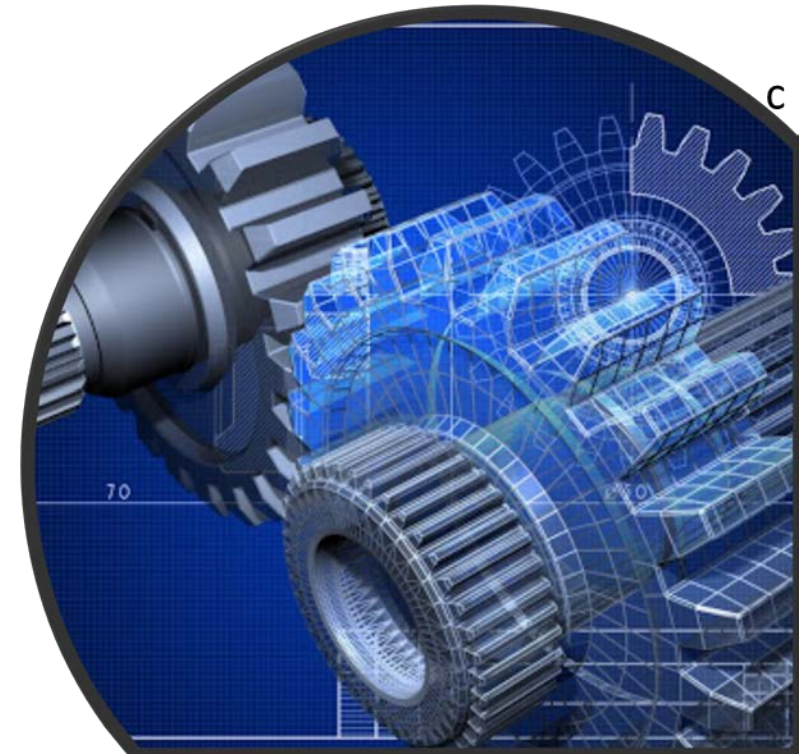
[🕒 In Progress](#)



6. A form is displayed for you to enter the details relating to the Company Location Change request you are applying for.

- Enter the **Effective Date** of the requested change.
- Enter the **distance** from the old address.
- Enter the **new address**.

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



Form

Effective Date of Requested Change

New Address

Distance from old address (in miles)

Save Cancel



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

9. **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.

Submission and Initial Review

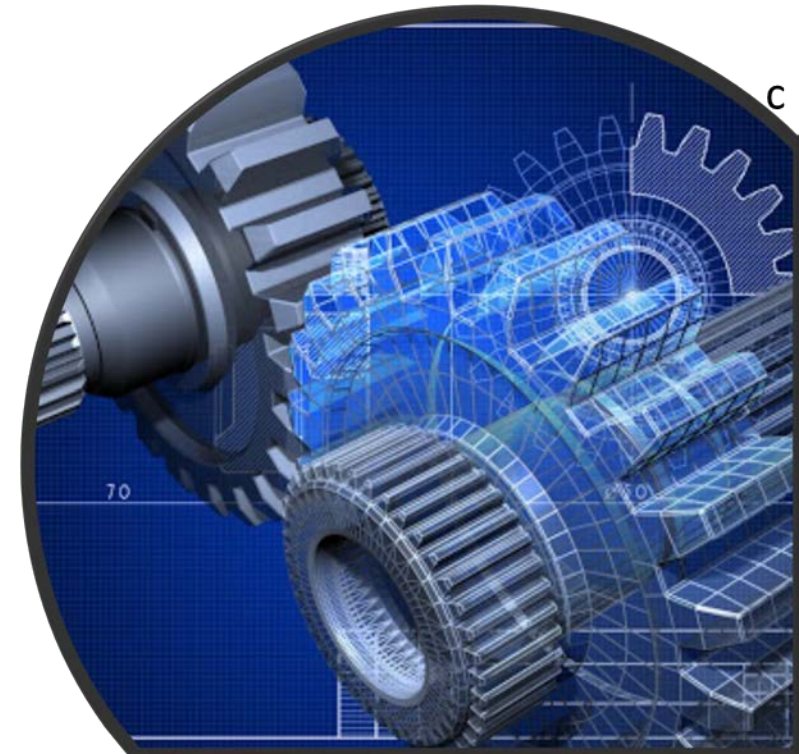
Status	Item	Assignee	
1	Submission Data		
2	Change Request Detail	--	

Change Request Detail

Overview Comments

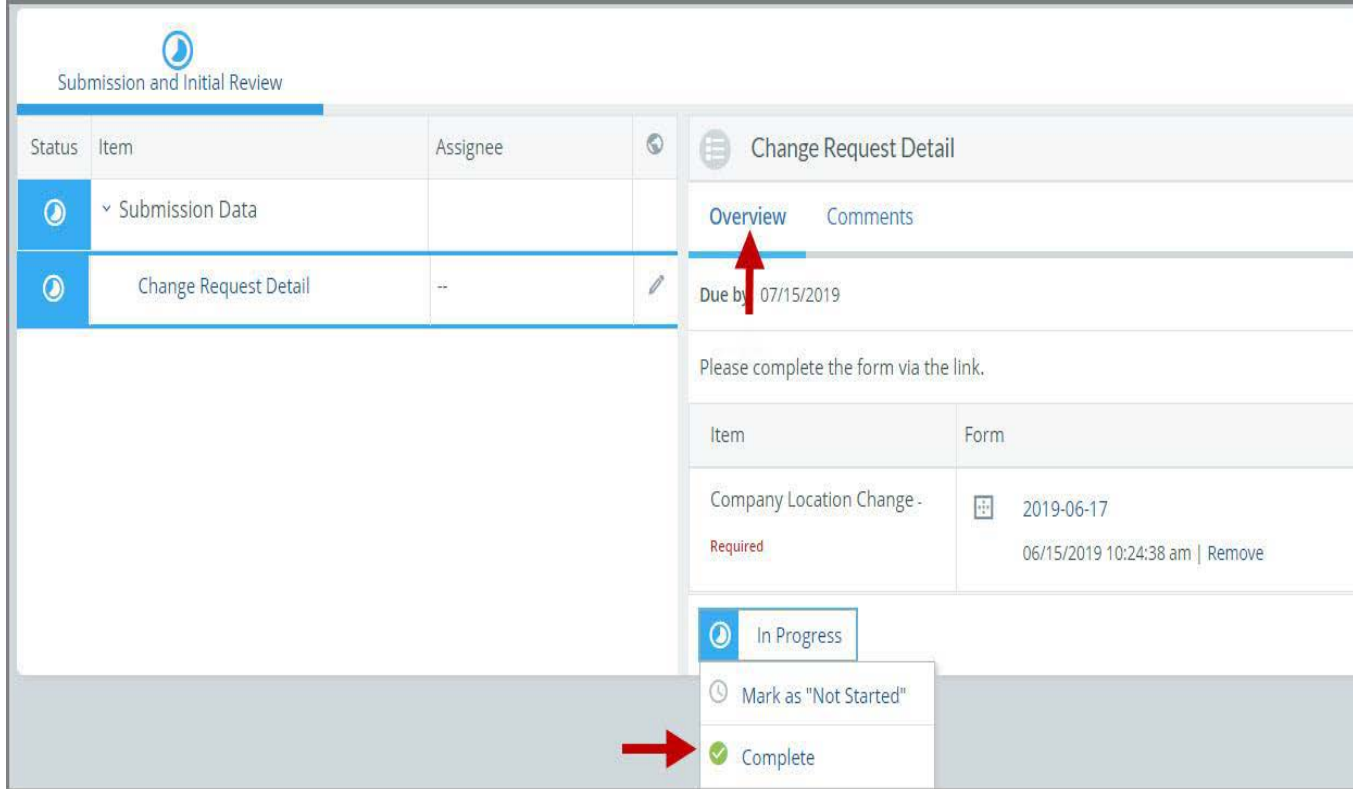
+ Comment

Save Cancel






10. 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**.



Submission and Initial Review

Status	Item	Assignee	
	▼ Submission Data		
	Change Request Detail	--	

Change Request Detail

Overview Comments

Due by 07/15/2019

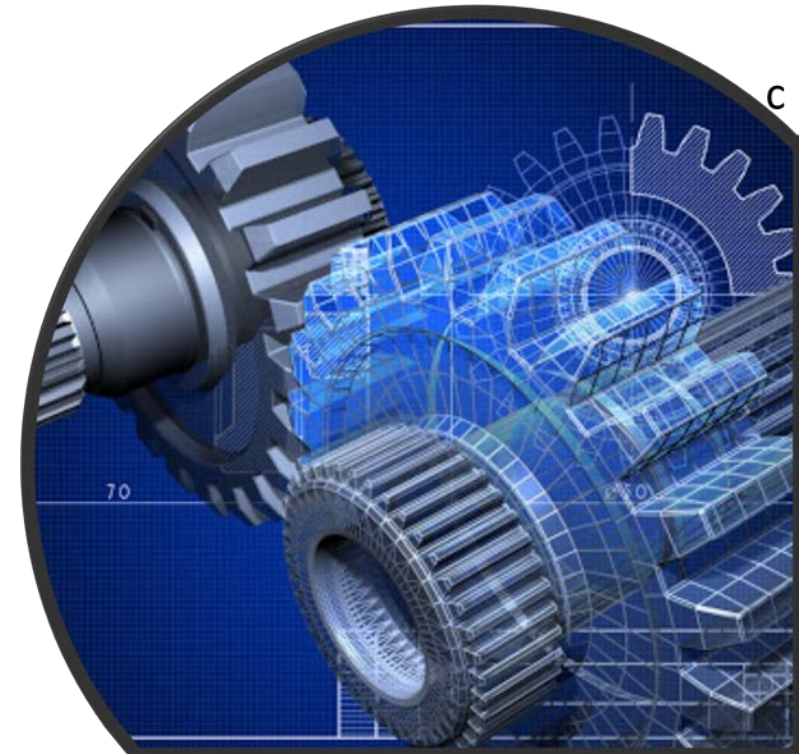
Please complete the form via the link.

Item	Form
Company Location Change - <b>Required</b>	2019-06-17 06/15/2019 10:24:38 am   Remove

In Progress

Mark as "Not Started"

Complete





For Additional Support Please email  
[ca@asme.org](mailto:ca@asme.org)

