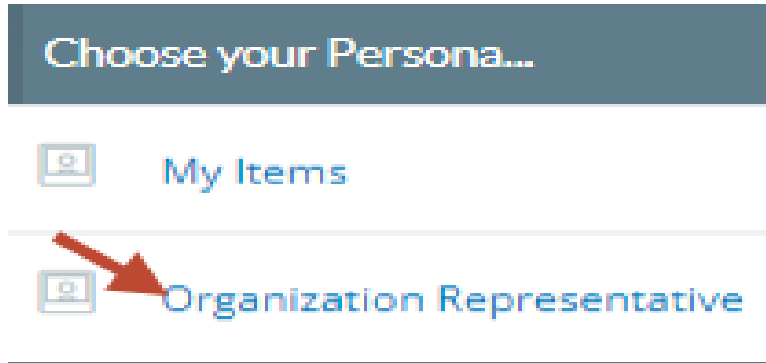


A large, faint watermark of the ASME logo is centered in the background, featuring a globe and the text 'ASME' and 'SETTING THE STANDARD'.

ASME
Standards and Engineering
Services
CA Connect Additional
Building

Upon CA Connect login, please select “Organizational Representative.”

This selection will direct you to the Company Dashboard, which provides you with all related Company events and activities pertaining to application for certification.

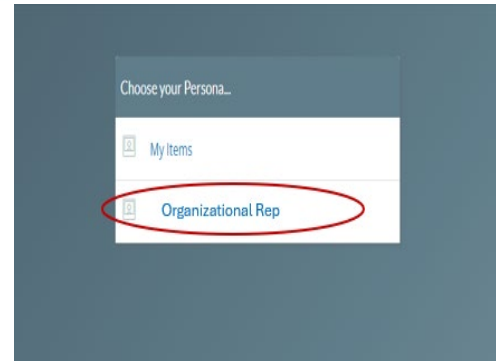
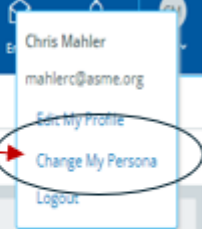


If you do not see your dashboard, you may be in the wrong persona.

After logging into CA Connect, if you do not see your dashboard, locate the circle with your initials on the far right of the screen



Click on the circle and select change my persona



Select Organizational Rep and this will bring you top your dashboard

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 CA Connect Training Company dashboard. The navigation bar includes links for Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The main content area is divided into several sections:

- Company Information:** ASME CA Connect Training Company (Edit), 111011, New York, New York United States, www.training.com. Primary Contact: Jane Smith, jsmith@training.com, +1 (212) 5911111.
- Certifications:** No Certifications. No certifications available at this time.
- Change Requests:** A blue circle with a white plus sign icon is highlighted with a red arrow. Below it, a dropdown menu for "Select process..." is also highlighted with a red arrow. The "Create" button is visible.
- Change Request Details:** Change Request: Company Name Change. In Progress on 06/12/2019. A progress indicator shows 50% completion.
- Applications:** A table with columns for Type, Status, and Activities. One application is listed: Application: FAB-131534, Type: Boiler, Status: Open, Activities: 0.

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
Additional Building

Additional Building

1. First 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 **Additional Building**.

The screenshot shows a web interface for 'CHANGE REQUESTS'. At the top, there is a header with a globe icon, the text 'CHANGE REQUESTS', and a blue circular button with a white plus sign. A red arrow points to this button. Below the header, there are two main sections: 'Select process...' and 'Application'. The 'Select process...' section has a dropdown menu that is open, showing a list of options: 'Select process...', 'Additional Building', 'Additional Stamps', 'AIA Change', 'Cancellation', and 'Company Location Change'. The 'Additional Building' option is highlighted in blue, and a red arrow points to it. The 'Application' section has a text input field with the placeholder text '(optional)'.

4. Click Create

CHANGE REQUESTS +

Select process... Additional Building

Application (optional)

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.

Submission and Initial Review

Status	Item	Assignee	
	Submission Data		
	Change Request Detail	--	

Change Request Detail

Overview Comments

Due by 07/14/2019

Please submit all requested information.

Item	Form
Additional Building	Create Form

In Progress

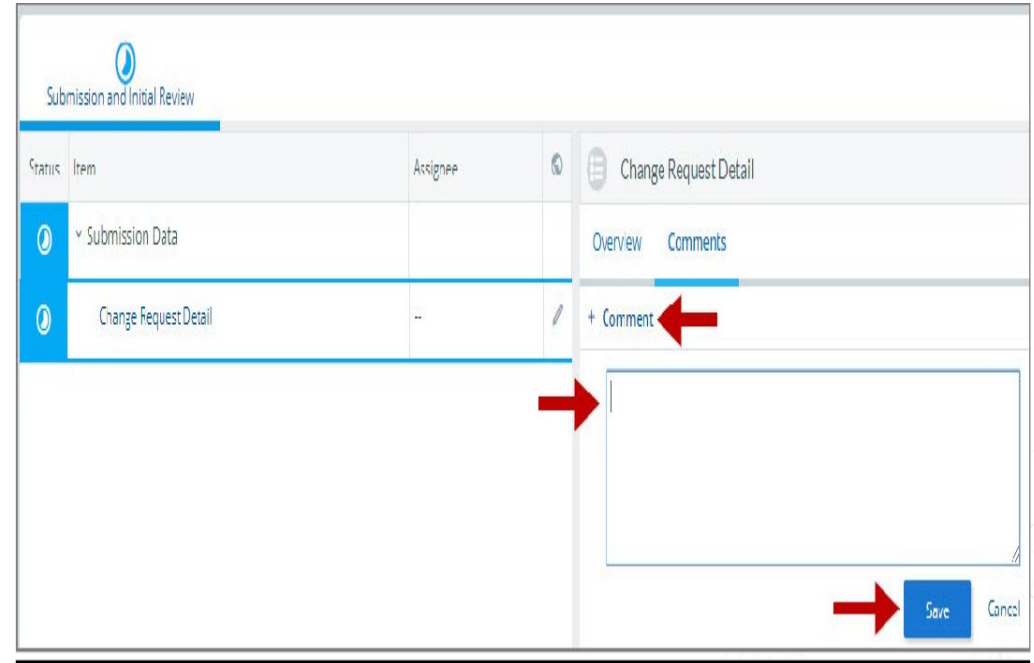
6. A form is displayed for you to enter the details relating to the Additional Building change request you are applying for.
7. Enter the information in the fields listed below.
8. When done, click **Save** to continue.

The screenshot shows a software window titled "Form" with a blue header bar. The window contains the following elements:

- Instructions:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), subscript (x₂), superscript (x²), and Text Color (T). Below the toolbar is a text area labeled "Instructions".
- Effective Date for requested changes:** A date picker field with a calendar icon, indicated by a red arrow pointing to it.
- Applicable Certificate numbers:** A text input field, indicated by a red arrow pointing to it.
- Buttons:** "Save" and "Cancel" buttons at the bottom right, with a red arrow pointing to the "Save" button.

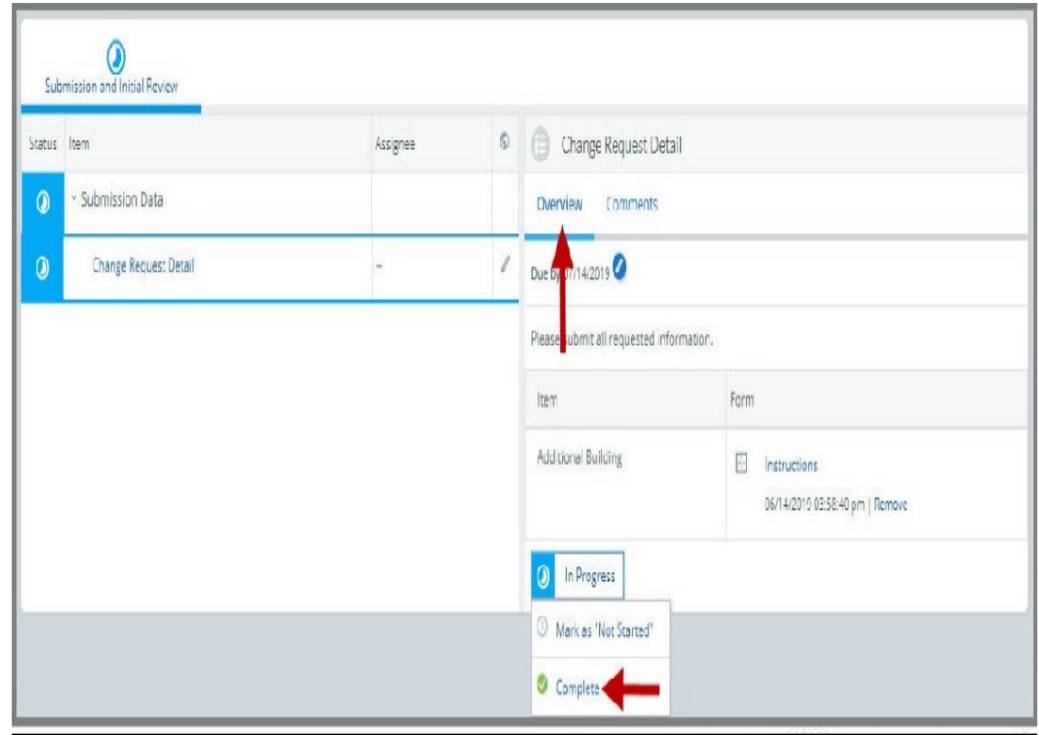
9. You will be directed back to the previous page where the information you entered on the form is displayed.

10. 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.



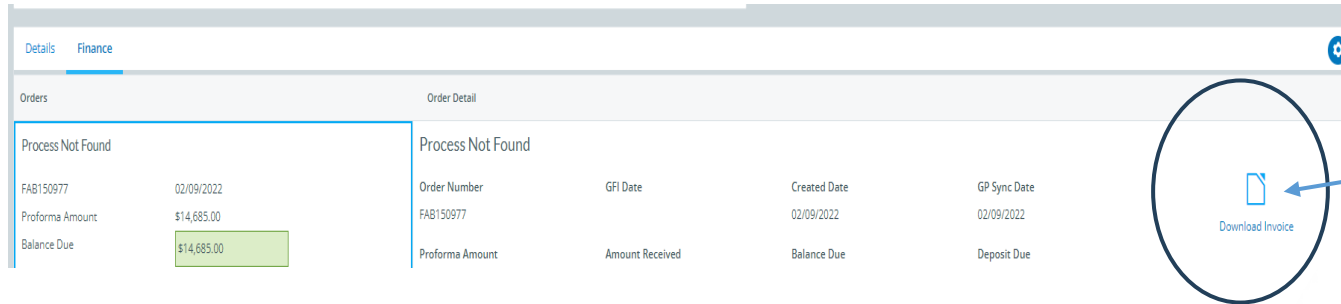
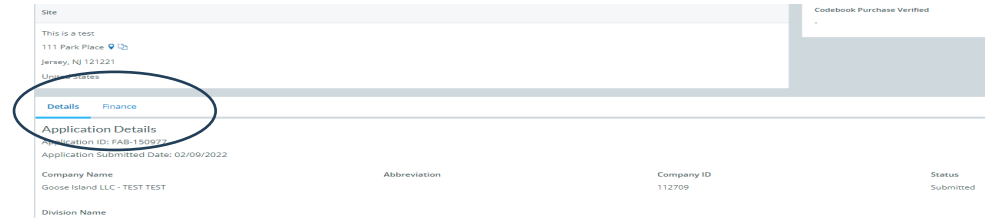
11. Initially the status of the change request will be **In Progress**. Once you complete entering all the required information for the change request,
 - a. Click the **In Process blue half-moon icon**.
 - b. Select **Complete**.

12. 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.



Locate your Invoice

In the middle of the application page will be two icon, “Details” & “Finance” – After they application is submitted, select Finance



Selecting the “Download Invoice” icon on the upper right side the screen, will download a copy of your proforma invoice

Please Note – Your application is “complete” and your audit scheduled after all deposit fees are received.

Payment Options and Instructions

Acceptable methods are:

- » Wire Transfer/ACH Payments
- » Credit Card - All credit card processing forms must be submitted either by fax to the number listed on the form itself or to our accounting team's secure share folder. Both methods submit the credit card information directly to our accounting team and ensure that no unauthorized personal can view your credit card information. Credit Card form and download site are at <https://www.asme.org/certification-accreditation/asme-certification-process/price-guide>

Please **DO NOT** submit any financial information by email. All credit card forms received by email will be deleted upon receipt without being opened in accordance with our protocol on customer financial security.

Resources

Downloadable Resources can be found on:

<https://www.asme.org/certification-accrreditation/resources-and-events/downloadable-resources>

General Downloads Notices

- Conduct
- Due Process
- Notice on Requests for Certificate Extensions
- Notice on Use of Electronic Version of the Boiler Pressure Vessel Code by Certificate Holders
- Policy on the Use of the Certification Mark in Advertising
- How to Change Primary Contact Information
- CA-1 2022

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

General Downloads Forms

- Accreditation and Certification Agreement Form
- Criteria for Reapplication of a Certification Mark
- Nuclear Component Supplemental Application Form
- Nuclear Material Organization Supplemental Application Form
- Form G – Supplemental application form for the Authorized Inspection Agency Accreditation Program
- Form P – Supplemental application form for the Bioprocessing Equipment Certification Program
- Form Q – Supplemental application form for the Nuclear Quality Assurance Certification Program
- Form R – Supplemental application form for the Reinforced Thermoset Plastic Certification Program
- Form V – Supplemental Application for Quality Program System

Boiler and Pressure Vessel (BPV) Certification Forms

- BPV "General" Checklist
- BPV "Cast Boilers" Checklist
- BPV "Pressure Relief Devices" Checklist
- BPV "RP" Checklist
- BPV Product Certification Program Informational Handbook (New Applicants and Renewals)
- Process to Request Name Change on Certificate(s)
- BPV Certificate Scopes
- Notice Concerning National Board "R" Stamp
- Procedure For Adding Additional Building Location To Current Certificate
- Temporary Location Used by Certificate Holders
- Expedited Joint Reviews for the Boiler and Pressure Vessel Certification Program for Reviews Conducted by ASME Only

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

Data Report Forms

- Bioprocessing Equipment (BPE) Certification Forms
- BPE Application – Information and Procedures
- BPE Quality Management System Checklist
- Form P – Supplemental application form for the Bioprocessing Equipment Certification Program.

Nuclear Component Certification Forms

- Material Organization Checklist
- Nuclear Component Application and Price Information
- Nuclear Component Checklist
- Nuclear Owner's Application and Price Information
- Nuclear Owner's Checklist
- Polyethylene Material Organization Checklist
- Nuclear Component Pre-survey Questionnaire
- Procedure for Renewal of Nuclear Owner's Certificates
- Nuclear Component Supplemental Application Form.

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

[Nuclear Quality Assurance Certification Forms and Resources](#)

- Nuclear Quality Assurance (NQA) Application – Information and Price
- Nuclear Quality Assurance (NQA) Checklist
- Requirements for ASME Nuclear Quality Assurance (NQA) Certification
- Notice on Nuclear Quality Assurance (NQA) Program Certificate Scope Statements
- Form Q – Supplemental application form for the Nuclear Quality Assurance Certification Program.

[Nuclear Certification Additional Information](#)

- Applicant Information Handbook
- Notice on Nuclear Scope Statements
- Procedure for Name Change on Nuclear Component Certificate

[Nuclear Material Organization Certification Forms](#)

- Material Organization Application and Price Information
- Guide for Quality System Certificate/Material Organization
- Guide for Polyethylene Material Organization
- Material Organization Pre-survey Questionnaire
- Nuclear Material Organization Supplemental Application Form

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

Reinforced Thermoset Plastic (RTP) Corrosion-Resistant Equipment Forms

- RTP Application and Price Information
- RTP Checklist
- Form R – Supplemental application form for the Reinforced Thermoset Plastic Certification Program.

Authorized Inspection Agency (AIA) Forms and Resources

- AIA Application and Price Information
- AIA Checklist
- List of Authorized Inspection Agencies (AIAs)
- QAI Interpretations
- Form G – Supplemental application form for the Authorized Inspection Agency Accreditation Programs

Pressure Relief Device (PRD) Testing Lab Forms and Resources

- PRD Application and Price Information
- PRD Checklist

*If you have any issue or
questions, please contact us at
your convenience.
ca@asme.org*