

ASME Conformity Assessment

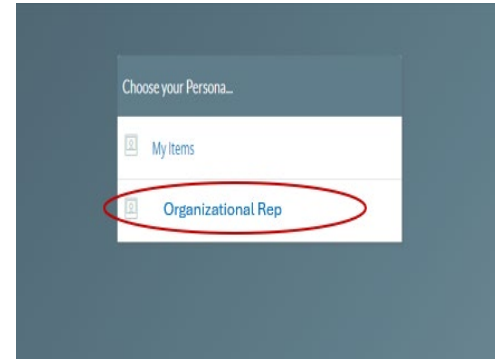
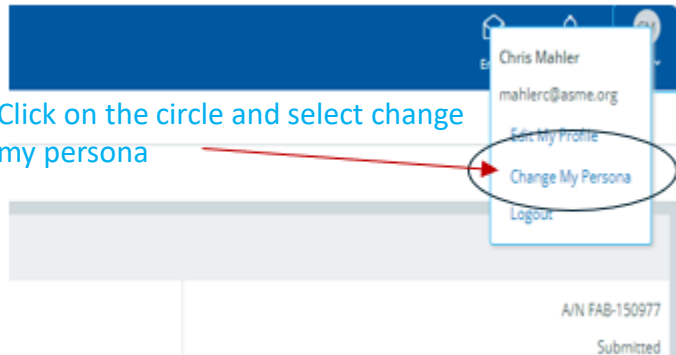
Company Location Change

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

- ✓ 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
Name and Location Change

If the name and location of your organization changes, select the **Company Name and Location Change** request process.

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

- ✓ Under **Select Process**, click the **down arrow** icon to display a selection list for the change request.
- ✓ Scroll through change request list and select **Company Name and Location Change**.

CHANGE REQUESTS (+)

Select process... Application (optional)

Select process...

Additional Building

Additional Stamps

AIA Change

Cancellation

Company Location Change

Company Name and Location Change

Company Name Change

- ✓ Click **Create**.

CHANGE REQUESTS (+)

Select process... Application (optional)

Company Name and Location Change

Create

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

The screenshot displays a web application interface. At the top, a tab labeled 'Submission and Initial Review' is highlighted with a red arrow. Below this tab is a table with columns 'Status', 'Item', and 'Assignee'. The table contains two rows: 'Submission Data' and 'Change Request Detail'. To the right of the table is a 'Change Request Detail' panel. This panel has tabs for 'Overview' and 'Comments', with 'Overview' selected and indicated by a red arrow. Below the tabs, it shows a 'Due by' date of '07/15/2019' and a text prompt: 'Please complete the form via the link.' Below this is a table with columns 'Item' and 'Form'. The 'Form' column contains a link labeled 'Create Form', which is also indicated by a red arrow. At the bottom of the panel is an 'In Progress' status indicator.

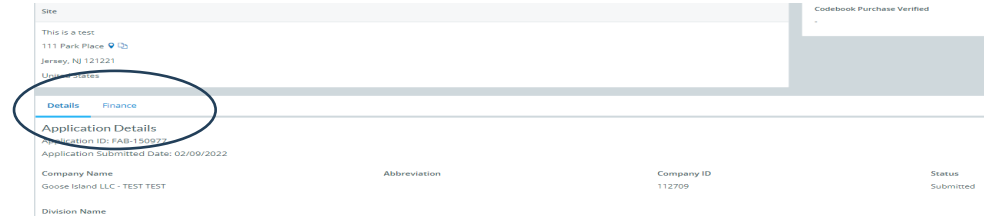
The screenshot shows a web form titled "Form" with a close button (X) in the top right corner. The form is divided into several sections:

- Effective Date of Requested Change:** A date input field with a calendar icon. A red arrow points to this field.
- Name Change Policy:** A text area containing the text "Please review the ASME Name Change Policy, availab".
- New Legal Company Name:** A text input field. A red arrow points to this field.
- New Address:** A rich text editor with a toolbar containing buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x₂), Superscript (x²), Text Color (T), and a dropdown arrow. Below the toolbar is a text input field with the placeholder text "Start Typing". A red arrow points to this field.
- Distance from old address (in miles):** A numeric input field with the value "0". A red arrow points to this field.
- Buttons:** At the bottom right, there is a blue "Save" button and a "Cancel" button. A red arrow points to the "Save" button.

- ✓ A form is displayed for you to enter the details relating to the change request you are applying for. Enter the following information:
 - ✓ Effective date of the Requested Change
 - ✓ New Legal Company Name
 - ✓ Distance from the old address and the new address (in miles)
 - ✓ New Address
- ✓ When done, click Save to continue.

Locate your Invoice

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

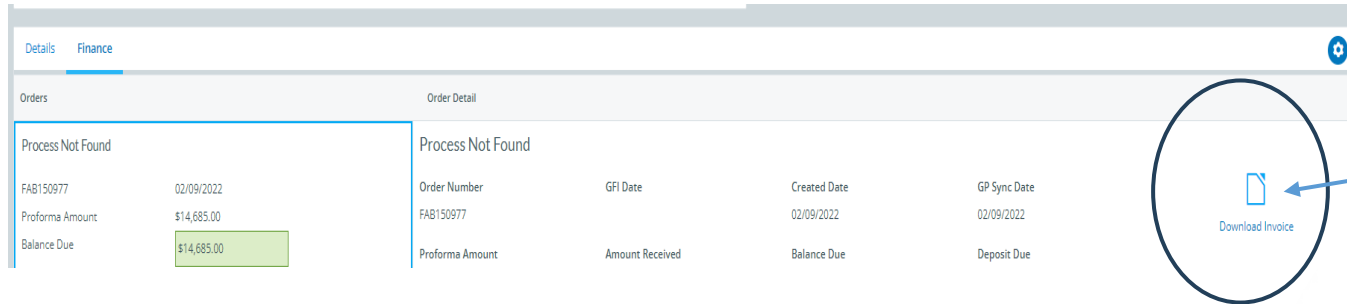


This is a test
111 Park Place
Jersey, NJ 12121
US States

Details Finance

Application Details
Application ID: FAB-150977
Application Submitted Date: 02/09/2022

Company Name	Goose Island LLC - TEST TEST	Abbreviation	Company ID	112709	Status
Division Name					Submitted



Details Finance

Orders

Process Not Found	Process Not Found
FAB150977	02/09/2022
Proforma Amount	\$14,685.00
Balance Due	\$14,685.00

Order Number	GFI Date	Created Date	GP Sync Date
FAB150977	02/09/2022	02/09/2022	02/09/2022
Proforma Amount	Amount Received	Balance Due	Deposit Due

Download Invoice

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 “completed” 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/asmecertification-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-accreditation/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

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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*