

ASME Conformity Assessment

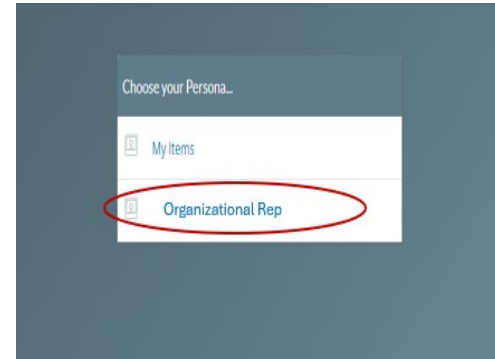
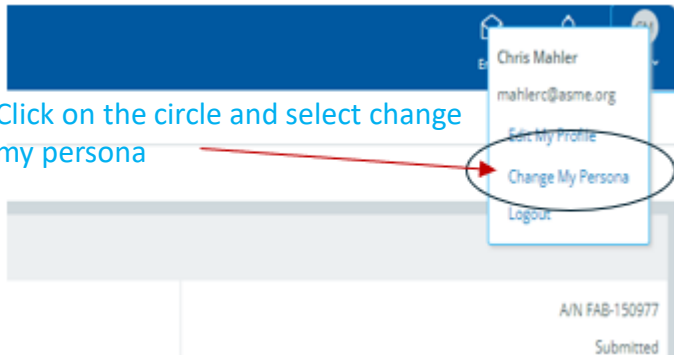
File an Extension

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**.

- ✓ 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 top navigation bar includes links for Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The main content area is divided into two columns. The left column shows the company profile for ASME CA Connect Training Company, including contact information and a section for Certifications. The right column is titled 'CHANGE REQUESTS' and features a blue circle with a white plus sign icon. Below this icon is a dropdown menu for 'Select process...' and a text input field for 'Application: (optional)'. There are 'Create' and 'Cancel' buttons. A progress bar indicates that a 'Change Request: Company Name Change' is 'In Progress on 06/12/2019' with a 50% completion status. Below the progress bar is a table titled 'Applications' with columns for Type, Status, and Activities. The table shows one application: 'Application: FAB-131534' with 'Type: Boiler' and 'Status: Open'. The 'Activities' column shows a blue circle with a white plus sign icon. A red arrow points to the 'Actions' menu, which is open, showing options for 'New Change Request' and 'New Company'.

Home Profile Processes Applications Certifications Documents Emails New Company

You are assigned to more than 1 Company.
Click here to select a different Company

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
0 No Certifications
No certifications available at this time

Actions
New Change Request
New Company

CHANGE REQUESTS (+)

Select process...
Select process...
Application:
(optional)

Create Cancel

Change Request: Company Name Change
In Progress on 06/12/2019 50%

Applications

Type	Status	Activities
Application: FAB-131534 Type: Boiler	Open	0

- ✓ 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.

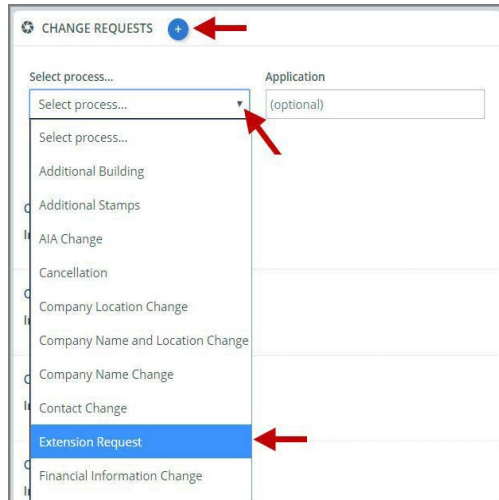
- Additional Building
- Additional Stamps
- AIA Change
- Cancellation
- Company Location Change
- Company Name and Location Change
- Company Name Change
- ~~Contact Change~~
- Extension Request
- Financial Information Change
- Other Change Request
- Postal Re-Designation Change
- Scope Change
- Temporary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

This session will focus on
Extension Request

Extension Request

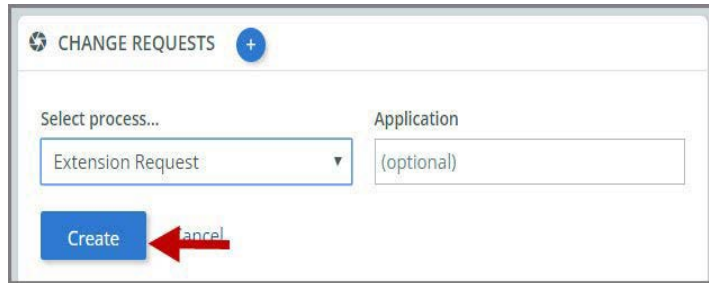
If the information for one of the Primary Company Contact and/or Trusted Contacts changes, select the Contact Change request process.

- 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 **Contact Change**.



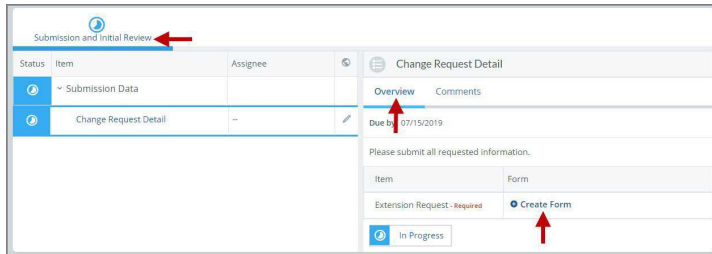
✓ 4. Click **Create**.

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



- ✓ A form is displayed for you to enter the details relating to the change request you are applying for. Enter and select the following information

1. *Extension Type*
2. *Application Certificate Number*
3. *Reason for needed extension*
4. *Requested Extension date*



- ✓ When done, click **Save** to continue.

The screenshot shows a web form titled "Form" with a close button (X). The form contains the following sections:

- Instructions:** A text box with the prompt "Do you intend to renew the certification for the certi".
- Extension Type:** A dropdown menu with a red arrow pointing to it.
- Applicable Certificate Number(s):** A text input field with a red arrow pointing to it.
- What is the requested extension date (for renewals) or the estimated completion date of code activity (for WIP non-renewal extension)?** A date picker field with a red arrow pointing to it.
- Please describe the reason for needing an extension (late renewal, works in progress, etc.). Provide sufficient detail to support granting of an extension.** A rich text editor with formatting options (B, I, U, S, x₂, x², T¹) and a "Start Typing" placeholder with a red arrow pointing to it.
- Buttons:** "Save" and "Cancel" buttons at the bottom right, with a red arrow pointing to the "Save" button.

- ✓ You will be directed back to the previous page where the information you entered on the form is displayed.
- ✓ You will be directed back to the previous page where the information you entered on the form is displayed.
- ✓ **Optional:** If you want to enter a comment follow the steps below. Otherwise, skip this step.
 - ✓ Select the **Comments** link.
 - ✓ Click the **+Comment** link.
 - ✓ Enter the Comments in the text box provided.

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

Submission and Initial Review

Status	Item	Assignee
	Submission Data	
	Change Request Detail	

Change Request Detail

Overview Comments

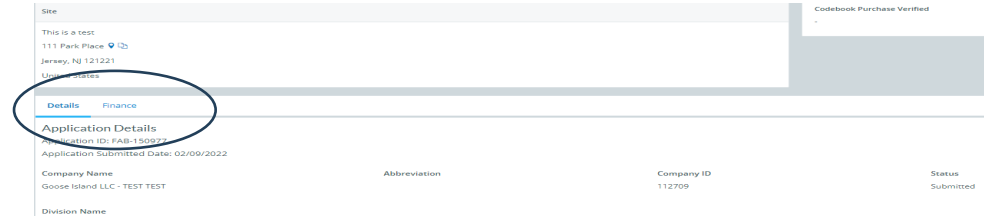
+ Comment

Save Cancel

- ✓ 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**.

Locate your Invoice

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

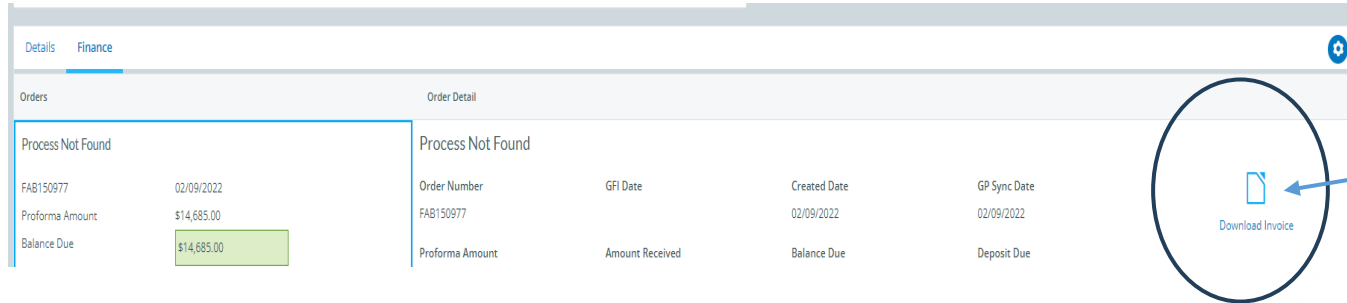


This is a test
111 Park Place
Jersey, NJ 12121
US States

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 Order Detail

Process Not Found

FAB150977	02/09/2022
Proforma Amount	\$14,685.00
Balance Due	\$14,685.00

Process Not Found

Order Number	GFI Date	Created Date	GP Sync Date
FAB150977		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:

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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*