

ASME Conformity Assessment

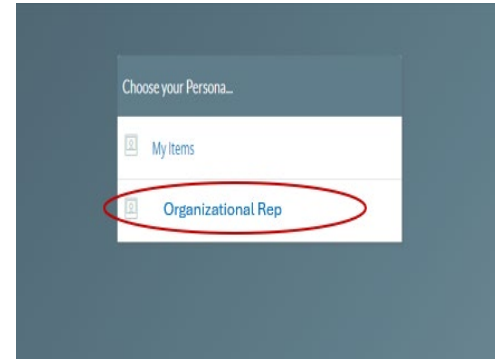
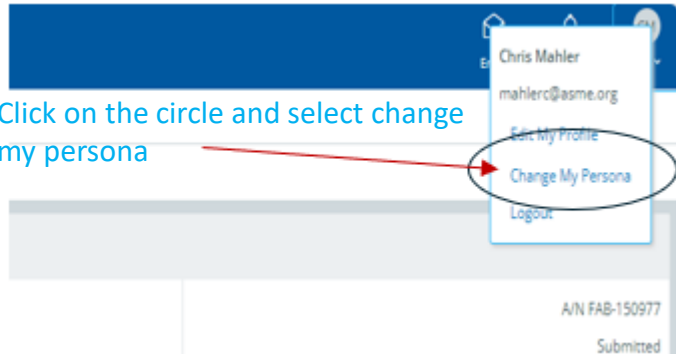
Additional Stamps

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



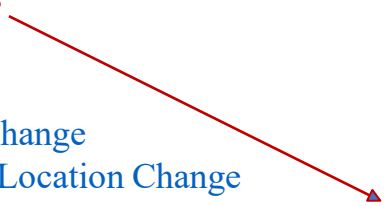
Click on the circle and select change my persona



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
Additional Building

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.

- ✓ 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 **Addition Stamps**.

CHANGE REQUESTS +

Select process...

Select process...

Additional Building

Additional Stamps

AIA Change

Application (optional)

0%

- ✓ Click **Create**.

CHANGE REQUESTS +

Select process...

Additional Stamps

Application (optional)

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 shows a web application interface. At the top, there's a navigation bar with a 'Submission and Initial Review' tab highlighted by a red arrow. Below this is a table with columns: Status, Item, Assignee, and an icon column. The table has two rows: 'Submission Data' and 'Change Request Detail'. To the right of the table is a 'Change Request Detail' panel. It has tabs for 'Overview' and 'Comments'. Below the tabs, it shows 'Due by 07/14/2019' with a clock icon. A message says 'Please submit all requested information.' Below this is a form with two sections: 'Item' and 'Form'. In the 'Form' section, there's a 'Create Form' link highlighted by a red arrow. At the bottom of the panel, there's an 'In Progress' button.

- ✓ A form is displayed for you to enter the details relating to the **Additional Stamps** change request you are applying for.
 - ✓ Enter the number of $\frac{3}{4}$ " and $\frac{1}{2}$ " stamps needed
 - ✓ Enter the Delivery Address for the stamps.
- ✓ Review the **Acknowledgement** statement and select **Yes** to confirm you have read the statement.
- ✓ Once complete, click **Save** to continue.

The screenshot shows a 'Form' window with the following elements:

- Instructions:** A text box containing 'Please provide the requested information.' with a red arrow pointing to it.
- Quantity Fields:** Two text boxes for specifying the quantity of stamps. The first is for '1/2" stamps' and the second is for '3/4" stamps'. Both have red arrows pointing to them.
- Delivery Address:** A section with formatting tools (B, I, U, S, x₂, x², T_i) and a 'Start Typing' button with a red arrow pointing to it.
- Acknowledgement:** Radio buttons for 'Yes' and 'No', with a red arrow pointing to the 'No' button.
- AcknowledgementStatement:** A section with formatting tools and a text area containing 'I understand and acknowledge that the company'.
- 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.

The screenshot shows a 'Submission and Initial Review' table with the following elements:

- Table:** A table with columns 'Status', 'Item', and 'Assignee'. It contains two rows: 'Submission Data' and 'Change Request Detail'.
- Change Request Detail:** A section with 'Overview' and 'Comments' tabs. The 'Comments' tab is active, showing a '+ Comment' link with a red arrow pointing to it.
- Text Box:** A large text box for entering comments, 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.

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.

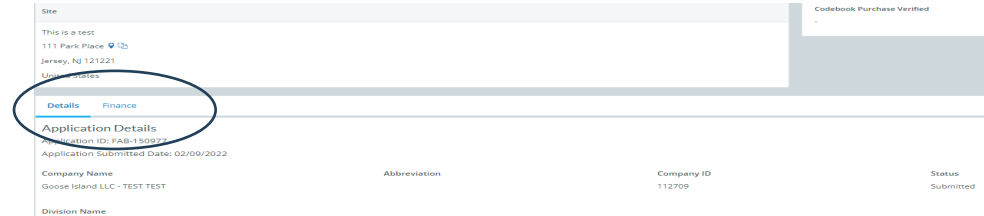
- ✓ Initially the status of the change request will be **In Progress**. Once you complete entering all the required information for the change request,
 - ✓ Click the **In Process** blue half-moon icon.
 - ✓ Select **Complete**.

The screenshot displays the 'Change Request Detail' form. On the left, a table lists the submission data, including 'Change Request Detail'. The main content area shows the 'Overview' tab, which includes a 'Due by' date of 06/14/2019 and a prompt to 'Please submit all requested information.' Below this, there is a table with 'Item' and 'Form' columns. The 'Item' column contains 'Additional Stamps - Required', and the 'Form' column contains a prompt to 'Please provide the requested information.' with a timestamp of 06/15/2019 09:31:03 am and a 'Remove' link. At the bottom, a status dropdown menu is open, showing 'In Progress' as the current status and 'Complete' as an available option, indicated by a red arrow.

- ✓ 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

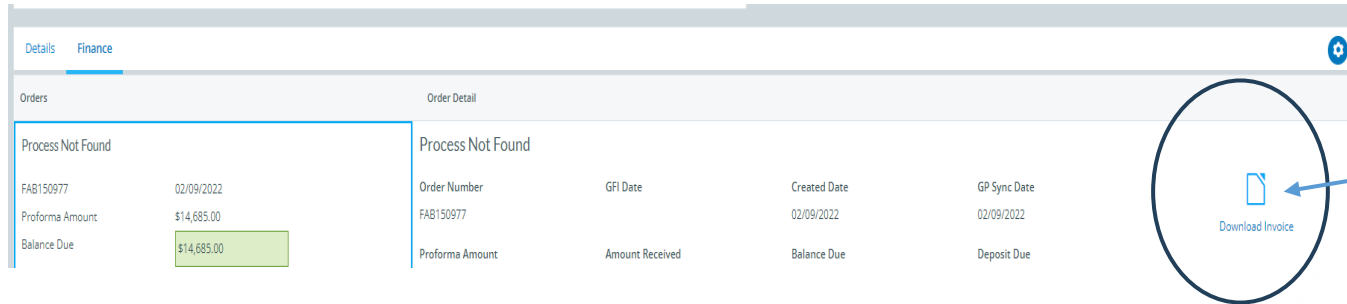


This is a test
111 Park Place
Jersey, NJ 12121
US States

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 Submitted
Division Name			



Details Finance

Orders Order Detail

Process Not Found

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