

The slide features a blue background with a network of white lines and dots, overlaid on a faint globe. The text is centered and reads: ASME Standards and Engineering Services CA Connect AIA Change.

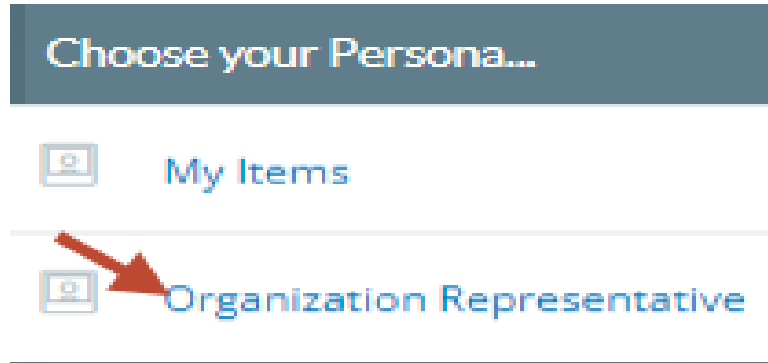
ASME

Standards and Engineering Services

CA Connect AIA Change

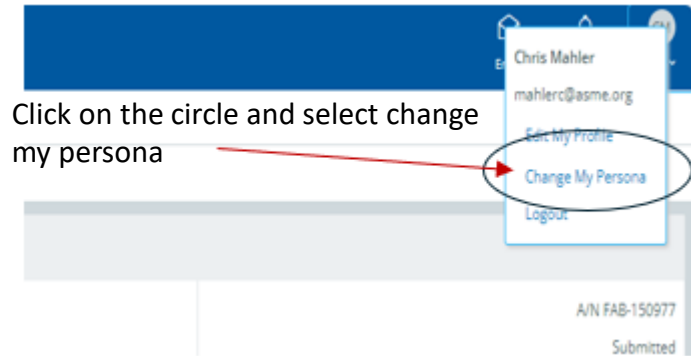
Upon CA Connect login, please select “Organizational Representative.”

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

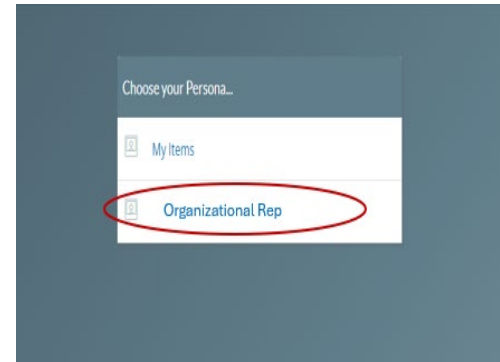


If you do not see your dashboard, you may be in the wrong persona.

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

- Home:** A blue circle icon with a red arrow pointing to it. Below it, text reads "You are assigned to more than 1 Company. Click here to select a different Company".
- 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".
- Actions:** A blue box containing "New Change Request" and "New Company", with a red arrow pointing to "New Change Request".
- Change Requests:** A section with a blue circle icon containing a white plus sign and a red arrow pointing to it. Below it, a form for "Select process..." and "Application" (optional) is visible, along with "Create" and "Cancel" buttons. A progress indicator shows "Change Request: Company Name Change" is "In Progress on 06/12/2019" with a 50% completion circle.
- Applications:** A table with columns for Type, Status, and Activities. One application is listed: "Application: FAB-131534" with status "Open" and 0 activities.
- Certifications:** A 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.

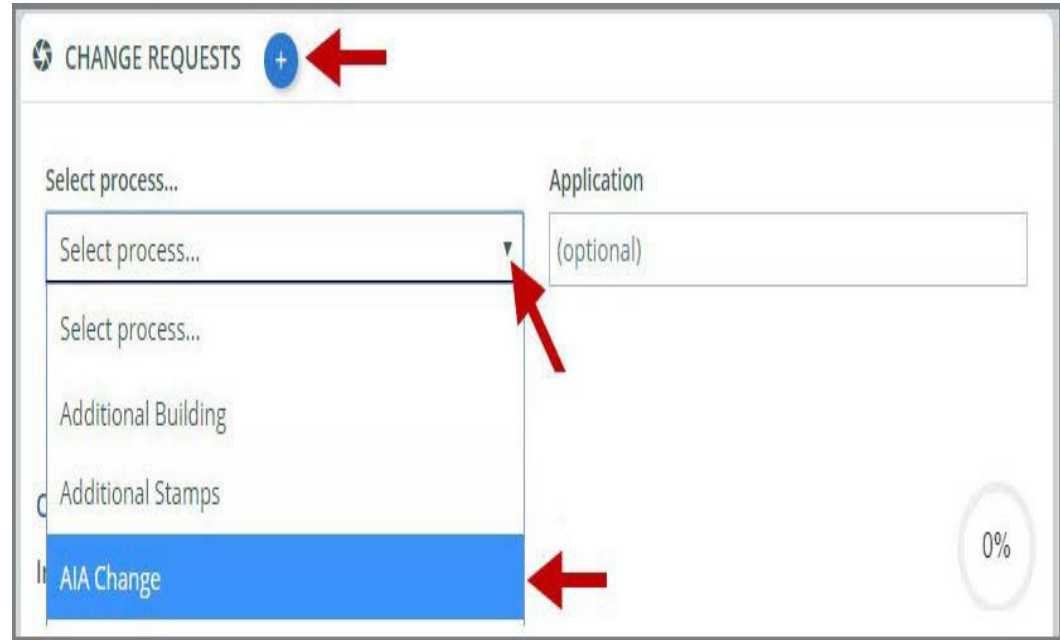
- [Additional Building](#)
- [Additional Stamps](#)
- [AIA Change](#)
- [Cancellation](#)
- [Company Location Change](#)
- [Company Name and Location Change](#)
- [Company Name Change](#)
- [Contact Change](#)
- [Extension Request](#)
- [Financial Information Change](#)
- [Other Change Request](#)
- [Postal Re-Designation Change](#)
- [Scope Change](#)
- [Temporary Shop Request](#)

This session will focus on AIA Change

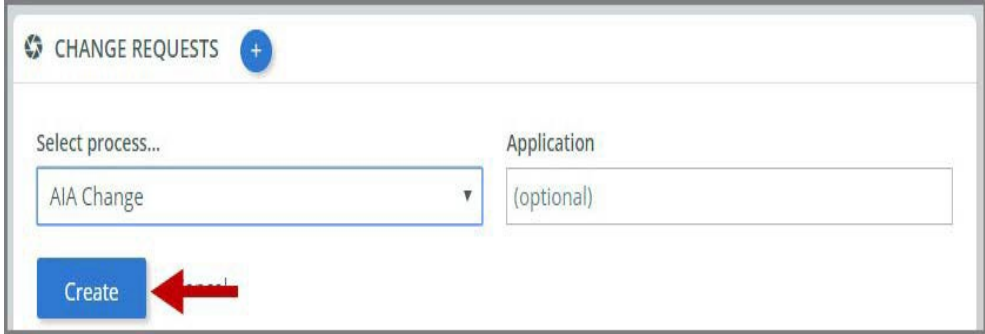
AIA Change

To change the AIA assigned to your organization,

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 **AIA Change**.



4. Click **Create**.



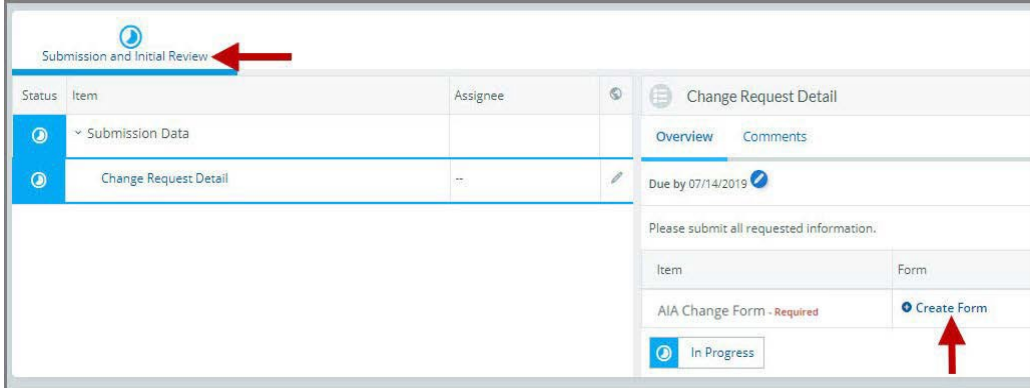
CHANGE REQUESTS +

Select process... Application

AIA Change (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

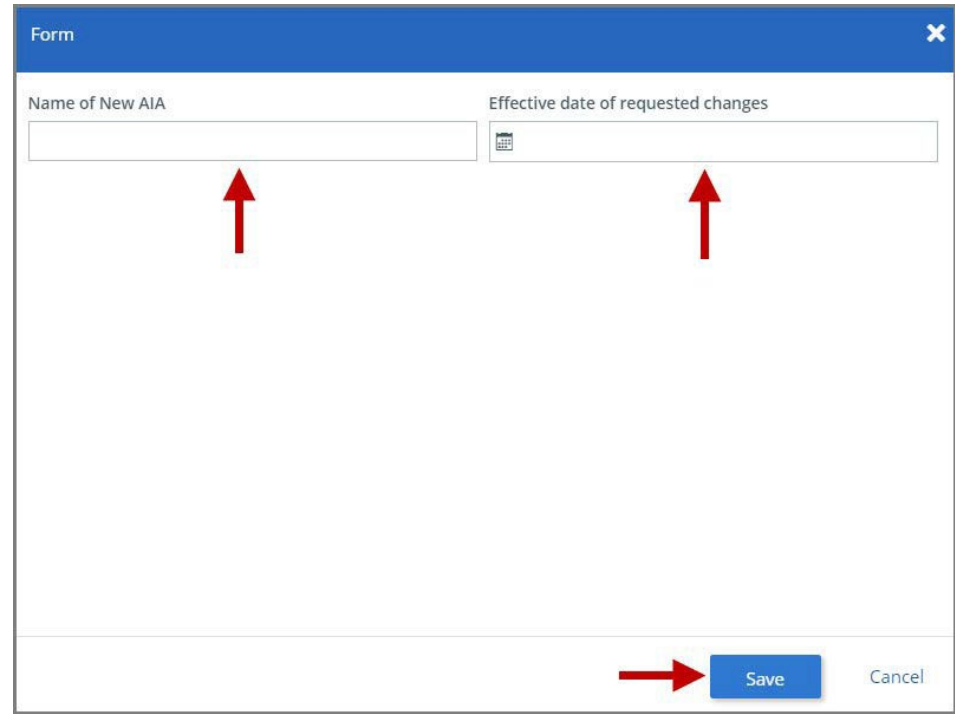
Due by 07/14/2019

Please submit all requested information.

| Item | Form |
|----------------------------|-------------|
| AIA Change Form - Required | Create Form |

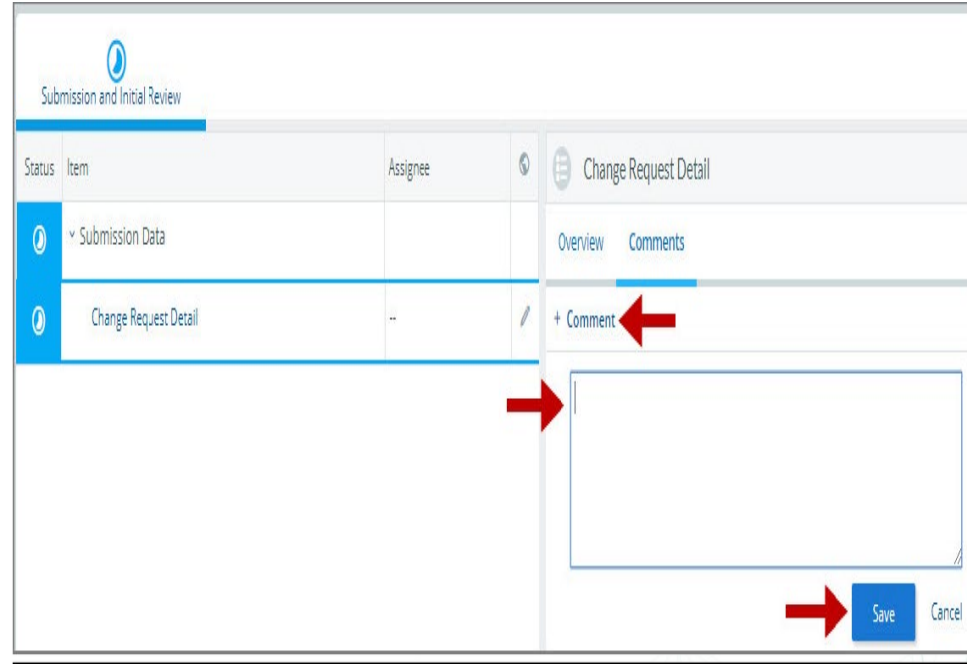
In Progress

6. A form is displayed for you to enter the details relating to the **AIA change** request you are applying for.
- Enter the name of the new AIA
 - Enter the Effective Date of the requested change
 - When done, click **Save** to continue.



The screenshot shows a window titled "Form" with a close button (X) in the top right corner. It contains two input fields: "Name of New AIA" and "Effective date of requested changes". The "Effective date" field includes a calendar icon. At the bottom right, there are two buttons: "Save" (highlighted in blue) and "Cancel". Red arrows point to the "Name of New AIA" field, the "Effective date" field, and the "Save" button.

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



9. 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 'Submission and Initial Review' interface. A table lists items with columns for Status, Item, Assignee, and actions. The 'Change Request Detail' item is selected, and its details are shown on the right. The status is 'In Progress', and the due date is 07/15/2019. A dropdown menu is open, showing options: 'In Progress', 'Mark as "Not Started"', and 'Complete'. A red arrow points to the 'Complete' option.

| 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 |
|----------------------------|---|
| AIA Change Form - Required | New Name 06/15/2019 09:53:24 am Remove |

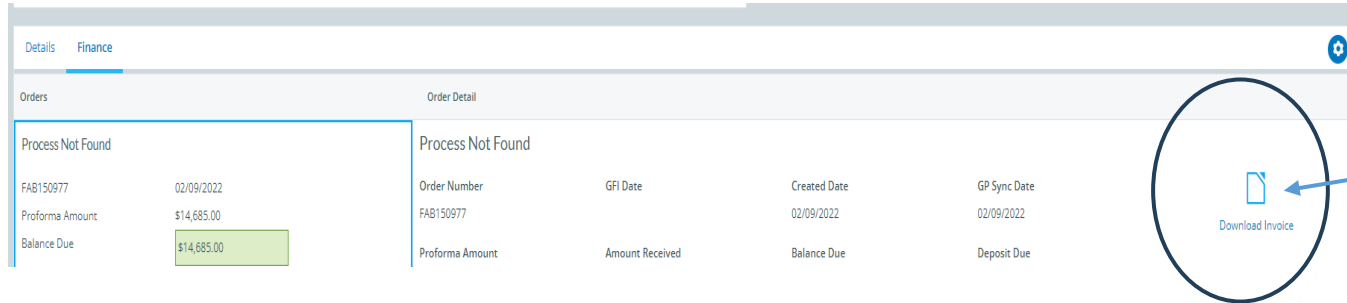
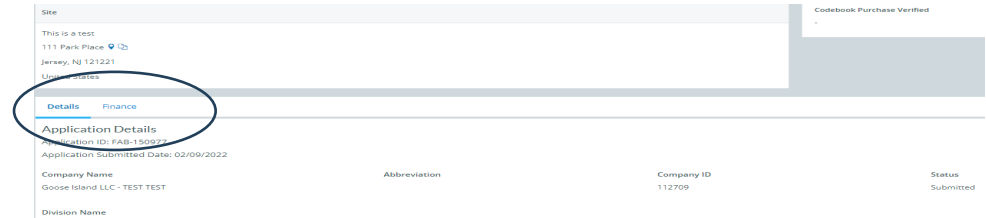
In Progress

Mark as "Not Started"

Complete

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*