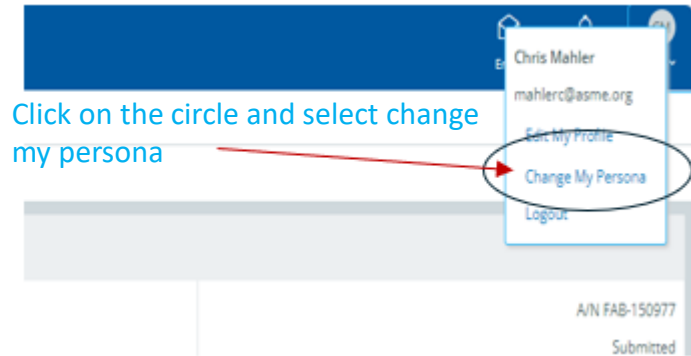


ASME Conformity Assessment

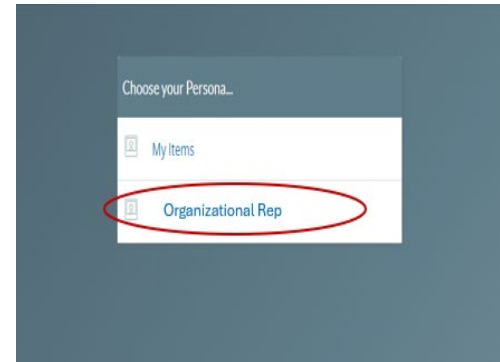
Additional Stamps

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... Application
(optional)

Select process...
Additional Building
Additional Stamps
AIA Change

0%

✓ Click **Create**.

CHANGE REQUESTS (+)

Select process... Application
(optional)

Additional Stamps

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 interface for 'Submission and Initial Review'. At the top, there is a navigation bar with a tab labeled 'Submission and Initial Review' and a red arrow pointing to it. Below this is a table with columns for 'Status', 'Item', and 'Assignee'. The table contains two rows: 'Submission Data' and 'Change Request Detail'. To the right of the table is a sidebar with a 'Change Request Detail' section. This section has tabs for 'Overview' and 'Comments'. Below the tabs, it shows 'Due by 07/14/2019' and a message: 'Please submit all requested information.' There is a table with columns 'Item' and 'Form'. Under 'Additional Stamps - Required', there is a 'Create Form' link with a blue circular icon and a red arrow pointing to it. At the bottom of the sidebar, there is 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' dialog box with the following sections:

- 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 1/2" and 3/4" stamps, both containing '0' with red arrows pointing to them.
- Acknowledgement:** Radio buttons for 'Yes' and 'No', with a red arrow pointing to the 'No' button.
- Delivery Address:** A rich text editor with a 'Start Typing' label and a red arrow pointing to it.
- AcknowledgementStatement:** Another rich text editor with the text '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' interface with a table and a right-hand panel:

- Table:** A table with columns 'Status', 'Item', and 'Assignee'. It contains two rows: 'Submission Data' and 'Change Request Detail'.
- Right Panel:** A panel titled 'Change Request Detail' with tabs for 'Overview' and 'Comments'. The 'Comments' tab is active, showing a '+ Comment' link with a red arrow pointing to it, and a text box for entering comments with a red arrow pointing to it.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right of the panel, 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**.

Submission and Initial Review

Status	Item	Assignee
1	Submission Data	
2	Change Request Detail	

Change Request Detail

Overview Comments

Due by 06/14/2019

Please submit all requested information.

Item	Form
Additional Stamps - Required	Please provide the requested information. 06/15/2019 09:31:03 am Remove

In Progress

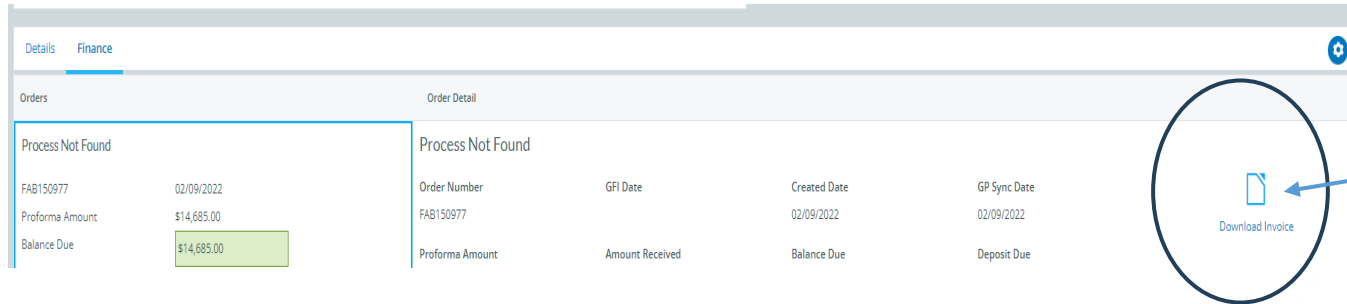
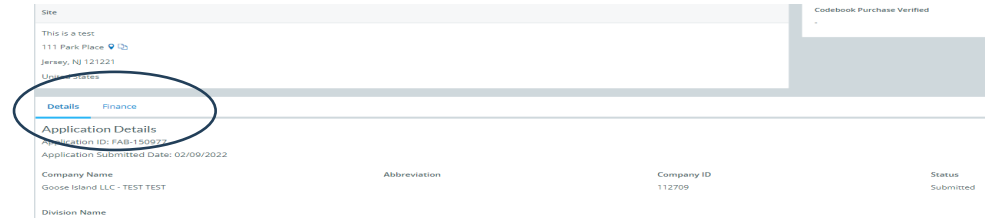
Mark as "Not Started"

Complete

- ✓ 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 “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:

<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*