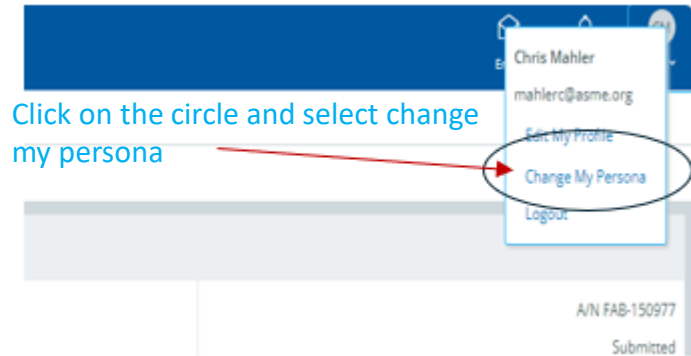


# ASME Conformity Assessment

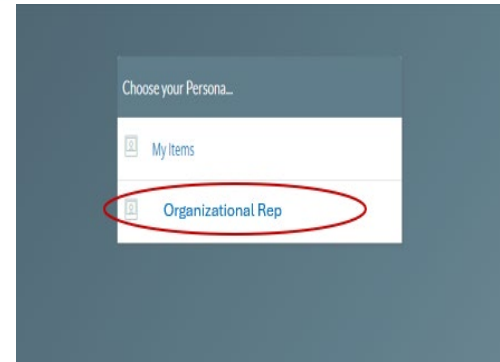
Company Location and Name Change

# 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.

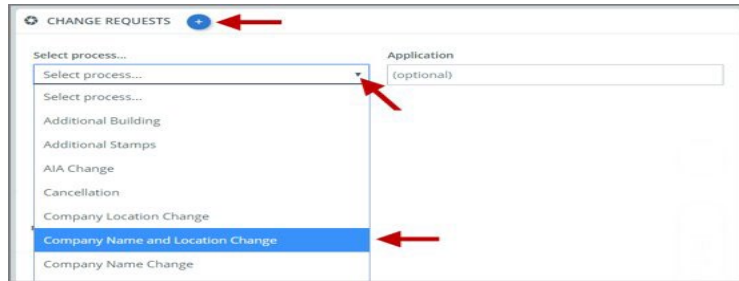
- Additional Building
- Additional Stamps
- AIA Change
- Cancellation
- Company Location Change
- **Company Name and Location Change**
- Company Name Change
- Contact Change
- Extension Request
- Financial Information Change
- Other Change Request
- Postal Re-Designation Change
- Scope Change
- Temporary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

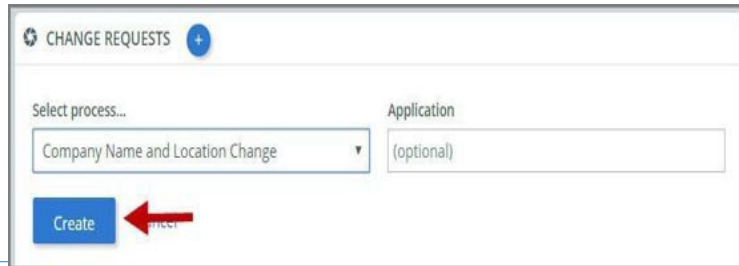
Click the **Change Request blue (+) icon**.

- ✓ 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**.



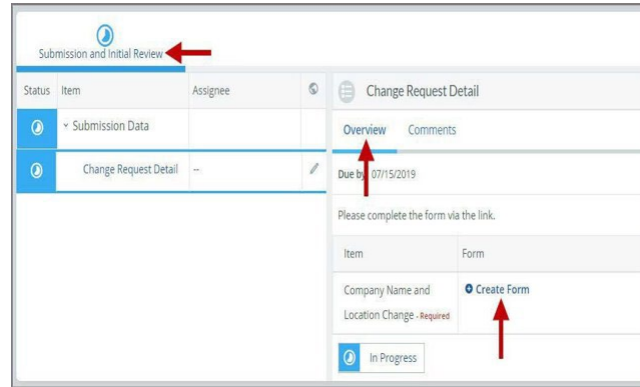
The screenshot shows the 'CHANGE REQUESTS' header with a blue plus icon. Below it is a 'Select process...' dropdown menu that is open, displaying a list of options: 'Select process...', 'Additional Building', 'Additional Stamps', 'AIA Change', 'Cancellation', 'Company Location Change', 'Company Name and Location Change' (highlighted in blue), and 'Company Name Change'. To the right is an 'Application (optional)' text input field. Red arrows point to the plus icon, the dropdown arrow, and the selected option.

- ✓ Click **Create**.



The screenshot shows the 'CHANGE REQUESTS' header with a blue plus icon. Below it is the 'Select process...' dropdown menu, now closed and displaying 'Company Name and Location Change'. To the right is the 'Application (optional)' text input field. At the bottom left is a blue 'Create' button. A red arrow points to the 'Create' button.

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



Form

Effective Date of Requested Change

Name Change Policy

New Legal Company Name

New Address

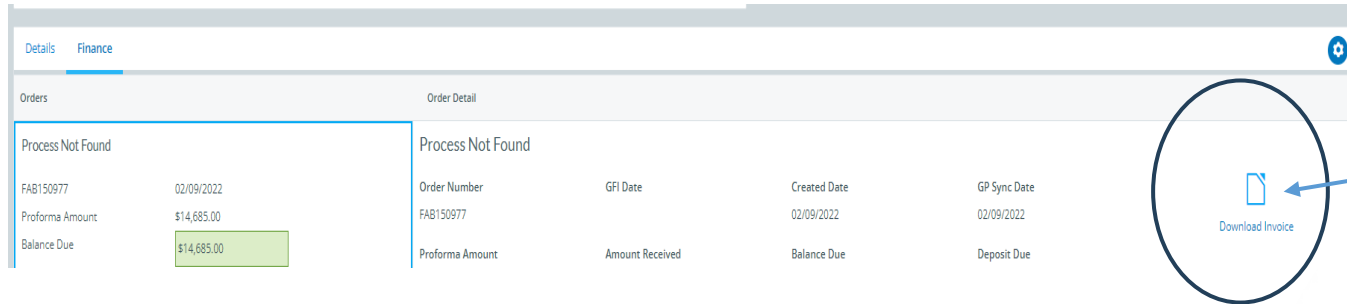
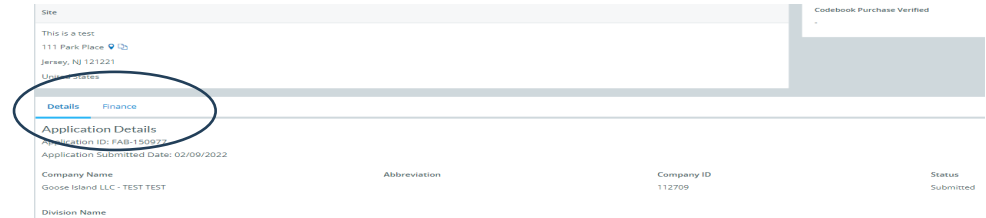
Distance from old address (in miles)

Save Cancel

- ✓ 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



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*