



ASME
CA Connect
AIA
New and Renewal



AIA Program – New Application



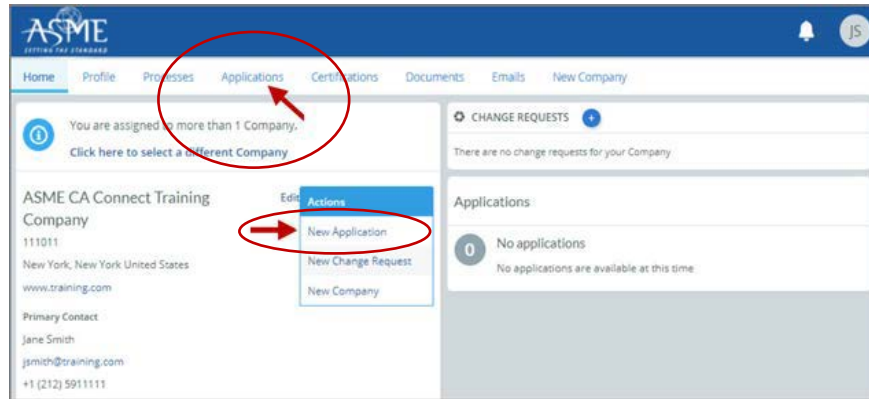
The information required to complete and submit an application for certification/ accreditation is grouped and divided into multiple tabs and steps.

The application tabs are **Profile**, **Certifications**, **Stamps**, **Travel**, **Billing**, and **Review**. Each tab consists of specific application details and downloading/uploading of files that are required and driven by the Program Type.

In order to submit an application, you must complete all required information found in each of the tabs.



1. To begin the process of renewing your certification, you must be logged into CA Connect as the company's Primary Contact.
2. Select the Applications tab found on the Company dashboard menu bar or the New Application link that is in the Actions box.



3. On the right side of your Applications page, click the blue circle (+) icon to create a new application.



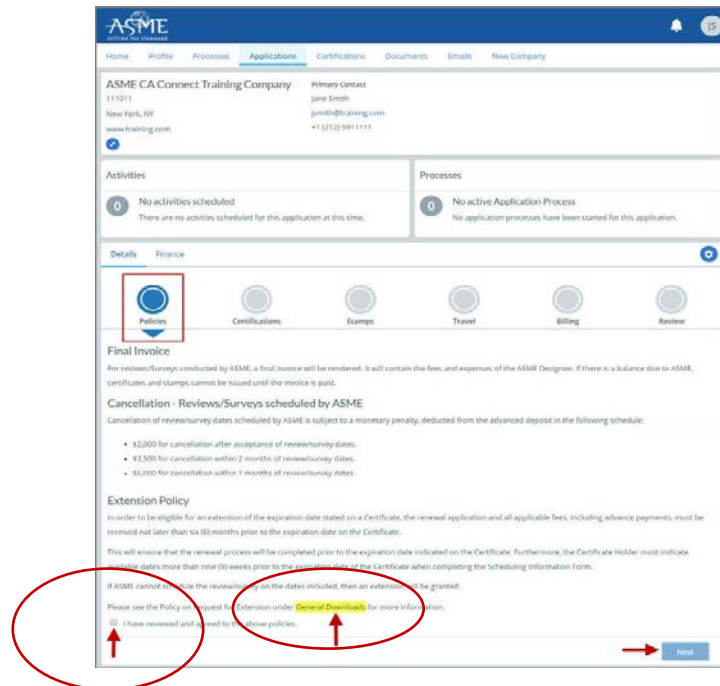
4. The first Application tab is the **Policies** tab. Review all information.
5. Scroll down the page to the **Extension Policy** section.



6. If you want to see the policy relating to a Request for Extension, select the General Downloads link. You will be directed to the ASME.org website Downloadable Resources page.

a. After reviewing the Downloadable Resources, close the page and return to the Policies Tab.

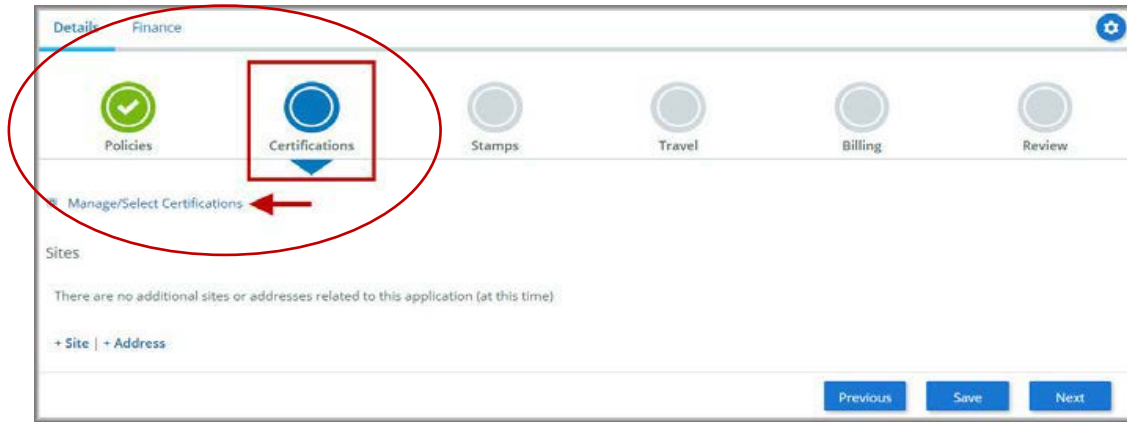
7. Check **I have reviewed and agreed to the above policies** checkbox.



8. The Policies tab is updated to reflect a green checkmark. The application data processing will advance to the **Certifications tab**.

9. Click the Manage/Select Certifications link or checkbox.

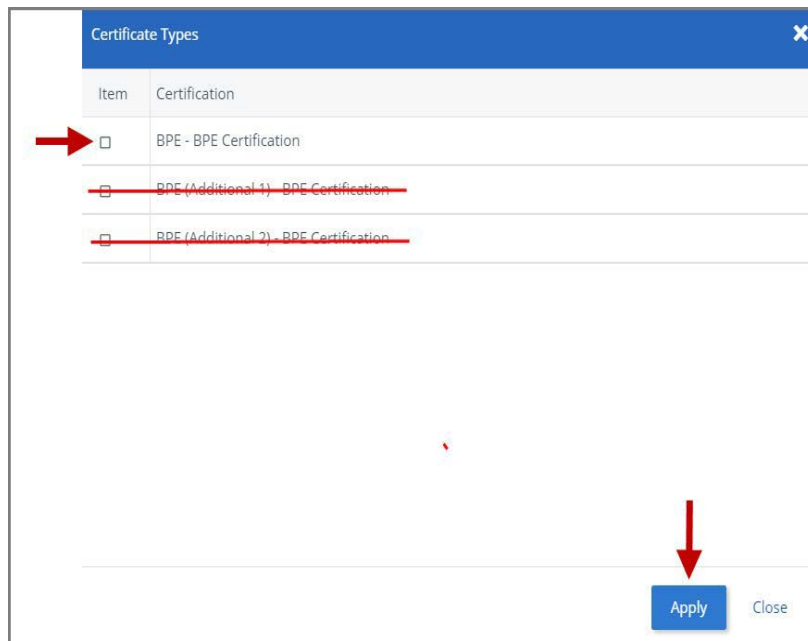




10. The Certificate Types form is displayed. Select the **Boiler** certificate type associated with the certificate you are renewing.

11. If you are applying for a **new certificate** as well, select the new certificate type.

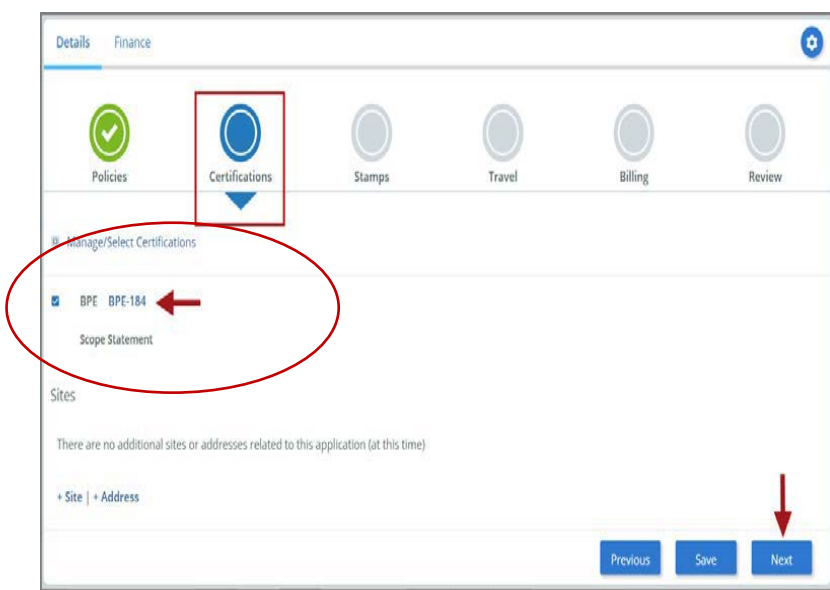
12. When done, click **Apply** to continue.



13. The Certificate Types is displayed. Select the BPE Certificate Type.

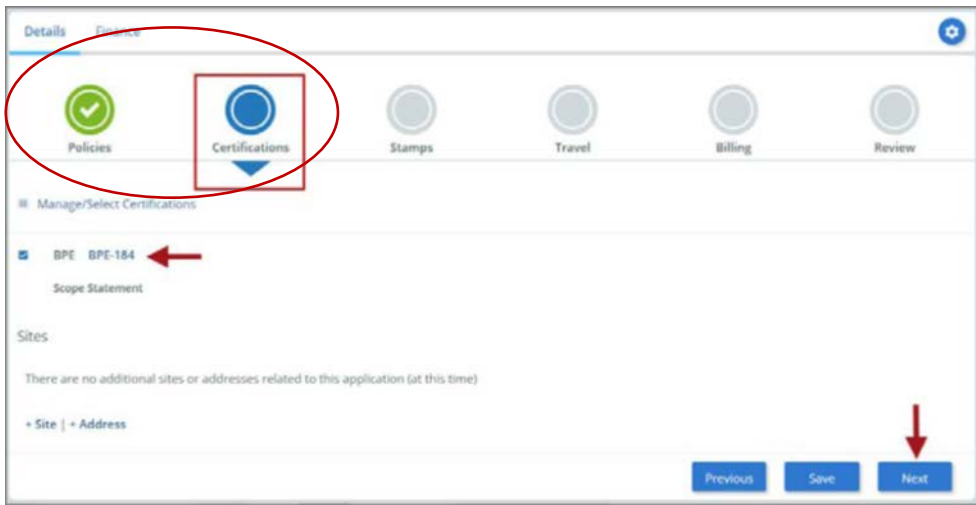
14. When done, click Apply to continue.





15. The BPE Certificate Type and Certificate Number that you are renewing will be added to the Certifications tab.

16. When done, click Next to continue.



17. The Certifications tab is updated to reflect a green checkmark. The application data processing will advance to the **Stamps** tab.

18. Click on the **Download Supplemental Form** link.

19. The Supplemental Application Form is downloaded to your local drive.

20. Complete the **supplemental form**.

21. Save the completed form on your local drive.

22. Click the **Upload Supplemental Form (PDF)** link.

23. Locate the completed supplemental form on your local drive and upload the form.

24. When done, click **Next** to continue.

25. The Stamps tab is updated to reflect a green checkmark. The application data processing will advance to the Travel tab.

26. The Company Name is displayed as a link under the Location Name label. Click on the link.

Details Finance

Policies Certifications **Stamps** Travel Billing Review

Program Type
BPE

Upload Supplemental Form

Instructions: Please click the "Download Supplemental Form" button, then save it to your computer as a pdf file. Next, open the form, fill it out, and save the completed form to your computer as a pdf file.

Please upload the completed form via the "Upload Supplemental Form" button located below the "Download Supplemental Form" button.

Download Supplemental Form

Upload Supplemental Form (PDF)

Previous Save Next



Details Finance

Policies Certifications Stamps **Travel** Billing Review

Travel Recommendation

Location Name	Status
ASME CA Connect Training Company 2 Park Avenue New York, NY 10016 United States	Not Complete

Add New Location

Previous Next



27. The **Travel Recommendation Detail** form is presented.

28. The **Company Plant Address** is pre-populated and displayed in each of the designated fields.

*Note: The **Plant Address** is required in order to complete the application. If the **Plant Address** is not pre-populated on the form, you will need to exit the application and contact CA Connect Customer Support.*

29. You must enter the information for all required fields which are denoted with a red * asterisks.

30. Do not include dashes when entering Phone Numbers throughout the entire application. Be sure to include the 3-digit area code.

31. Enter the Hotel, Airport, and Emergency Contact information in the assigned fields.

32. When done, click Save to continue.



Travel Recommendation Detail

* Indicates required fields

Location Details

Division Name
ASME CA Connect Training Company

Address Line 1
2 Park Avenue

Address Line 2

Country
United States

State
New York

City
New York

Zip/Postal Code
10016

Hotel

Name *

Address *

Country *
Select Country

City *

Zip/Postal Code

Phone *
+ [] [] [] [] ext. [] []

Fax
+ [] [] [] []

Miles from hotel to site *

Emergency Contact

Name *

Phone *
+ [] [] [] [] ext. [] []

Airport

Name *

City *

Miles from airport to hotel *

Transportation *
Select Transportation

Save





33. The United States Postal Service (USPS) address validation is systematically performed for domestic and Canada addresses only. You may choose the USPS Validated address that is displayed or uncheck the **Use Valid USPS Address** checkbox to use the address you entered.

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



Please review the addresses below.

Hotel	USPS Validated	You Entered
	2 Park Ave	2 Park Avenue
	New York, NY 10016	new york, NY 10013
	United States	United States
	<input checked="" type="checkbox"/> Use Valid USPS Address	



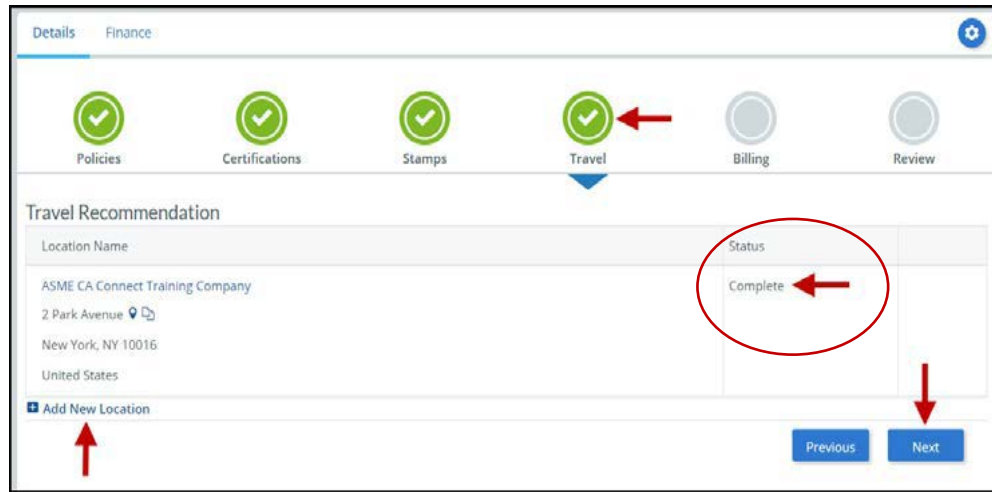
35. You will be redirected back to the **Travel tab**. Confirm that the **Status** shows as **Complete** and that the Travel tab is green and includes a checkmark.

a. If the Travel tab is gray, this indicates that required information was missing. Return to the **Travel Recommendation Details** page by clicking on the **Company Name** link. Review the information previously entered and enter the missing information.

36. If you want to add another location, click the + **Add New Location** link and follow the same steps written above.

37. Confirm that the status for all locations is Complete, then click **Next** to continue.





38. The Travel tab is updated to reflect a green checkmark. The application data processing will advance to the **Billing tab**.

39. A **Use Plant Address** link is displayed under the Billing Address. If a Mailing Address and/or Billing Address was previously entered for the company, you will also see **Use Mailing Address** and **Use Billing Address** links. You can elect to use any one of these addresses to auto-populated the address for the Billing Address or you can enter a different address. This information is required and must be entered in order for the application to be submitted.

40. In the **Company Banking Details** section,
a. Enter the banking details in the fields provided on the tab.



b. Click the **Credit Card Processing Form** link to download the form. Complete the **Credit Card Processing Form** and fax the completed form to ASME.

41. When done, click **Next** to continue.

Details Finance

Policies Certifications Stamps Travel **Billing** Review

Billing
A retainer is billed to cover cost associated with the review/survey. Any left over remittance will be refunded.

Billing Address
Use Plant Address Use Mailing Address

Company Banking Details ←

Please provide the following information to allow ASME to refund any left over remittance.

Address Line 1
Address Line 1

Address Line 2
Address Line 2

Address Line 3
Address Line 3

Country
Select Country

City

Zip/Postal Code

Contact/Attention

Phone Number
+ ext.

Company Banking Details

Bank Account Name / Beneficiary

ABA Routing Number

Billing Contact Email

Account Number / IBAN #

SWIFT Code / BIC

Bank Transit Number

Tax ID Number

Credit Card Processing Form
Credit Card Processing Form ←

← Previous Save Next



42. The **Billing** tab is updated to reflect a green checkmark. The application data processing will advance to the **Review tab**.

43. The **Review tab** displays a summary of the information that was entered in each of the tabs.

44. Click the **View More** link to display additional information on availability dates.

45. Enter the **Earliest Date** that your company will be available for the review. Please note the dates you enter must be a minimum of three months in the future.

46. Select the **Add Dates** link to enter your unavailable **Start Date** and **End Date**. Please note the dates you enter must be a minimum of three months in the future.

A screenshot of a web application interface. At the top, there are two tabs: 'Details' and 'Finance'. Below the tabs is a horizontal row of six icons, each with a checkmark. The icons are labeled 'Policies', 'Certifications', 'Stamps', 'Travel', 'Billing', and 'Review'. The 'Review' icon is highlighted with a red box. Below the icons, there is a section titled 'Please confirm availability dates' with a red circle around the text and a red arrow pointing to a 'View More' link. Below this, there are two input fields: 'Earliest Date' and 'Dates Unavailable Add Dates'. The 'Earliest Date' field has a red arrow pointing to it. The 'Dates Unavailable Add Dates' section has a table with columns for 'Start Date', 'End Date', and 'Remove'. There are red arrows pointing to the 'Start Date' and 'End Date' input fields. At the bottom, there is a 'Sister Locations' input field.

47. Prior to submitting the application, confirm the information appearing on the Review tab is accurate and that all tabs are green with a checkmark. If they are not, return to the uncheck tab using the **Previous** button or clicking on the tab. Enter the missing information on that tab, then return to the Review tab.

48. Select the **Edit** links to modify any of the information you entered.

49. Click on the **Credit Card Processing Form** to download the form if needed.



Please review the details of your application

Travel edit ←			
Division Information	Hotel Information	Airport Information	Emergency Contact
1 Park Ave 📍	Marriott	JFK	Marc Anthony
New York, NY 10016	475 Park Avenue 📍	Queens	Phone: +1 (212) 5911234
United States	New York, NY 10016	Miles From Airport To Hotel: 10	
	United States		
	Miles from Hotel to Site: 10		
	Phone: +1 (212) 2021234		

Billing edit ←

Credit Card Processing Form
pdf Credit Card Processing Form



Please review the details of your application

<p>Travel edit ←</p> <p>Division Information</p> <p>1 Park Ave 📍</p> <p>New York, NY 10016</p> <p>United States</p>	<p>Hotel Information</p> <p>Marriott</p> <p>475 Park Avenue 📍</p> <p>New York, NY 10016</p> <p>United States</p> <p>Miles from Hotel to Site: 10</p> <p>Phone: +1 (212) 2021234</p>	<p>Airport Information</p> <p>JFK</p> <p>Queens</p> <p>Miles From Airport To Hotel: 10</p>	<p>Emergency Contact</p> <p>Marc Anthony</p> <p>Phone: +1 (212) 5911234</p>
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Billing [edit](#) ←

Credit Card Processing Form

 Credit Card Processing Form



50. Scroll down the tab and select the **Upload Company Manual** link. Locate the manual on your local computer and upload the file.

51. Select the **Download Agreement Form** link. The form will be downloaded and saved to your local computer.

52. Locate the file and complete, sign, and save the completed Agreement Form on your local computer. your local computer and upload the file.

53. Select the **Upload Agreement Form** link.

54. Locate the signed agreement form on

- If necessary, can remove the form. However, uploading a completed and sign Agreement Form is required.

55. Click **Save** to continue.



Banking Details Bank Name: ABA Routing Number: Account Number/IBAN #: Swift Code: Bank Transit Number: Bank Account Name: Tax ID Number: Contact/Attention Name: Conbox Contact/Attention Email:	Billing Address 1 Park Ave New York, NY 10016 United States
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Please print, sign and upload the Agreement Form

Instructions: Please click the "Print Agreement" button, then save it to your computer as a pdf file. Next, open the form, print out a hard copy, and sign it. Scan the signed form and save it as a pdf file on your computer. Finally, upload the scanned document via the upload box located below the "Print Agreement" button.

Please upload only your completed Print Agreement Form. No other forms should be submitted via this upload box.



Once your application is complete and all tabs display a green checkmark, the **Submit** button will be presented for application submission. Click the **Submit** option.

IMPORTANT: This is the only opportunity you will have to alter any of the information prior to submission of the application. After the application is submitted, in order to make any changes, you will need to submit a change request to ASME.

50. You will be redirected to the **Application Details** section of the Applications tab. Note: If you applied for a renewal and new certificate, the status of the new certificate will be listed as Pending. Following certificate issuance, the new certificate will be assigning the certificate number.



Certifications				
Certification Type	Status	Effective	Expires	
E ←	Pending ←			
A - 57762	Active	07/03/2019	07/03/2023	
A-1 - Assembly of power boilers at field sites controlled by the above location				



56. On the top right side of the tab, there is a blue gear icon that lets you **Print the application**.

57. Click the blue gear icon and select the **Print Document link**.













