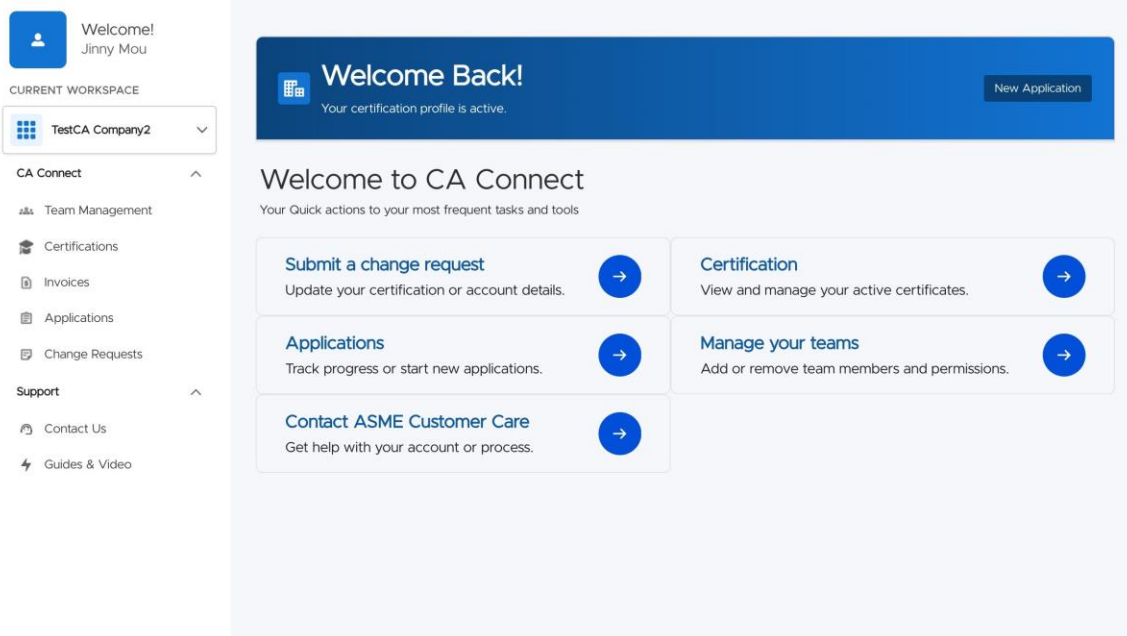


Requesting Authorized Inspection Agency Agreement Confirmation

This guide walks you through the steps to select your authorized inspection agency (AIA) of record during your application. You must already have an ASME.org account and CA Connect Admin Role access, and you must have already submitted an application. To create an ASME.org Account, please review the “Log In to CA Connect” guide.

1. Navigate to the CA Connect home page.



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2. Click "Track progress or start new applications."

The screenshot shows the ASME CA Connect dashboard. On the left is a sidebar with navigation links: Welcome! Jinny Mou, CURRENT WORKSPACE (TestCA Company2), CA Connect, Team Management, Certifications, Invoices, Applications, Change Requests, Support, Contact Us, and Guides & Video. The main content area has a 'Welcome Back!' banner with a 'New Application' button. Below this is a 'Welcome to CA Connect' section with 'Your Quick actions to your most frequent tasks and tools'. This section contains five cards: 'Submit a change request' (Update your certification or account details.), 'Certification' (View and manage your active certificates.), 'Applications' (Track progress or start new applications.), 'Manage your teams' (Add or remove team members and permissions.), and 'Contact ASME Customer Care' (Get help with your account or process.). The 'Applications' card is circled in red.

3. Click "View Details" on your active application.

The screenshot shows the 'My Applications' page in ASME CA Connect. The sidebar is the same as in the previous screenshot. The main content area has a 'My Applications' header and a '+ New Application' button. Below the header are four summary cards: 'Total Applications 3', 'Active 3', 'Expiring Soon 0', and 'Expired 0'. A search bar is present. Below the search bar is a list of applications. The first application is 'Reference ID 6818378705' with status 'Intake - Paid'. It has a 'View Details' button circled in red and a 'View Payment Status' button. The second application is 'Reference ID 8553120058' with status 'Intake - Paid', also with 'View Details' and 'View Payment Status' buttons.

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4. Click "View Details" again to see your application details.

View Application Overview →

Overview Documents

Service Engagements

CASD-1842

2/8 steps completed

Authorized Inspection Agency ▼

Scope	Completed
Codebooks	Completed
AIA	In Progress
Scheduling	Not Started
Audit	Not Started
Corrective Actions	Not Started
Final Review	Not Started
Closed	Not Started

View Documents View Details

5. Click the "Select Authorized Inspection Agency" dropdown.

TestCA Company2 ▼

CA Connect

Team Management

Certifications

Invoices

Applications

Change Requests

Support

Contact Us

Guides & Video

Scope Codebooks AIA Scheduling Audit Corrective Actions Final Review Closed

Select Authorized Inspection Agency

Choose the authorized inspection agency for this application

AIA of Record
Designate the Authorized Inspection Agency for this Site and Program. A confirmed, currently valid legal agreement is required. The designation applies to this and future matching engagements requiring AIA involvement.

AIA Selection Warning
Choose the AIA of Record for this Site and Program. A valid agreement alone is not a designation.

Site2

BPV
AIA of Record for this Site and Program.

Certificates requiring AIA:
H1 - Heating Boiler (cast iron and/or cast aluminum)

Select Authorized Inspection Agency

Select Authorized Inspection Agency ▼

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6. Select your designated AIA from the dropdown. If you do not see your AIA listed, please reach out to ASME Staff for assistance.

The screenshot shows the ASME CA Connect interface. At the top, there is a yellow banner with the text: "Choose the AIA of Record for this Site and Program. A valid agreement alone is not a designation." Below this, the page is titled "Site2". The main content area shows a form for "BPV" (Authorized Inspection Agency) with the text "AIA of Record for this Site and Program." Below this, there is a section for "Certificates requiring AIA:" with a dropdown menu showing "H1 - Heating Boiler (cast iron and/or cast aluminum)". The next section is "* Select Authorized Inspection Agency" with a dropdown menu. The dropdown menu is open, showing a list of AIA options: "AIA UAT2", "AIA - UAT", "OksanaUSACompany0623", "Jones AIA", "NP2AIA_test", "OksanaUATCompany092802", "AIA UAT1", "AIA UAT3", "AIA UAT4", and "AIA UAT5". The "AIA UAT3" and "AIA UAT4" options are highlighted with a red box. The footer contains links for "Terms of Use", "Privacy Policy", "Contact Us", and "Communication Preferences", along with the copyright notice "© 2026 The American Society of Mechanical Engineers. All Rights Reserved."

7. Click "Request Agreement Confirmation." This will notify your AIA that you have chosen them in your application.

The screenshot shows the ASME CA Connect interface. The main content area shows the form for "BPV" (Authorized Inspection Agency) with the text "AIA of Record for this Site and Program." Below this, there is a section for "Certificates requiring AIA:" with a dropdown menu showing "H1 - Heating Boiler (cast iron and/or cast aluminum)". The next section is "* Select Authorized Inspection Agency" with a dropdown menu. The dropdown menu is open, showing a list of AIA options: "AIA UAT2", "AIA - UAT", "OksanaUSACompany0623", "Jones AIA", "NP2AIA_test", "OksanaUATCompany092802", "AIA UAT1", "AIA UAT3", "AIA UAT4", and "AIA UAT5". The "AIA UAT4" option is highlighted with a red box. Below the dropdown menu, there is a text box containing "AIA UAT4". Below this, there is a section for "This agency will be your AIA of Record for Site2 / BPV, for this and future engagements requiring AIA involvement. Use the existing agreement process to request confirmation before designating this agency." Below this, there is a "Back" button and a "Refresh" button. The "Request Agreement Confirmation" button is highlighted with a red box. The footer contains links for "Terms of Use", "Privacy Policy", "Contact Us", and "Communication Preferences", along with the copyright notice "© 2026 The American Society of Mechanical Engineers. All Rights Reserved."

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8. Once your AIA confirms there is a currently active agreement in place with your company, you will be notified by email to proceed with your application.

The screenshot shows the ASME CA Connect interface. On the left is a sidebar with a user profile (Jinny Mou), current workspace (TestCA Company2), and navigation links for CA Connect, Team Management, Certifications, Invoices, Applications, Change Requests, Support, Contact Us, and Guides & Video. The main content area features a progress bar at the top with steps: Scope, Codebooks, AIA (active), Scheduling, Audit, Corrective Actions, Final Review, and Closed. Below the progress bar is the heading 'Select Authorized Inspection Agency' with the instruction 'Choose the authorized inspection agency for this application'. A blue information box titled 'AIA of Record' explains the requirement for a confirmed agreement. A green success box titled 'AIA Selection Updated' states that agreement confirmation is requested and the user should refresh the page. Below this, the 'Site2' section shows 'BPV' as the AIA of Record, a list of certificates requiring AIA (HT - Heating Boiler), a dropdown menu for 'Select Authorized Inspection Agency' currently set to 'AIA UAT4', and a note that the agreement has not been confirmed. At the bottom are 'Back', 'Refresh', and 'Request Agreement Confirmation' buttons.

9. Once you login and return to your application in progress, you will confirm the agreement with your AIA.

This screenshot shows the same ASME CA Connect interface as the previous one, but with a different status. The 'AIA Selection Updated' box is replaced by a yellow warning box titled 'AIA Selection Warning' with a triangle icon, stating that a valid agreement alone is not a designation. The 'Site2' section remains the same, showing 'BPV' as the AIA of Record and the 'Select Authorized Inspection Agency' dropdown set to 'AIA UAT4'. However, the status at the bottom of the dropdown menu has changed to 'Confirmed agreement is currently valid.' The 'Back' button is still present, but the 'Refresh' button is replaced by a 'Confirm AIA of Record' button.

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10. Once your AIA has been confirmed, you will be able to proceed with scheduling.

Step 3 of 8

Scope Codebooks **AIA** Scheduling Audit Corrective Actions Final Review Closed

Select Authorized Inspection Agency

Choose the authorized inspection agency for this application

AIA of Record
Designate the Authorized Inspection Agency for this Site and Program. A confirmed, currently valid legal agreement is required. The designation applies to this and future matching engagements requiring AIA involvement.

AIA Selection Updated
AIA of Record confirmed. The agency is assigned to this engagement and future matching engagements. You can proceed to scheduling.

AIA Automatically Assigned
The AIA of Record is assigned to this engagement. No separate engagement acceptance is required. You can proceed to scheduling.

Site2

BPV
AIA of Record for this Site and Program.

Certificates requiring AIA:

H1 - Heating Boiler (cast iron and/or cast aluminum)

AIA of Record
AIA UAT4

Automatically assigned from your AIA-of-record designation for Site2 / BPV.

Replacing an AIA of Record requires an official Change Request.
Designated by Jinny Mou on Oct 19, 2026
Confirmed agreement is currently valid.

← Back **Proceed to Scheduling →**