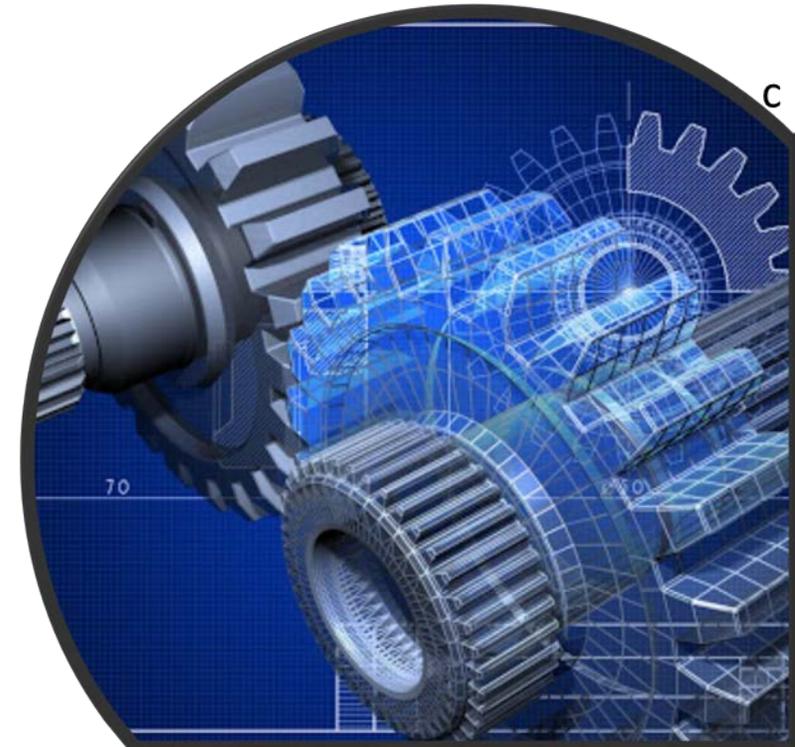




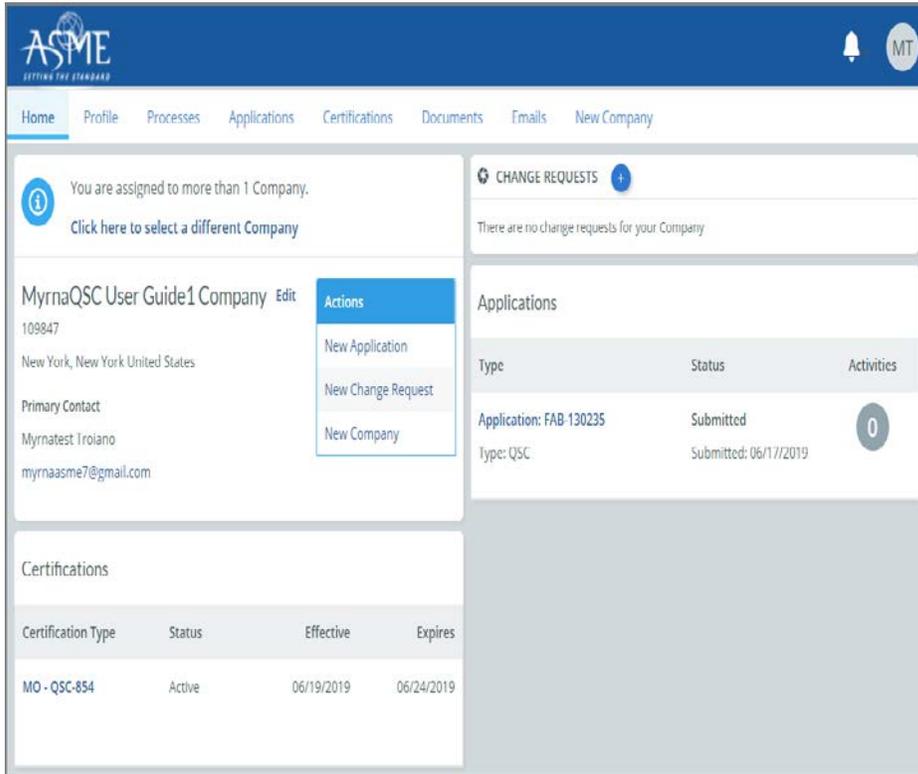
ASME Conformity
Assessment
QSC Program
New & Renew

QSC Program – Renewal and New Application

The information required to process information and apply 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 that are required and driven by the Program Type. In order to apply, 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. Once you log in, a. If you are associated with a single company, you will be directed to your Company Dashboard.



ASME
SETTING THE STANDARD

Home Profile Processes Applications Certifications Documents Emails New Company

You are assigned to more than 1 Company.
Click here to select a different Company

CHANGE REQUESTS 4
There are no change requests for your Company

MyrnaQSC User Guide1 Company Edit

109847
New York, New York United States

Primary Contact
Myrnatest Troiano
myrnaasme7@gmail.com

Actions

- New Application
- New Change Request
- New Company

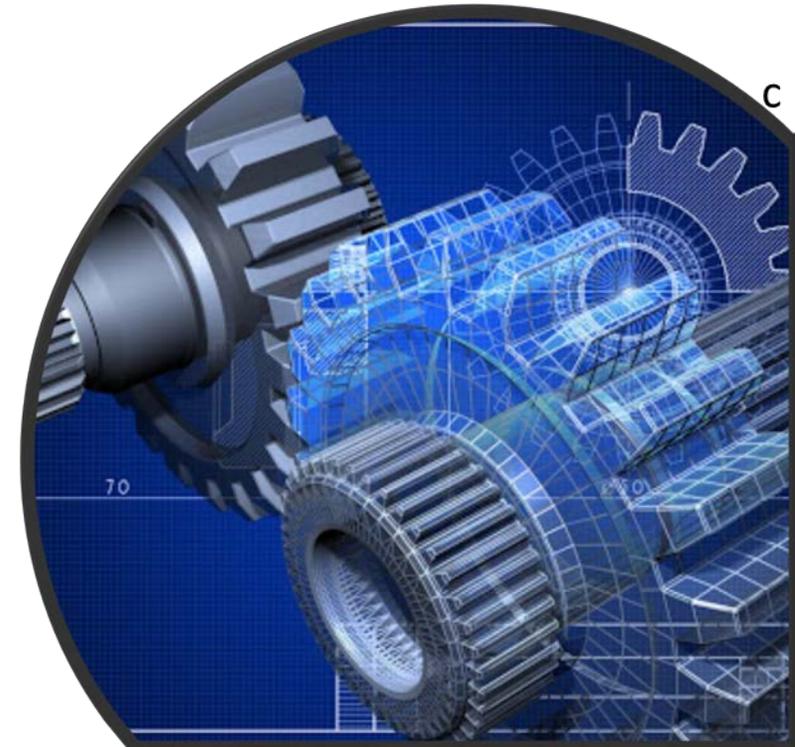
Applications

Type	Status	Activities
Application: FAB-130235 Type: QSC	Submitted Submitted: 06/17/2019	0

Certifications

Certification Type	Status	Effective	Expires
MO - QSC-854	Active	06/19/2019	06/24/2019

- b. If you are associated with multiple companies, you will first be directed to a list of your companies. 1) Once you select the Company, you will be directed to the Company Dashboard.



Your Companies

Please select an Company from the list below:

Name	Company ID	Location	Website
ASME CA Connect Testing Company	111012	New York, New York United States	www.training.com
ASME CA Connect Training Company	111011	New York, New York United States	www.training.com

If you do not see the Company you are looking for, please contact your representative and ask them to grant you access.
Choose Persona | Logout

3. Select the **Applications** tab found on the Company Dashboard menu bar or the **New Application** link that is in the **Actions** box.

Home Profile Processes Applications Certifications Documents Emails New Company

You are assigned to more than 1 Company.
Click here to select a different Company

MyrnaQSC User Guide1 Company Edit

109847
New York, New York United States

Primary Contact
Myrnaest Troiano
myrnaasme7@gmail.com

Actions

- New Application
- New Change Request
- New Company

CHANGE REQUESTS

There are no change requests for your Company

Applications

Type	Status	Activities
Application: FAB-130235 Type: QSC	Submitted Submitted: 06/17/2019	0

Certifications

Certification Type	Status	Effective	Expires
MO - QSC-854	Active	06/19/2019	06/24/2019

4. The Applications tab will open so that you can begin create a new application for the renewal certification process.

5. The default and first Application tab is the **Policies** tab. Review all information displayed on the tab.

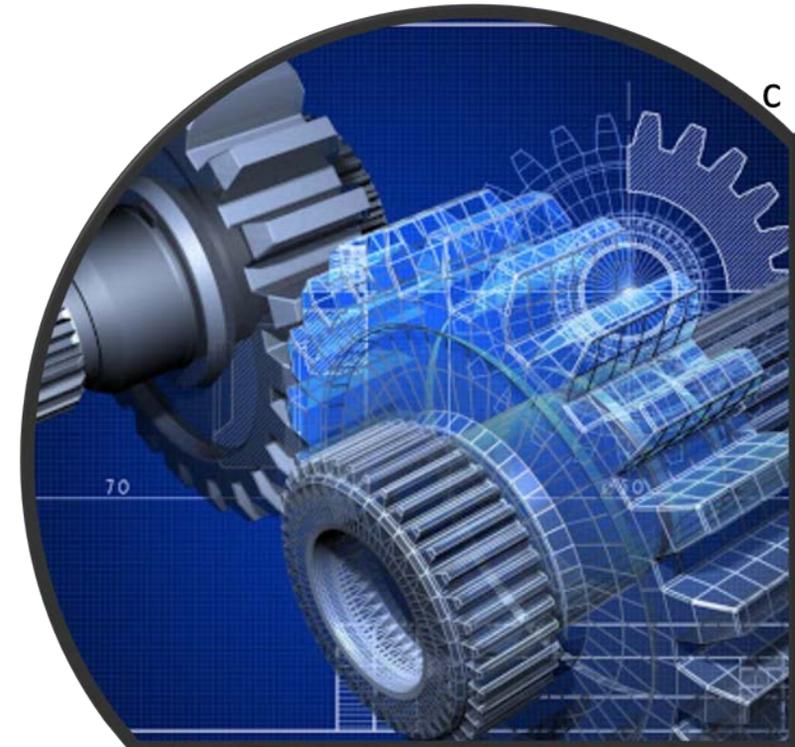
6. Scroll down the page to the **Extension Policy** section.

7. If you want to see the policy on Request for Extension, select the **General Downloads** link. You will be directed to the **ASME.org Downloadable Resources** page.

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

8. Check the **I have reviewed and agreed to the above policies** box.

9. Click **Next** to continue.



ASME
SETTING THE STANDARD

Home Profile Processes **Applications** Certifications Documents Emails New Company

ASME CA Connect Training Company
111011
New York, NY
www.training.com

Primary Contact
Jane Smith
jsmith@training.com
+1 (212) 5911111

Activities
0 No activities scheduled.
There are no activities scheduled for this application at this time.

Processes
0 No active Application Process
No application processes have been started for this application.

Details Finance

Policies Certifications Stamps Travel Billing Review

Final Invoice
For reviews/Surveys conducted by ASME, a final invoice will be rendered. It will contain the fees and expenses of the ASME Designee. If there is a balance due to ASME, certificates and stamps cannot be issued until the invoice is paid.

Cancellation - Reviews/Surveys scheduled by ASME
Cancellation of review/survey dates scheduled by ASME is subject to a monetary penalty, deducted from the advanced deposit in the following schedule:

- \$2,000 for cancellation after acceptance of review/survey dates.
- \$3,500 for cancellation within 2 months of review/survey dates.
- \$6,000 for cancellation within 1 months of review/survey dates.

Extension Policy
In order to be eligible for an extension of the expiration date stated on a Certificate, the renewal application and all applicable fees, including advance payments, must be received not later than six (6) months prior to the expiration date on the Certificate.

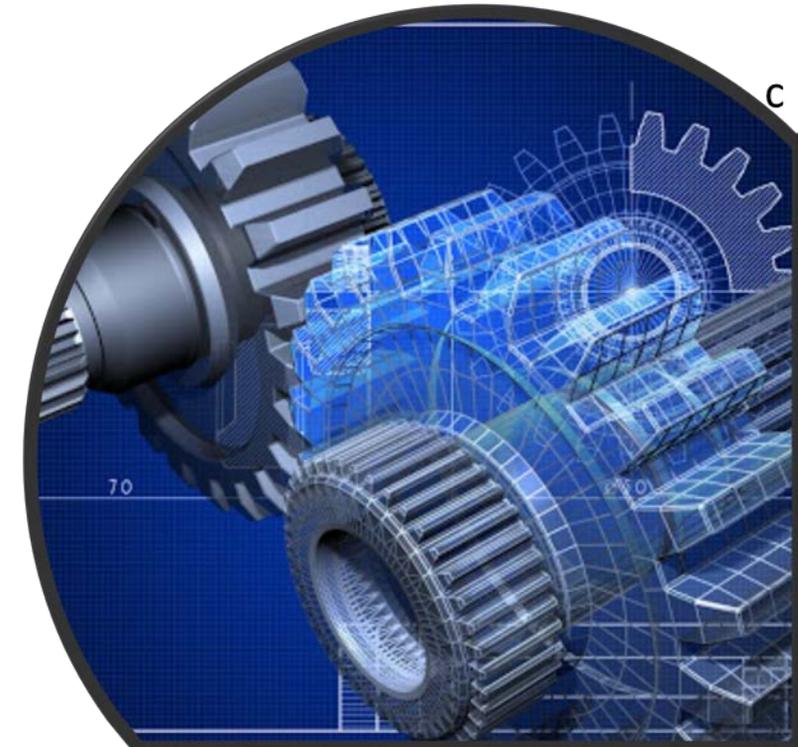
This will ensure that the renewal process will be completed prior to the expiration date indicated on the Certificate. Furthermore, the Certificate Holder must indicate available dates more than nine (9) weeks prior to the expiration date of the Certificate when completing the Scheduling Information Form.

If ASME cannot schedule the review/survey on the dates included, then an extension will be granted.

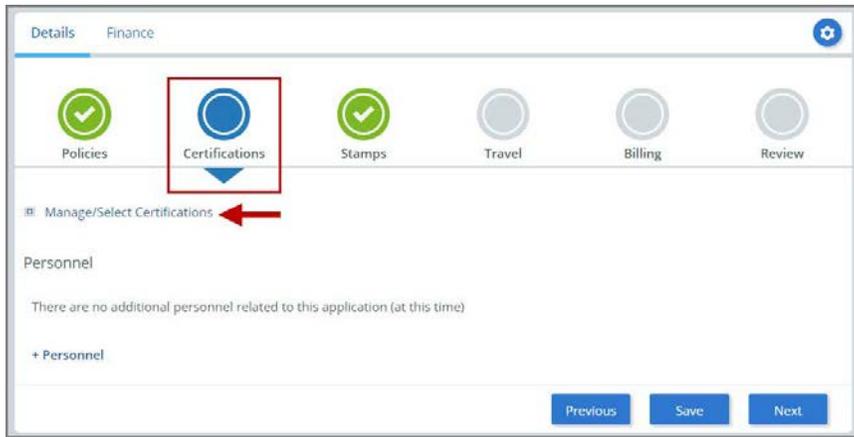
Please see the Policy on Request for Extension under [General Downloads](#) for more information.

I have reviewed and agreed to the above policies.

Next

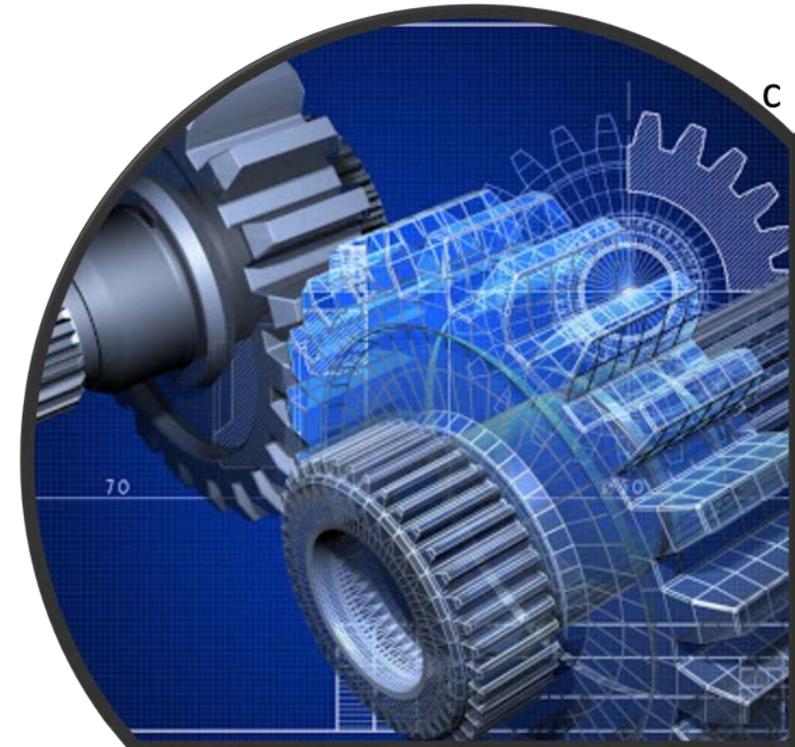
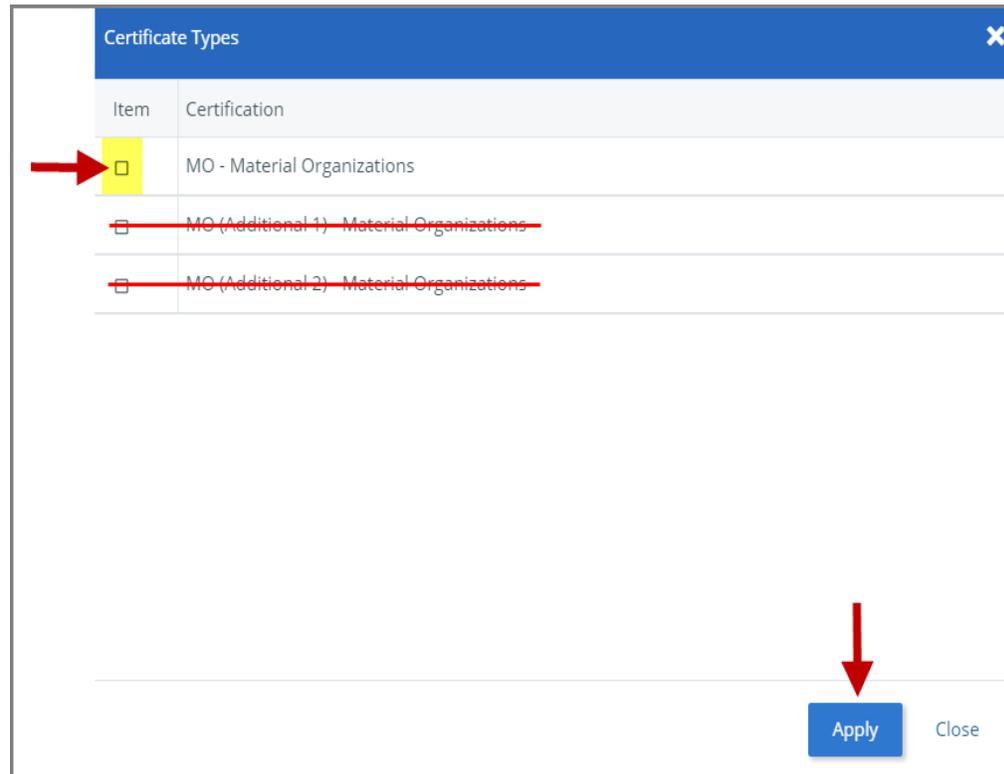


- The **Policies** tab is updated to reflect a green checkmark.
- Your application process will advance to the **Certifications** tab.
- Click the **Manage/Select Certifications** link or checkbox.



13. The Certificate Types form is displayed containing the PRD-Pressure Relief Device Certificate Type. Select the Certificate Type.

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



Details Finance

Policies Certifications Stamps Travel Billing Review

Manage/Select Certifications

MO QSC-854

Scope Statement

Sites

There are no additional sites or addresses related to this application (at this time)

+ Site | + Address

Previous Save Next

15. The Certificate Type and Certificate Number you are renewing will be added to the Certifications Tab. Click the **Choose Scopes** link.

16. You will be directed back to the **Certifications** tab. Select the Scope Statement **Choose Scopes** link

17. You will be taken to the **Scopes** form. Select the applicable scope(s).

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

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

20. The **Supplemental Application Form** is downloaded to your local drive.

21. Complete the supplemental form.

22. Save the completed form on your local drive.

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

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

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

Details Finance

Policies Certifications Stamps Travel Billing Review

Program Type

QSC

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.

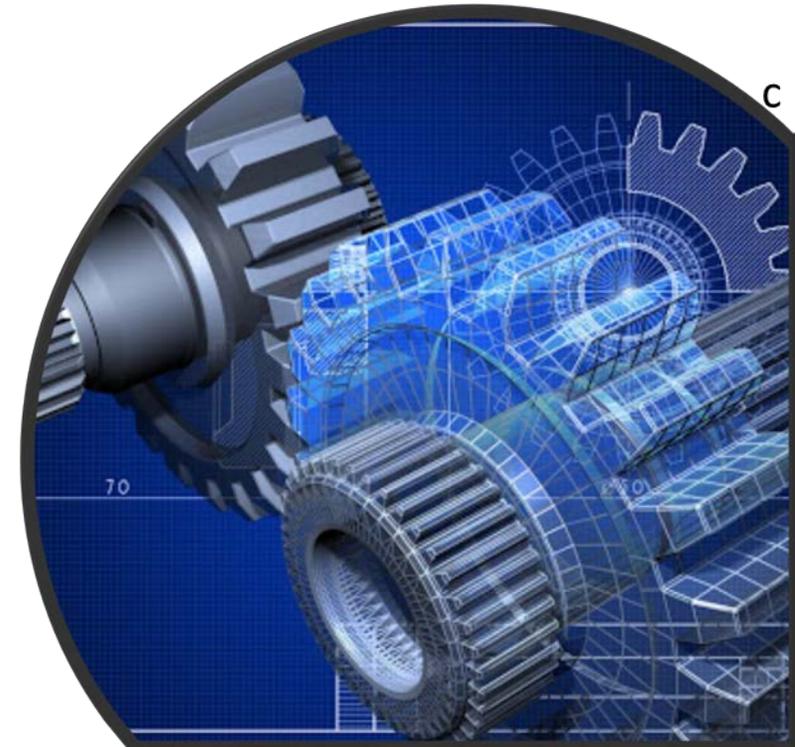
Please upload the completed form via the "Upload Supplemental Form" button located below the "Download Supplemental Form" button.

Download Supplemental Form

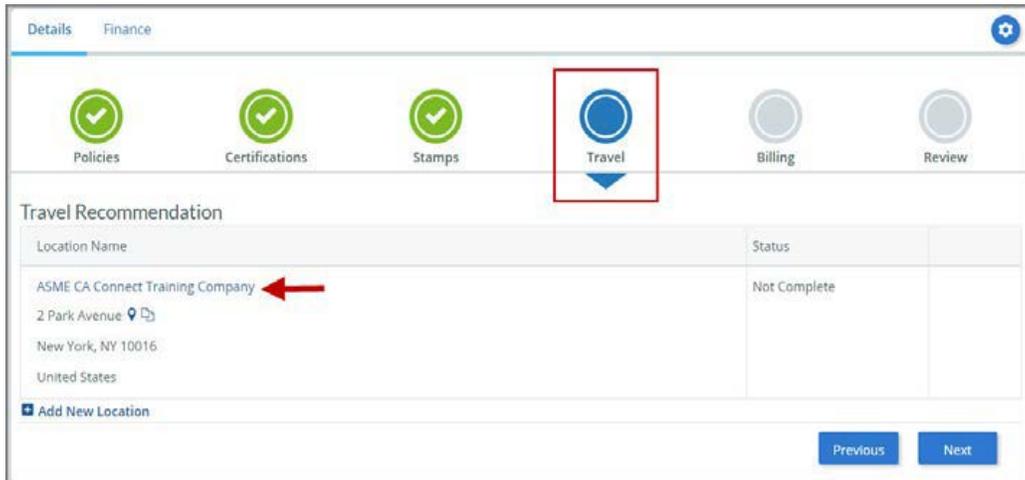
Upload Supplemental Form (PDF)

Previous Save Next

26. The **Stamps** tab is updated to reflect a green checkmark. The application process will advance to the **Travel** tab.



27. 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

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

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

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

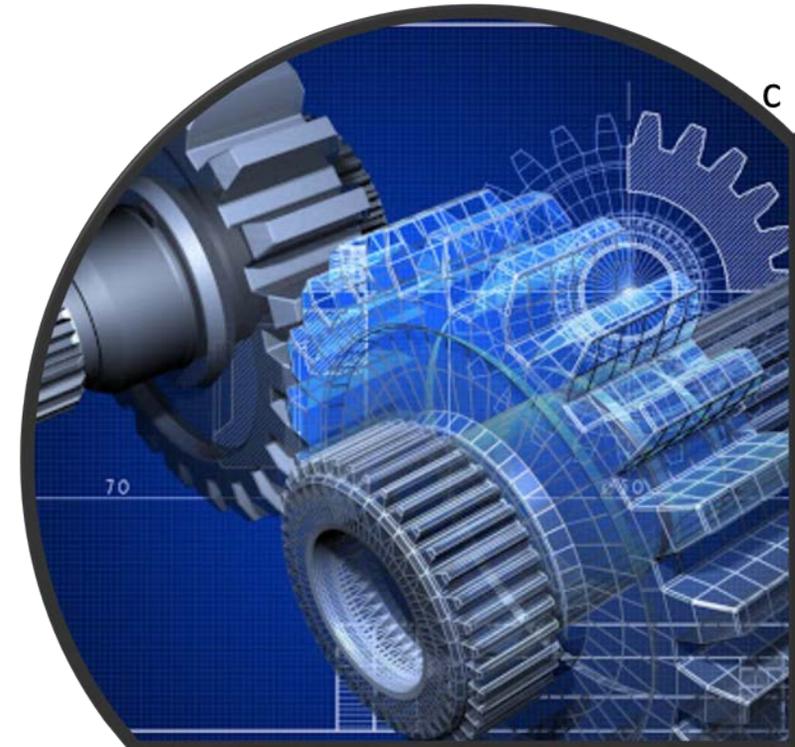
Note: The **Plant Address** is required in order to complete the application. If the **Plant Address** is not pre-populated on the form, you will need to exit the application and contact CA Connect Customer Support.

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

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

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

33. 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 *

Airport

Name *

City *

Miles from airport to hotel *

Transportation *
Select Transportation

Save

34. 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.



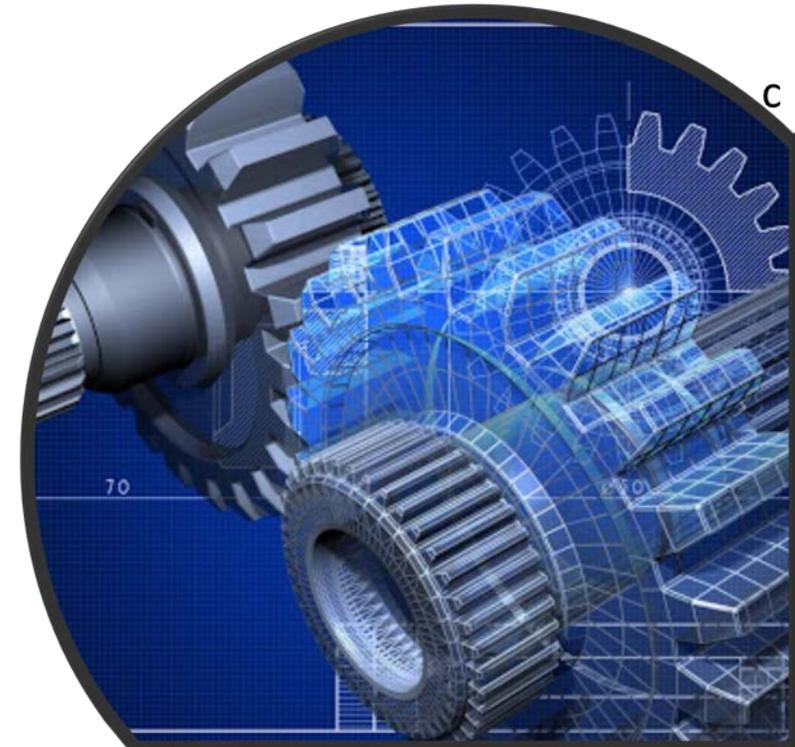
Please review the addresses below.

USPS Validated	You Entered
2 Park Ave	2 Park Avenue
New York, NY 10016	new york, NY 10013
United States	United States

Use Valid USPS Address

Save Cancel

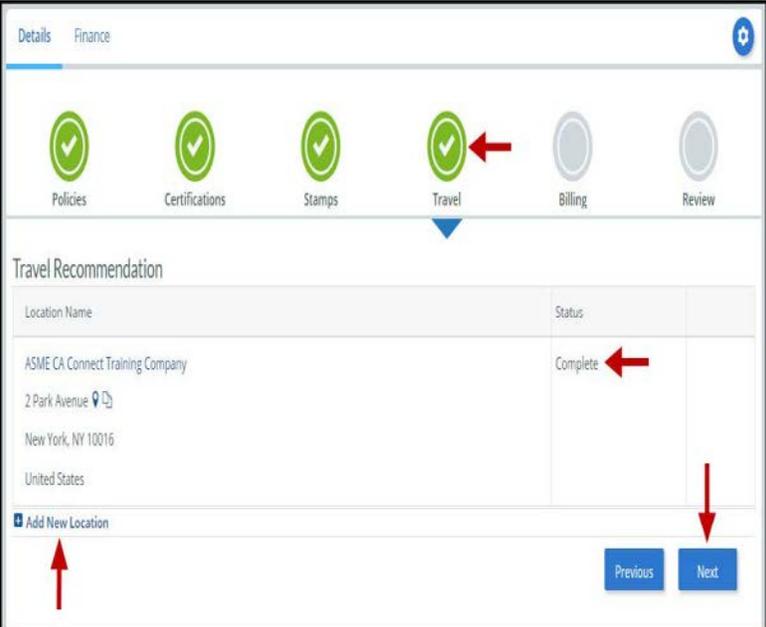
35. When done, click **Save** to continue.



36. 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.

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

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



The screenshot shows a web interface with a navigation bar at the top containing 'Details' and 'Finance' tabs. Below the navigation bar are six circular icons representing different stages: Policies, Certifications, Stamps, Travel, Billing, and Review. The 'Travel' icon is green with a checkmark and has a red arrow pointing to it. Below this is a 'Travel Recommendation' section with a table. The table has two columns: 'Location Name' and 'Status'. The first row contains 'ASME CA Connect Training Company' and 'Complete', with a red arrow pointing to the 'Complete' status. Below the table is an 'Add New Location' link with a red arrow pointing to it. At the bottom right are 'Previous' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

Location Name	Status
ASME CA Connect Training Company 2 Park Avenue New York, NY 10016 United States	Complete

39. The **Travel** tab is updated to reflect a green checkmark.

40. Your application process will advance to the **Billing** tab.

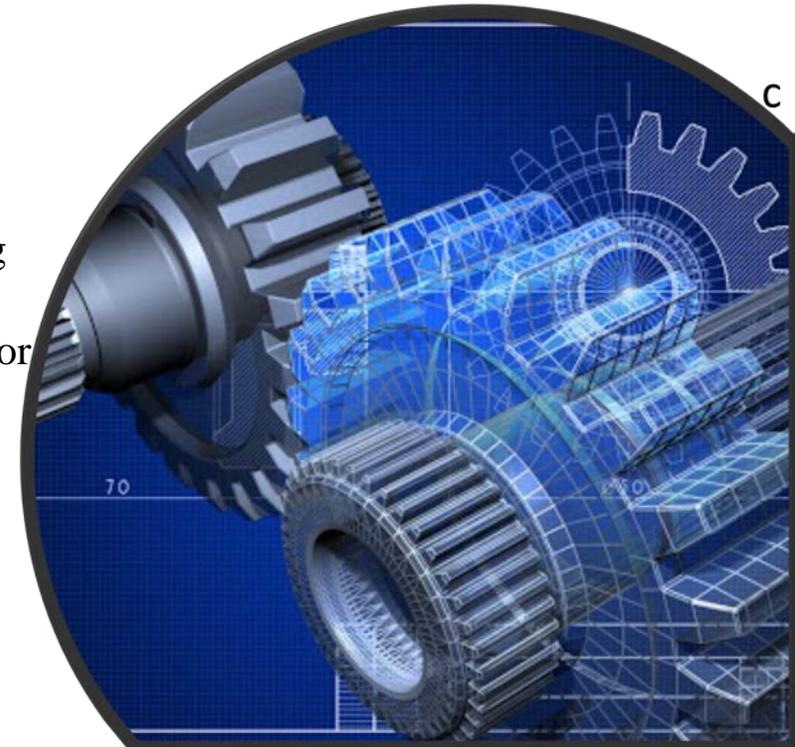
41. A **Use Plant Address** link is displayed under the Billing Address. If a Mailing Address and/or Billing Address was previously entered for the company, you will also see **Use Mailing Address** and **Use Billing Address** links. You can elect to use any one of these addresses to auto-populated the 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.

42. 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.

43. 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

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 ←

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

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



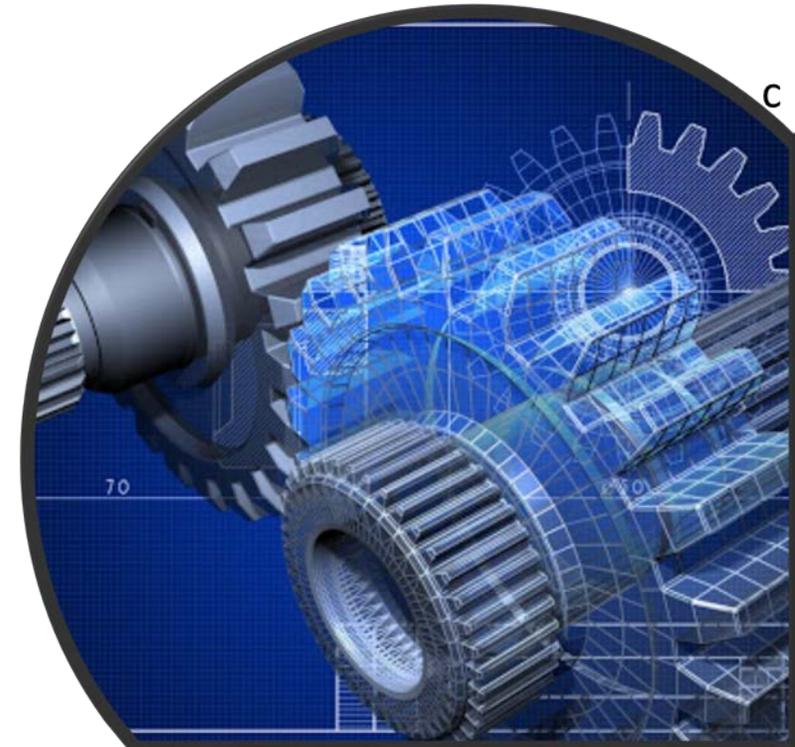
44. The **Billing** tab is updated to reflect a green checkmark. Your application process will advance to the **Review tab**.

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

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

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

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

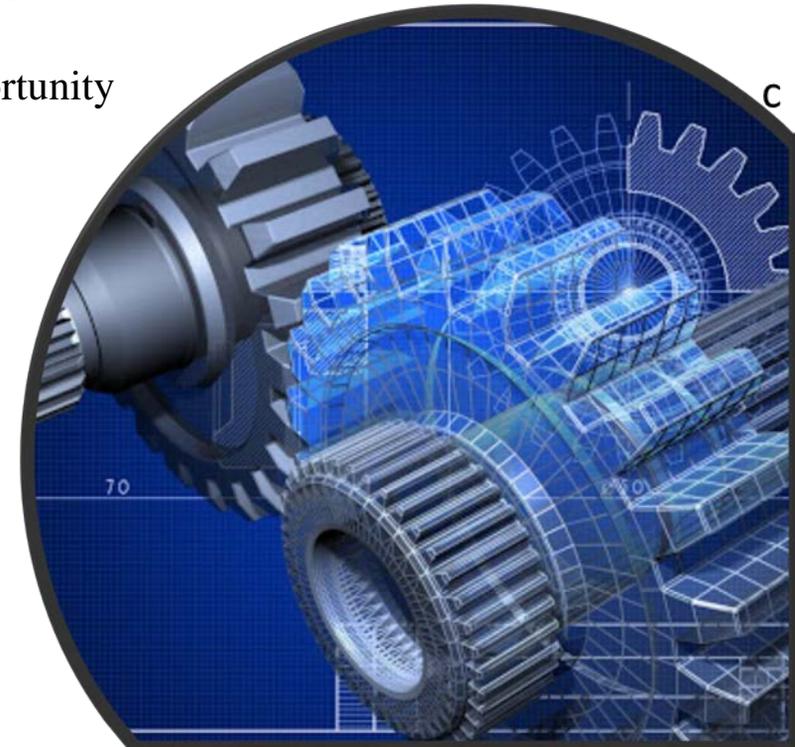




49. Prior to submitting the renewal application, confirm the information appearing on the Review tab is accurate and that all tabs are green with a checkmark. If they are not, you can return to the uncheck tab using the **Previous** button or clicking on the tab. Enter the missing information on that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

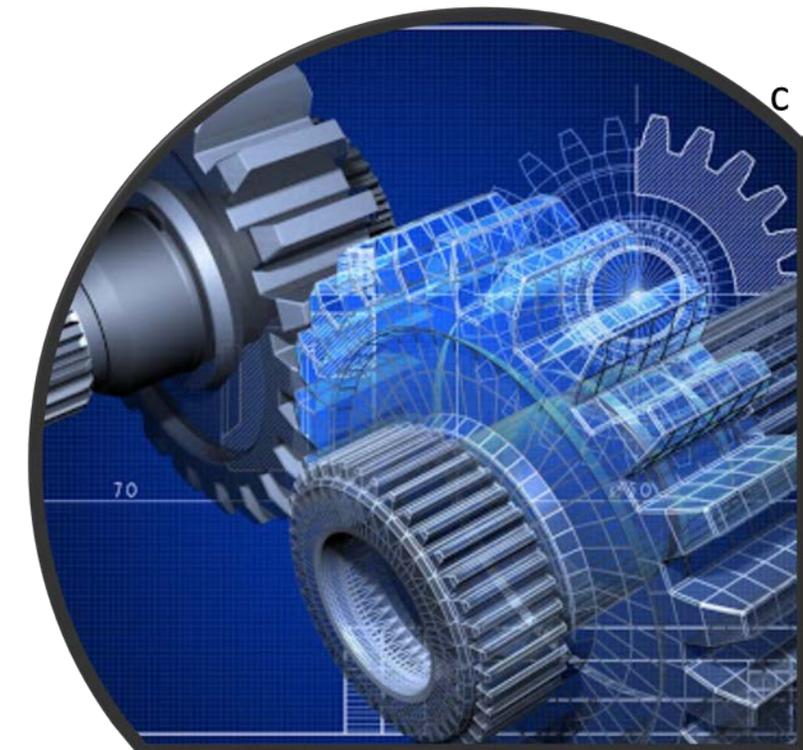
50. You can click the **Edit** links to modify any of the information you entered. This is the only opportunity you will have to alter any of the information prior to submission of the renewal application.

51. You can also download the **Credit Card Processing Form**.





- 52. Scroll down the tab and select the **Download Agreement Form** link. The form will be downloaded and saved to your local computer.
- 53. Click the **Download Agreement Form** link. The form will be downloaded and saved to your local computer.
- 54. Locate the file and complete, sign, and save the completed Agreement Form on your local computer.
- 55. Select the **Upload Agreement Form** link.
- 56. Locate the signed agreement form on your local computer and upload the file.
 - a. If necessary, can remove the form. However, uploading a completed and sign Agreement Form is required.
- 57. Click **Save** to continue.

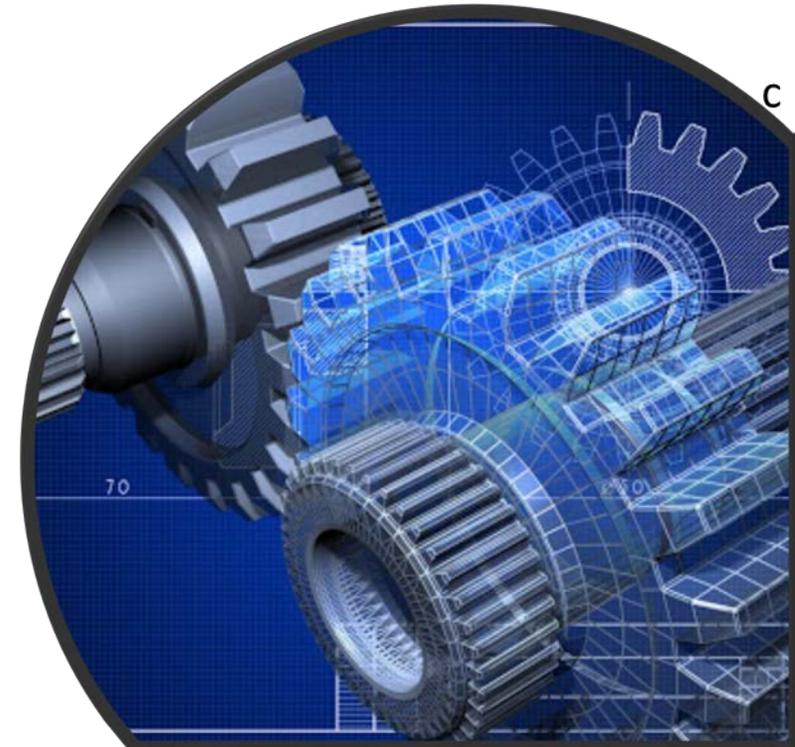
A screenshot of a web form with a dashed border at the top. The form is divided into two columns. The left column is titled 'Banking Details' and contains fields for Bank Name, ABA Routing Number, Account Number/IBAN #, Swift Code, Bank Transit Number, Bank Account Name, Tax ID Number, Contact/Attention Name (with the value 'Contxxx'), and Contact/Attention Email. The right column is titled 'Billing Address' and contains fields for the address (1 Park Ave), city (New York, NY 10016), and country (United States). Below these fields, there is a section titled 'Please print, sign and upload the Agreement Form' with instructions. At the bottom of the form, there are two links: 'Download Agreement Form' and 'Upload Agreement Form', both with red arrows pointing to them. At the very bottom, there are two blue buttons: 'Previous' and 'Save', with a red arrow pointing to the 'Save' button.

58. 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.



59. You will be redirected to an **Application Details** section of the Applications tab. On the top right side of the tab, there is a blue gear icon that lets you **Print** the application. Click the blue gear icon and select the **Print Document** link.

60. To print the application details, click the **Print Document** option.





For Additional Support Please email
ca@asme.org

