

ASME Conformity  
Assessment

Company Name &  
Location Change

To the right of the **Company Dashboard Home** page is a section for **Change Requests**. This is where you can apply for a change request.

To begin a new **Change Request**,

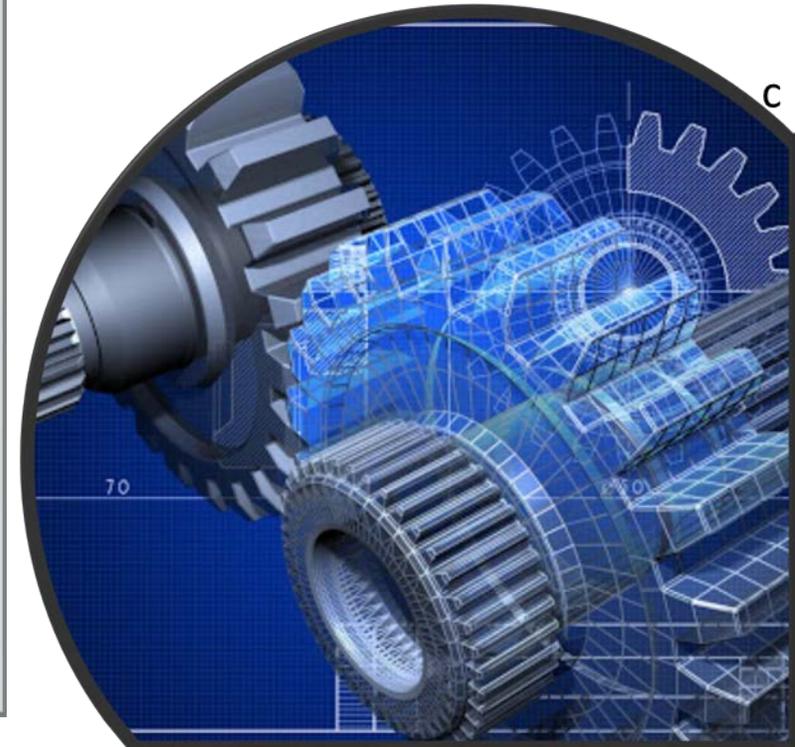
1. From the **Company Dashboard Home Page**, you can select either the **New Change Request link** displayed under the **Actions** box or the **Change Requests blue (+) circle icon** to submit a change request.



The screenshot displays the ASME Company Dashboard Home page. The top navigation bar includes links for Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The main content area is divided into several sections:

- Home:** A red arrow points to the Home link in the navigation bar. Below it, a message states "You are assigned to more than 1 Company. Click here to select a different Company" with a blue circular icon containing a red arrow.
- Company Information:** Details for "ASME CA Connect Training Company" (ID: 111011) are shown, including location (New York, New York, United States), website (www.training.com), and primary contact (Jane Smith, jsmith@training.com, +1 (212) 5911111). A red arrow points to the "Actions" menu, which contains "New Change Request" and "New Company".
- Change Requests:** A section titled "CHANGE REQUESTS" with a blue (+) icon. A red arrow points to this icon. Below it, there is a "Select process..." dropdown menu and an "Application" field labeled "(optional)". "Create" and "Cancel" buttons are present. A specific change request is shown: "Change Request: Company Name Change" with a progress indicator at 50% and the status "In Progress on 06/12/2019".
- Applications:** A table listing applications with columns for Type, Status, and Activities.

Type	Status	Activities
Application: FAB-131534 Type: Boiler	Open	0

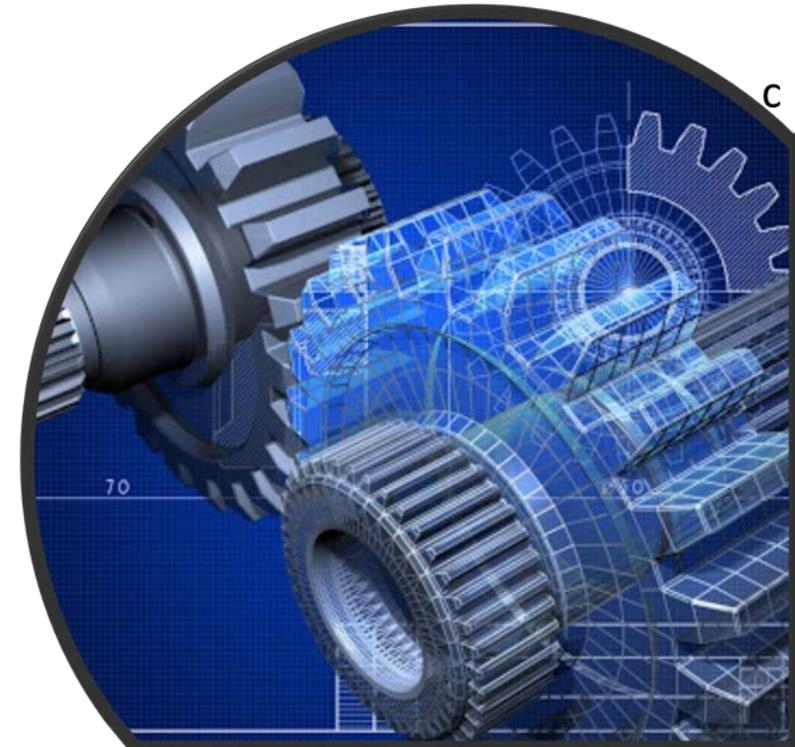




2. The following is a list of change requests you can apply. The steps and information required to complete the submission of any of the change requests is provided in this User Guide. To be directed to the details relating to a specific change request, click on the assigned link below.

- [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](#)

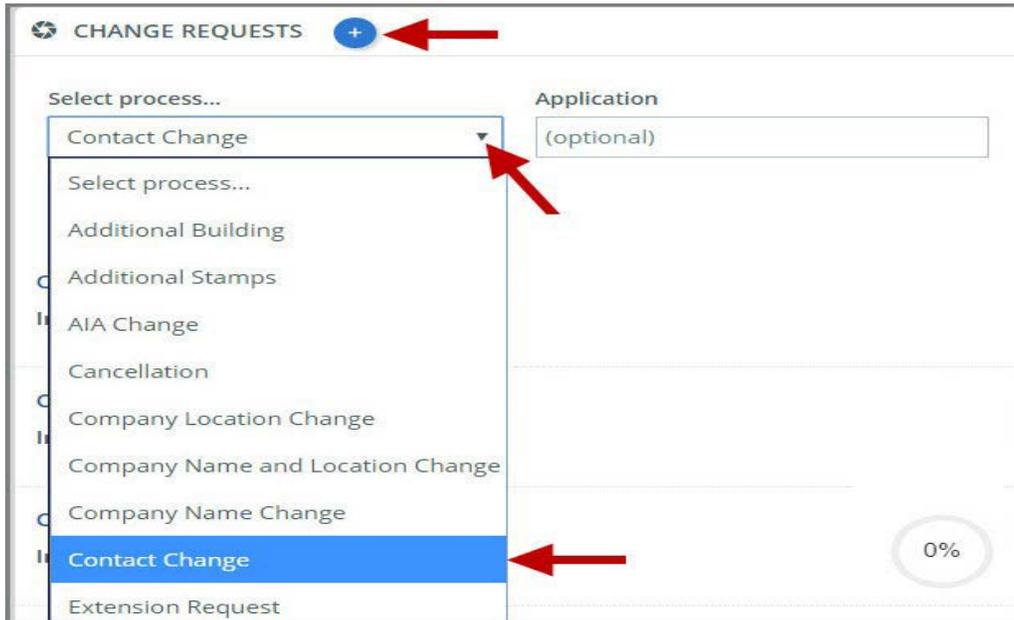
This session will focus on Contact Change



## Contact Change

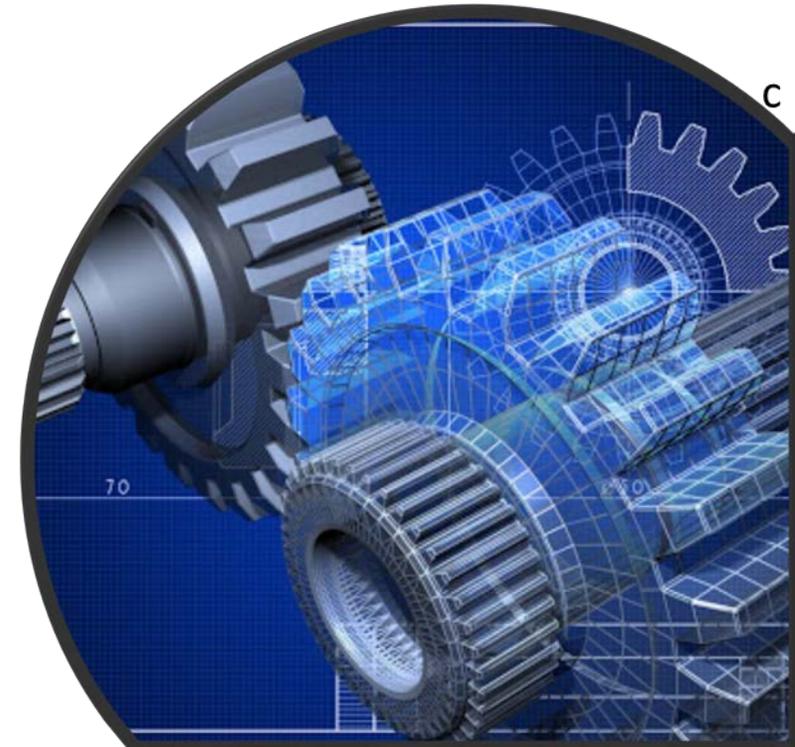
If the information for one of the Primary Company Contact and/or Trusted Contacts changes, select the Contact Change request process.

1. Click the **Change Request blue (+) icon**.
2. Under **Select Process**, click the **down arrow icon** to display a selection list for the change request.
3. Scroll through change request list and select **Contact Change**.



The screenshot displays the 'CHANGE REQUESTS' interface. At the top left, there is a blue circle with a white plus sign, which is highlighted by a red arrow. Below this, the 'Select process...' dropdown menu is open, showing a list of options. The 'Contact Change' option is highlighted in blue and is also pointed to by a red arrow. To the right of the dropdown is an 'Application' field with the text '(optional)'. At the bottom right of the interface, there is a circular progress indicator showing '0%'.

4. Click **Create**.

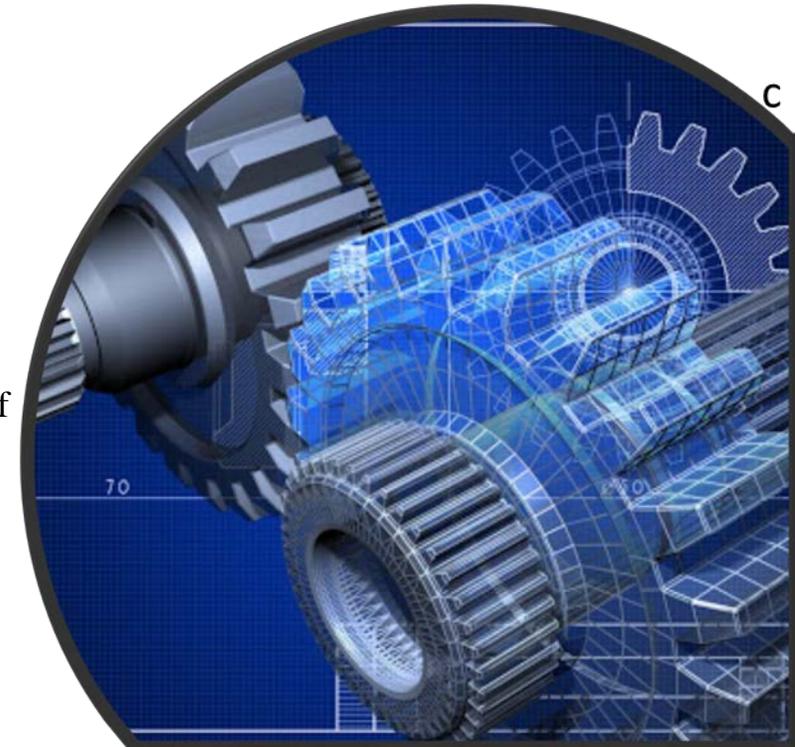


5. The system will direct you to the **Processes** page. Under the **Submission and Initial Review** section of the page, select the **Create Form** link.

6. A form is displayed for you to enter the details relating to the change request you are applying for. Enter and select the following information

- Effective Date
- First and Last Name of Existing Contact
- Does contact name need update? (select Yes or No)
- Does contact email address need update? (select Yes or No)
- Does a contact phone need update? (Yes or No)
- Updated First and Last Name (if applicable)
- Updated Email Address (if applicable)
- Updated Business Phone, including country and area codes (if applicable)
- Updated Fax Number, including country and area codes (if applicable)
- Updated Mobile Phone, including country and area codes (if applicable)

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



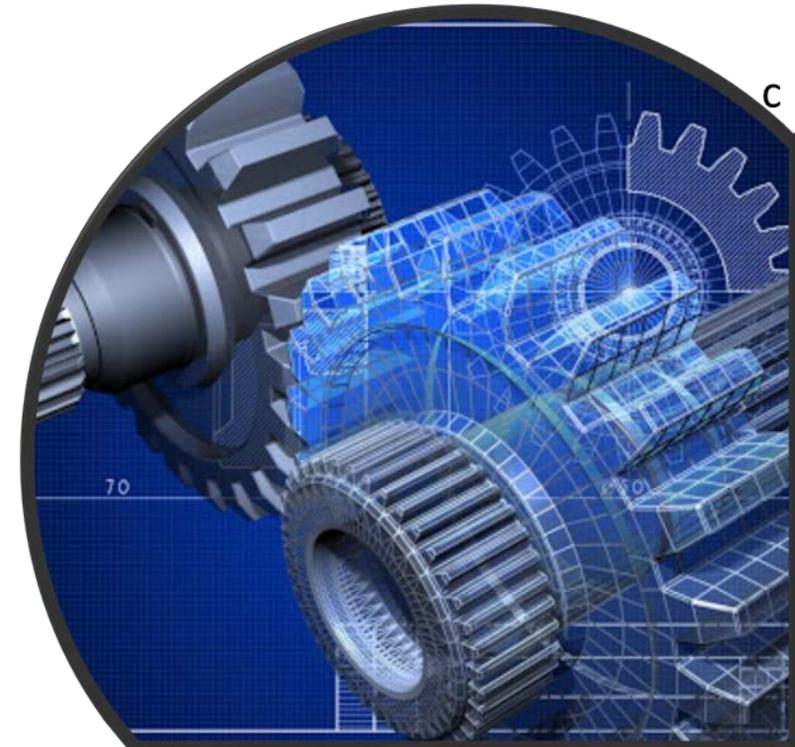
The image shows a screenshot of a web form titled "Form" with a close button (X) in the top right corner. The form contains several sections for contact information. Red arrows point to the following fields: "Effective Date" (calendar icon), "First and Last Name of Existing Contact", "Does contact name need update?" (radio buttons for Yes and No), "Does contact email address need update?" (radio buttons for Yes and No), "Does a contact phone need update?" (radio buttons for Yes and No), "Updated First and Last Name (if applicable)", "Updated Email Address (if applicable)", "Updated BUSINESS phone (including country and area codes) (if applicable)", and the "Save" button. The "Save" button is highlighted with a red arrow. The "Cancel" button is also visible.



8. You will be directed back to the previous page where the information you entered on the form is displayed.

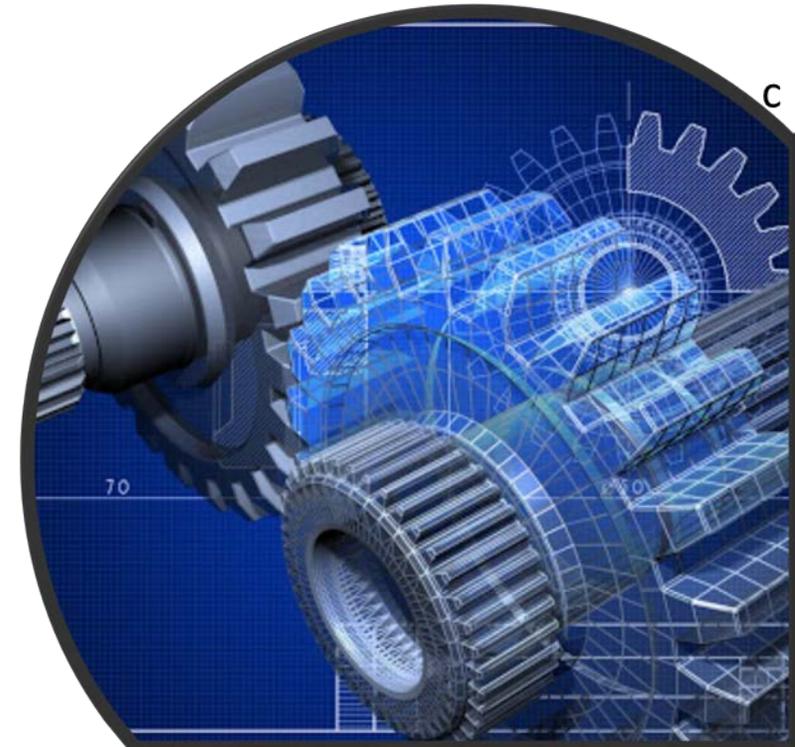
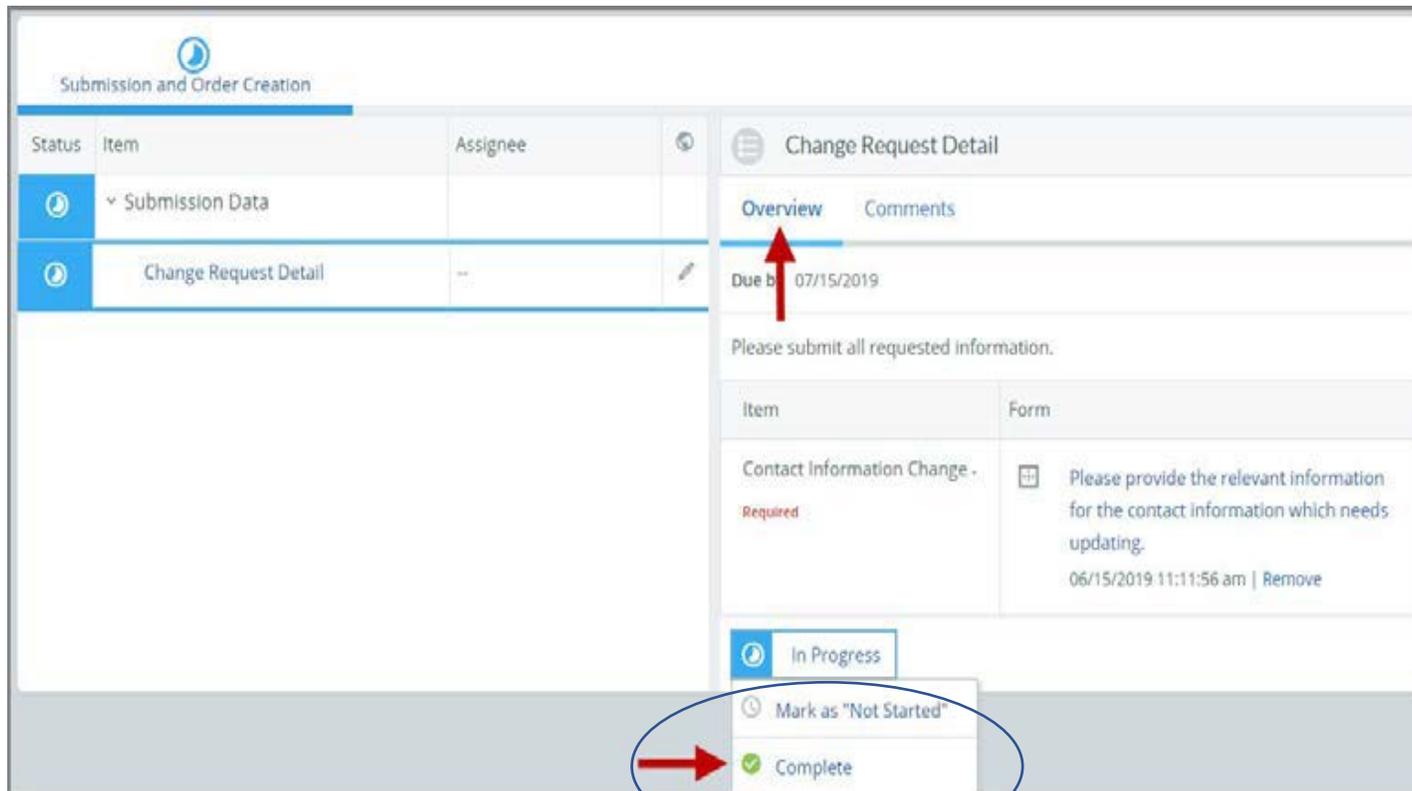
9. **Optional:** If you want to enter a comment follow the steps below. Otherwise, skip this step.

- a. Select the **Comments** link.
- b. Click the **+Comment** link.
- c. Enter the Comments in the text box provided.
- d. When done, click **Save** to continue.



10. Initially the status of the change request will be **In Progress**. Once you complete entering all the required information for the change request,

- a. Click the **In Process** blue half-moon icon.
- b. Select **Complete**.





For Additional Support Please email  
[ca@asme.org](mailto:ca@asme.org)

