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.
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**.
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.
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
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