

How to Invite a New Member to CA Connect

This guide walks you through the steps to invite a member to your team using the CA Connect portal. You must already have an ASME.org account and CA Connect Admin Role access. To create an ASME.org Account, please review the “Log In to CA Connect” guide.

1. Navigate to the CA Connect home page.

The screenshot shows the ASME CA Connect user interface. At the top left, the ASME logo and 'CA Connect' are displayed. On the right, there are links for 'Go To ASME.ORG' and 'Sign Out'. The user's name 'Pete Cho' is shown in the top left corner. Below the user name, the 'CURRENT WORKSPACE' is set to 'TestCA Company28'. A navigation menu on the left includes 'CA Connect', 'Team Management', 'Certifications', 'Invoices', 'Applications', and 'Change Requests'. The main content area features a 'Welcome Back!' banner with 'Your certification profile is active.' and buttons for 'New Application' and 'View Profile'. Below the banner, the text 'Welcome to CA Connect' is followed by 'Your Quick actions to your most frequent tasks and tools'. A grid of five quick action buttons is displayed: 'Submit a change request' (Update your certification or account details), 'Applications' (Track progress or start new applications), 'Contact ASME Customer Care' (Get help with your account or process), 'Certification' (View and manage your active certificates), and 'Manage your teams' (Add or remove team members and permissions).

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2. Select "Team Management" from the sidebar or "Manage your teams" from the home page. Also confirm that your company name is correct in the Current Workspace, if you have access to more than one company.

ASME CA Connect Go To ASME.ORG Sign Out

Welcome! Pete Cho

CURRENT WORKSPACE: Sample Company

CA Connect

- Team Management
- Certifications
- Invoices
- Applications
- Change Requests

Welcome Back! Your certification profile is active. [New Application](#)

Welcome to CA Connect

Your Quick actions to your most frequent tasks and tools

- [Submit a change request](#)
Update your certification or account details.
- [Certification](#)
View and manage your active certificates.
- [Manage your teams](#)
Add or remove team members and permissions.
- [Applications](#)
Track progress or start new applications.
- [Contact ASME Customer Care](#)
Get help with your account or process.

3. Click "Invite Member" and you will see the "Invite Member" window.

Pete Cho

CURRENT WORKSPACE: TestCA Company28

CA Connect

- Team Management
- Certifications
- Invoices
- Applications
- Change Requests

Welcome Back! Your certification profile is active. [New Application](#) [View Profile](#)

Team Management

Team Management Manage your personal details and account preferences

TestCA Company28 2 people
Conformity Assessment CA Connect

Members

Search members... All Roles Active, inactive, pending [Refresh](#) [Invite Member](#)

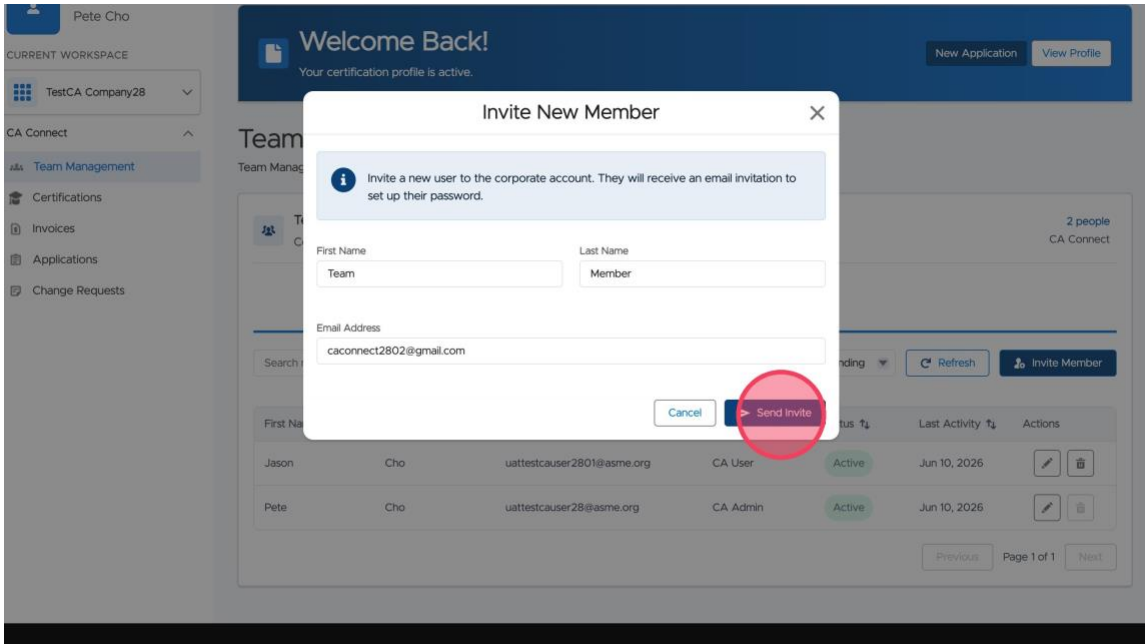
First Name ↓	Last Name ↑	Email ↑	Role ↑	Status ↑	Last Activity ↑	Actions
Jason	Cho	uattestcauser2801@asme.org	CA User	Active	Jun 10, 2026	Edit Delete
Pete	Cho	uattestcauser28@asme.org	CA Admin	Active	Jun 10, 2026	Edit Delete

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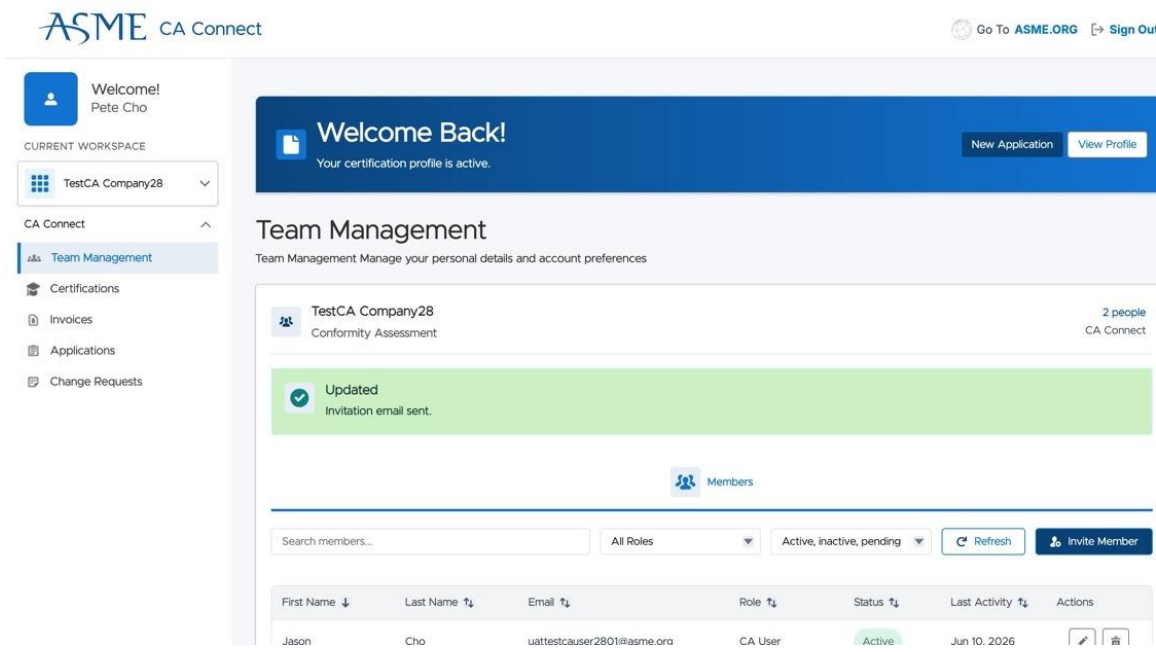
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4. Enter the new member's name and email address and click "Send Invite." Use the team member's company email, and the email should match the email on their ASME.org account. If the email is already associated to an existing user or a pending user, you will get an error message.



5. The invitation email gets sent. The invitee should look for a new email from ASME Customer Care. Check the Spam or Junk folder if they don't see it. If there are any issues with the email, please contact ASME Customer Care.



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6. The new member will get an email invitation from ASME and click the link. Note that the



ASME Customer Care <customercare@asme.org>

to me ▾

Hello Team Member,

You have been invited to access CA Connect for your organization.

[Open CA Connect invitation](#)

If you do not have an ASME account, you will be prompted to sign up before continuing.

Thank you,
ASME

7. If they do not yet have an ASME account, they will need to sign up with their info and their company's name and primary address. **NOTE: They will need to sign up with the exact company name and address provided in the invitation.** This ensures their account is correctly associated to their company. Please follow the steps in the **Log In to CA Connect** guide to create a new ASME.org account if needed. If there are any problems with their ASME.org account creation or CA Connect access, please reach out to Customer Care.

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- Once they have signed up for an ASME account, they will get access to CA Connect once any company approval is granted.

The screenshot shows the ASME CA Connect interface. The user is logged in as Pete Cho. The main content area is titled 'Team Management' and displays a list of members for the company 'TestCA Company28'. The table below shows the members:

First Name	Last Name	Email	Role	Status	Last Activity	Actions
Jason	Cho	uattestcauser2801@asme.org	CA User	Active	Jun 10, 2026	[Edit] [Remove]
Pete	Cho	uattestcauser28@asme.org	CA Admin	Active	Jun 10, 2026	[Edit] [Remove]
Team	Member	caconnect2802@gmail.com	CA User	Active	Jun 16, 2026	[Edit] [Remove]

The 'Team' member row is highlighted with a red box. The interface also includes a search bar, filters for roles and status, and an 'Invite Member' button.

- If desired, you can make this team member a CA Connect Admin clicking the pencil icon next to their name.
NOTE: The Admin Role grants additional permissions for the selected company, including signing documents and adding and removing additional team members.

This screenshot is identical to the previous one, but with a red circle highlighting the pencil icon in the 'Actions' column for the 'Team' member, indicating the option to edit their role.

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10. Select the CA Admin role from the dropdown and click Save Changes.

The screenshot shows the ASME CA Connect interface. The user is logged in as Pete Cho. The main content area is titled 'Team Management' and shows a list of team members for 'TestCA Company28'. An 'Edit Member' modal is open, showing the member's details and a dropdown menu for 'CA Connect Role' with 'CA Admin' selected. The modal also has 'Cancel' and 'Save Changes' buttons.

First Name	Last Name	Email	Role	Status	Last Activity	Actions
Jason	Cho	uattestcauser2801@asme.org	CA User	Active	Jun 10, 2026	[Edit] [Delete]
Pete	Cho	uattestcauser28@asme.org	CA Admin	Active	Jun 10, 2026	[Edit] [Delete]
Team	Member	caconnect2802@gmail.com	CA User	Active	Jun 16, 2026	[Edit] [Delete]

11. The team member will appear with the new Admin role in the member list.

The screenshot shows the ASME CA Connect interface after the role change. The main content area is titled 'Team Management' and shows a list of team members for 'Sample Company'. A green notification banner indicates 'Updated Member updated.' The member list now shows 'Pete' with the role 'CA Admin' highlighted by a red box.

First Name	Last Name	Email	Role	Status	Last Activity	Actions
Jason	Cho	uattestcauser2801@asme.org	CA User	Active	Jun 10, 2026	[Edit] [Delete]
Pete	Cho	uattestcauser28@asme.org	CA Admin	Active	Jun 10, 2026	[Edit] [Delete]
Team	Member	caconnect2802@gmail.com	CA Admin	Active	Jun 24, 2026	[Edit] [Delete]