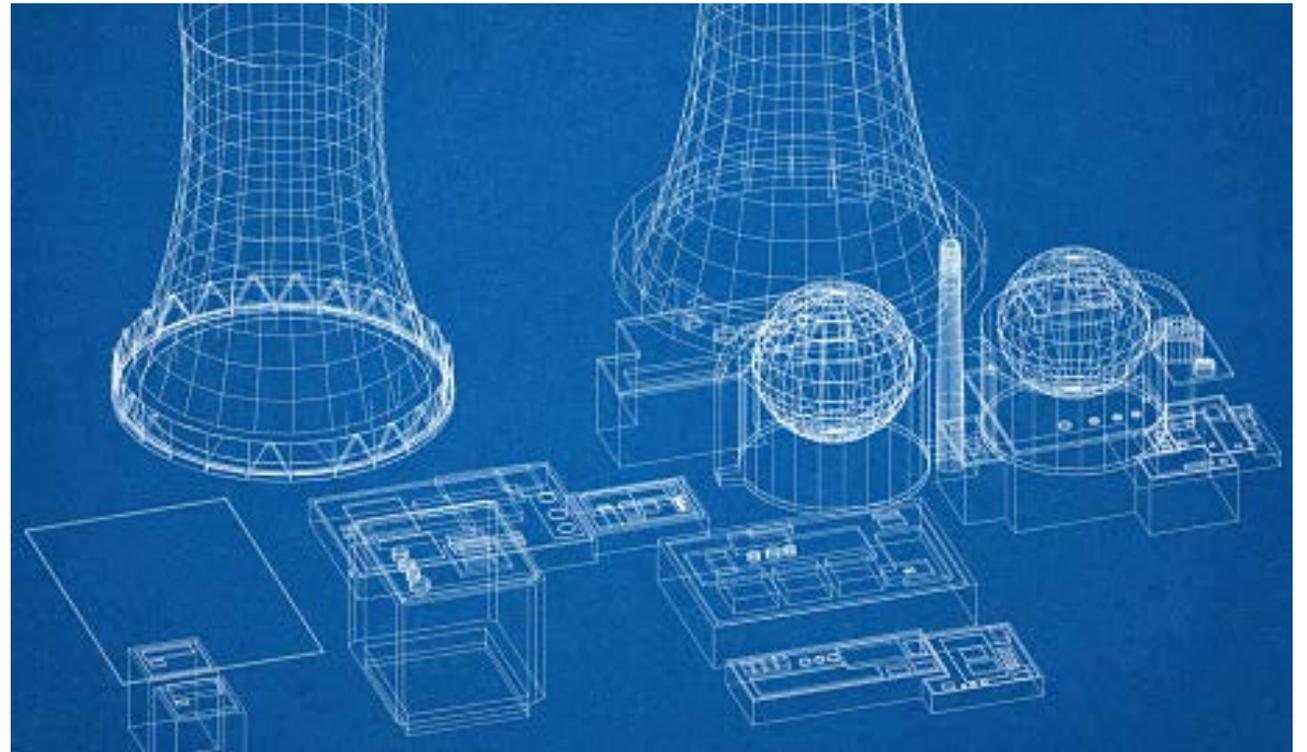




SETTING THE STAN

CA Connect Nuclear New
and Renewal Applications



Nuclear 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.

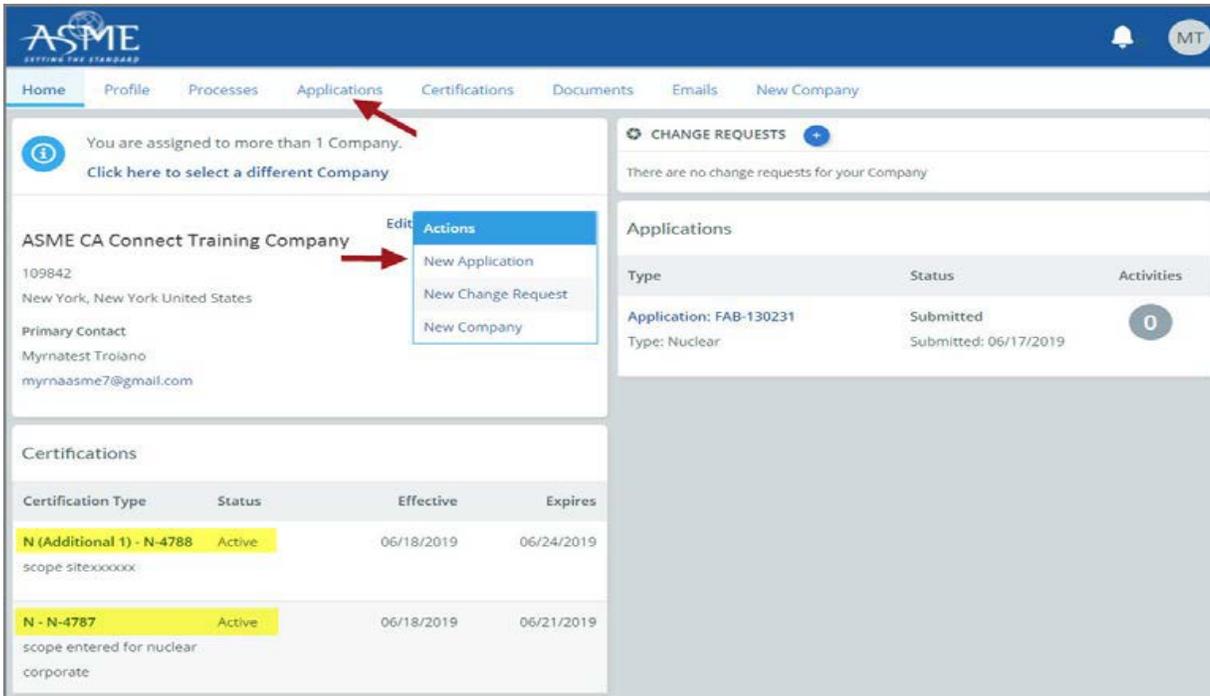
b. If you are associated with multiple companies, you will first be directed to a list of your companies.

The screenshot displays the ASME CA Connect user interface. At the top, there is a navigation bar with the ASME logo and the tagline 'SETTING THE STANDARD'. Below the navigation bar, there are several tabs: Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The main content area is divided into several sections. On the left, there is a notification: 'You are assigned to more than 1 Company. Click here to select a different Company'. Below this, the company profile for 'ASME CA Connect Training Company' is shown, including its ID (109842), location (New York, New York, United States), and primary contact information (Myrnatest Troiano, myrnaasme7@gmail.com). An 'Actions' menu is open, showing options for 'New Application', 'New Change Request', and 'New Company'. To the right, there is a 'CHANGE REQUESTS' section with a plus sign icon and the text 'There are no change requests for your Company'. Below that, an 'Applications' table is displayed with columns for Type, Status, and Activities. The table contains one entry: 'Application: FAB-130231' with a status of 'Submitted' and a submission date of 'Submitted: 06/17/2019'. At the bottom, there is a 'Certifications' table with columns for Certification Type, Status, Effective, and Expires. The table contains two entries: 'N (Additional 1) - N-4788' with a status of 'Active' and an expiration date of '06/24/2019', and 'N - N-4787' with a status of 'Active' and an expiration date of '06/21/2019'.



Once you select the Company, you will be directed to the Company Dashboard.

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



The screenshot shows the ASME user interface. At the top, there is a navigation bar with tabs: Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The 'Applications' tab is selected. Below the navigation bar, there is a notification: 'You are assigned to more than 1 Company. Click here to select a different Company'. Below this, there is a section for 'ASME CA Connect Training Company' with details: 109842, New York, New York United States, Primary Contact: Myrnatest Troiano, myrnaasme7@gmail.com. An 'Edit' button is next to this section, and an 'Actions' menu is open, showing options: New Application, New Change Request, and New Company. Below this, there is a 'Certifications' table with columns: Certification Type, Status, Effective, and Expires. The table contains two rows: 'N (Additional 1) - N-4788' (Active, Effective: 06/18/2019, Expires: 06/24/2019) and 'N - N-4787' (Active, Effective: 06/18/2019, Expires: 06/21/2019). To the right of the main content, there is a 'CHANGE REQUESTS' section with a plus sign and a message: 'There are no change requests for your Company'. Below that, there is an 'Applications' table with columns: Type, Status, and Activities. The table contains one row: 'Application: FAB-130231' (Submitted, Submitted: 06/17/2019) with a '0' in the Activities column.



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.

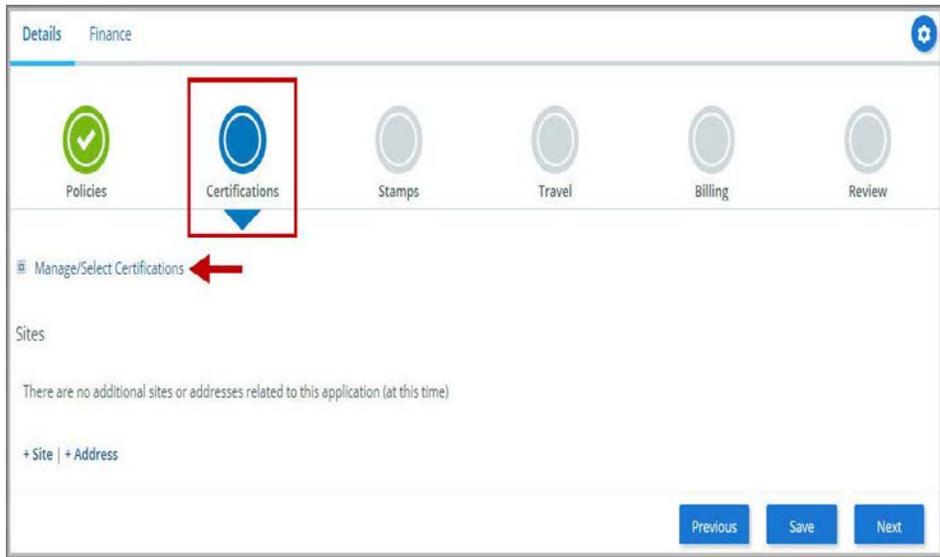
Please see the Policy on Request for Extension under [General Downloads](#) for more information.

I have reviewed and agreed to the above policies.

Next



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



13. The Certificate Types form is displayed containing a list of Nuclear Certificate Types. Select the Certificate Type for the certificate(s) you are renewing.

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

Item	Certification
<input type="checkbox"/>	N - Nuclear Components
<input type="checkbox"/>	N (Additional 1) - Nuclear Components
<input type="checkbox"/>	N (Additional 2) - Nuclear Components
<input type="checkbox"/>	N (Quality Assurance Program) - Nuclear Components (Quality Assurance Program)
<input type="checkbox"/>	N3 - Nuclear Components
<input type="checkbox"/>	N3 (Additional 1) - Nuclear Components
<input type="checkbox"/>	N3 (Additional 2) - Nuclear Components
<input type="checkbox"/>	N3 (Quality Assurance Program) - Nuclear Components (Quality Assurance Program)
<input type="checkbox"/>	NA - Nuclear installation and shop assembly



15. The Certificate Type and Certificate Number you are renewing will be added to the Certifications Tab.

Details Finance

Policies Certifications Stamps Travel Billing Review

Manage/Select Certifications

N N-4787
Scope Statement

N (Additional 1) N-4788
Scope Statement

Sites

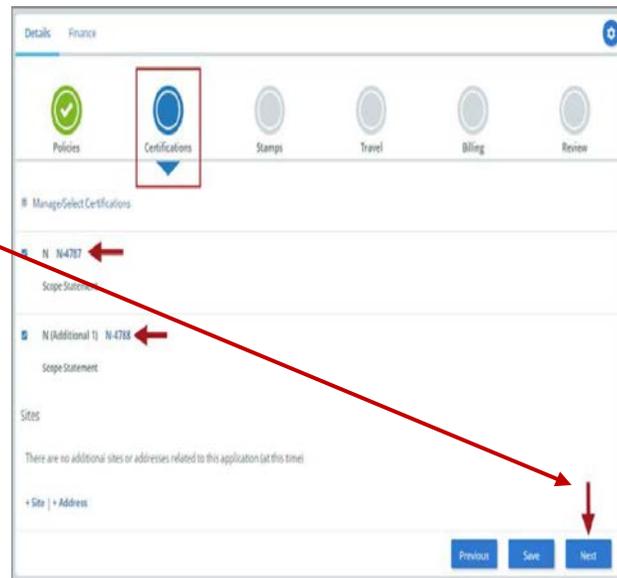
There are no additional sites or addresses related to this application (at this time)

+ Site | + Address

Previous Save Next



15. The Certificate Type and Certificate Number you are renewing will be added to the Certifications Tab.
16. The **Certifications** tab is updated to reflect a green checkmark.
17. Your application process will advance to the **Stamps** tab.
18. Select an **Authorized Inspection Agency** from the list of AIA Organizations by clicking on the down arrow then select the organization.
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
Nuclear

Authorized Inspection Agency
Select AIA Organization

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

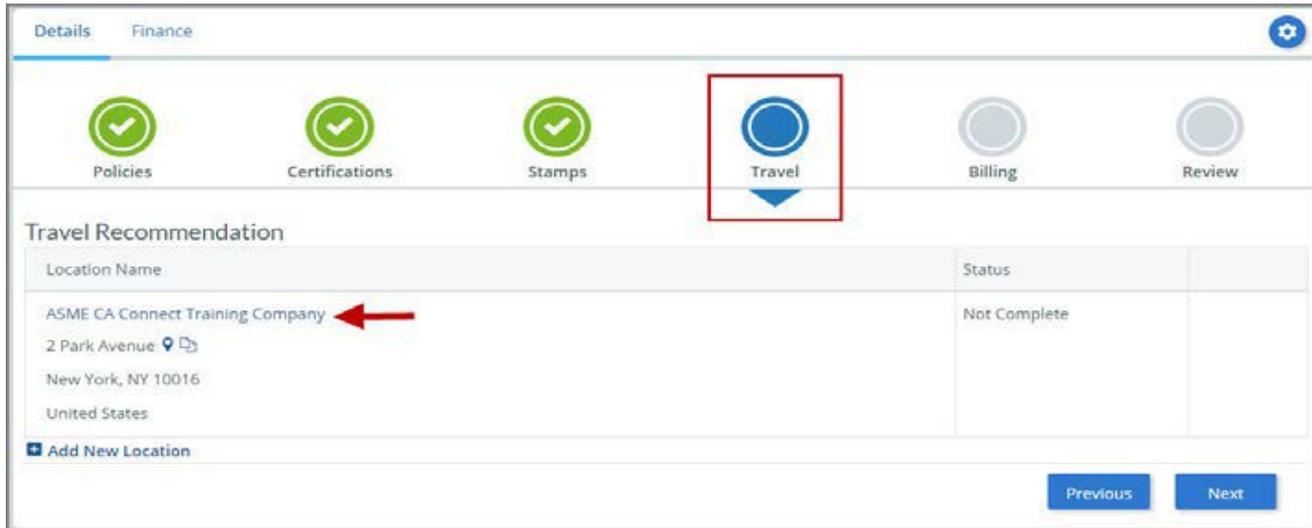
Upload Supplemental Form (PDF)

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.



The screenshot shows a web application interface with a top navigation bar containing 'Details' and 'Finance' tabs. Below the navigation bar are six circular icons representing different sections: Policies, Certifications, Stamps, Travel, Billing, and Review. The 'Travel' icon is highlighted with a red square. Below the icons is a 'Travel Recommendation' section. It contains a table with the following data:

Location Name	Status
ASME CA Connect Training Company 2 Park Avenue New York, NY 10016 United States	Not Complete

At the bottom of the table, there is a link 'Add New Location' and two buttons labeled 'Previous' and 'Next'.



27. The **Company Name** is displayed as a link under the Location Name label. Click on the link.

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 →

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 →

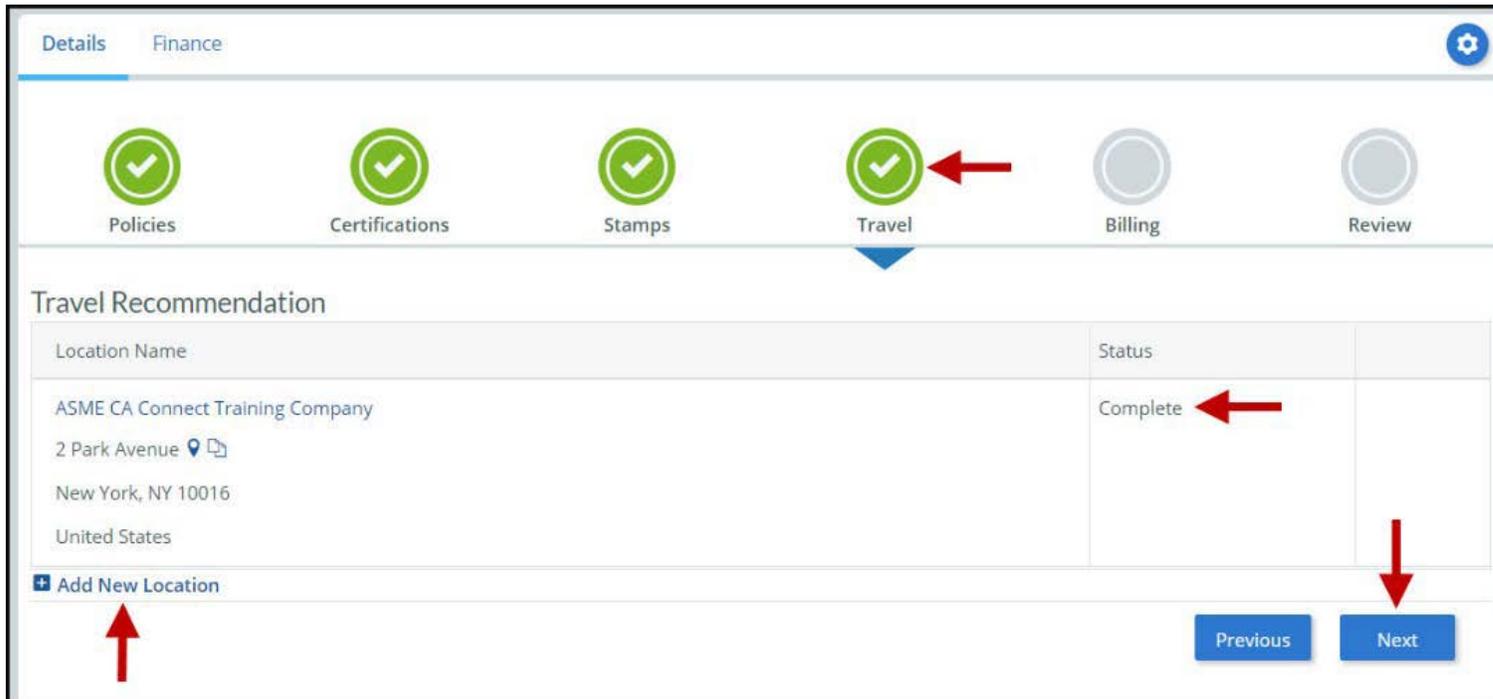


- 34.** The United States Postal Service (USPS) address validation is systematically performed for domestic and Canada addresses only. You may choose the USPS Validated address that is displayed or uncheck the **Use Valid USPS Address** checkbox to use the address you entered.
- 35.** When done, click **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 displays the 'Travel Recommendation' page in the ASME system. At the top, there are tabs for 'Details' and 'Finance'. Below the tabs are six status indicators: Policies, Certifications, Stamps, Travel, Billing, and Review. The 'Travel' indicator is highlighted with a green checkmark and a red arrow pointing to it. Below this is a table with the following data:

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

At the bottom left, there is a link '+ Add New Location' with a red arrow pointing to it. At the bottom right, there are two buttons: 'Previous' and 'Next', with a red arrow pointing to the 'Next' button.



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	Complete

+ Add New Location

Previous Next

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.

Details Finance 

 Policies
  Certifications
  Stamps
  Travel
  Billing
  Review

Please confirm availability dates

ASME Reviews/Survey are generally scheduled three to four months in advance. When considering the timeframe for scheduling your ASME Review/Survey, make sure the date ranges you provide allow for your Review/Survey to be scheduled a minimum 10 weeks (2.5 month) prior to your certificate expiration.

[View More](#)

Earliest Date
The date selected should be a minimum three months from today's date

Dates Unavailable Add Dates

Start Date	End Date	
<input type="text"/>	<input type="text"/>	Remove

Sister Locations



- 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**.

Please review the details of your application

Travel [edit](#) ←

Division Information

1 Park Ave 
New York, NY 10016
United States

Hotel Information

Marriott
475 Park Avenue 
New York, NY 10016
United States
Miles from Hotel to Site: 10
Phone: +1 (212) 2021234

Airport Information

JFK
Queens
Miles From Airport To Hotel: 10

Emergency Contact

Marc Anthony
Phone: +1 (212) 5911234

Billing [edit](#) ←

Credit Card Processing Form

 [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. Locate the file and complete, sign, and save the completed Agreement Form on your local computer.

54. Select the **Upload Agreement Form** link.

55. 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.

56. Click **Save** to continue.

Banking Details

Bank Name:

ABA Routing Number:

Account Number/IBAN #:

Swift Code:

Bank Transit Number:

Bank Account Name:

Tax ID Number:

Contact/Attention Name: Contxxx

Contact/Attention Email:

Billing Address

1 Park Ave

New York, NY 10016

United States

Please print, sign and upload the Agreement Form

Instructions: Please click the "Print Agreement" button, then save it to your computer as a pdf file. Next, open the form, print out a hard copy, and sign it. Scan the signed form and save it as a pdf file on your computer. Finally, upload the scanned document via the upload box located below the "Print Agreement" button.

Please upload only your completed Print Agreement Form. No other forms should be submitted via this upload box.

[Download Agreement Form](#)

[Upload Agreement Form](#)

Previous Save



57. 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.



58. 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.

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



