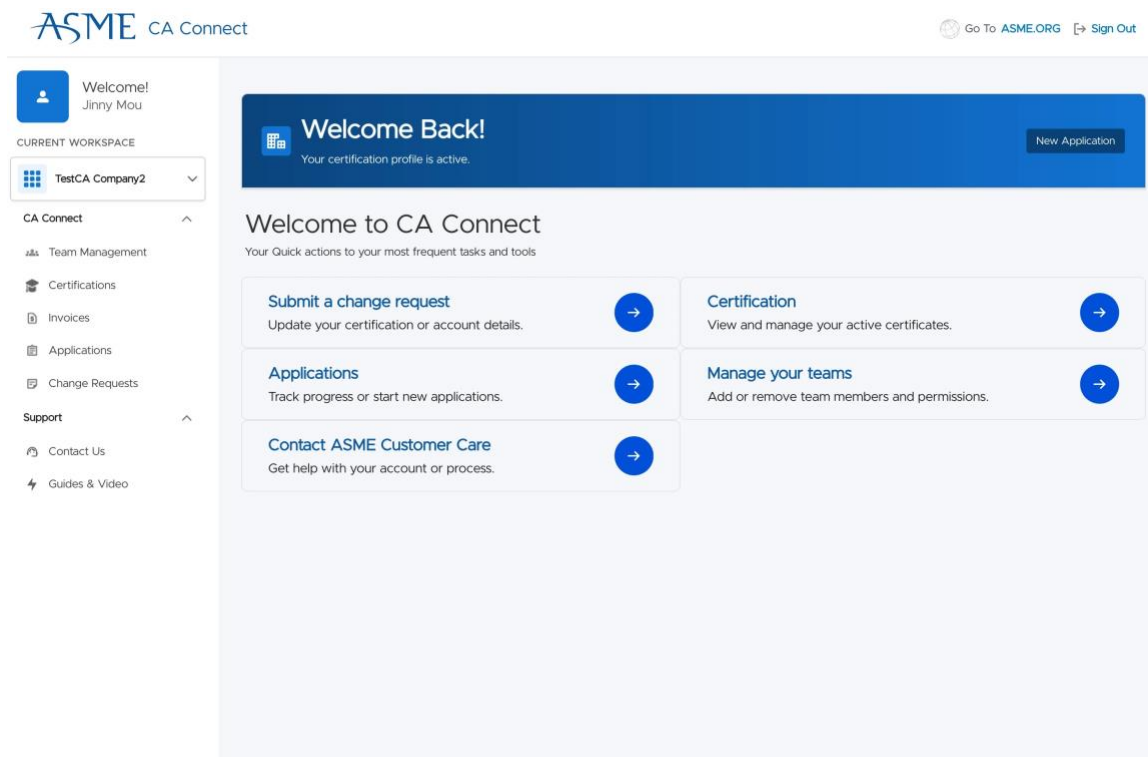


How to Verify Certification Scope and Codebook Purchases

This guide walks you through the steps to verify your Certification scope and purchased codebooks. This guide assumes you have already submitted an initial application and have paid the submission fee.

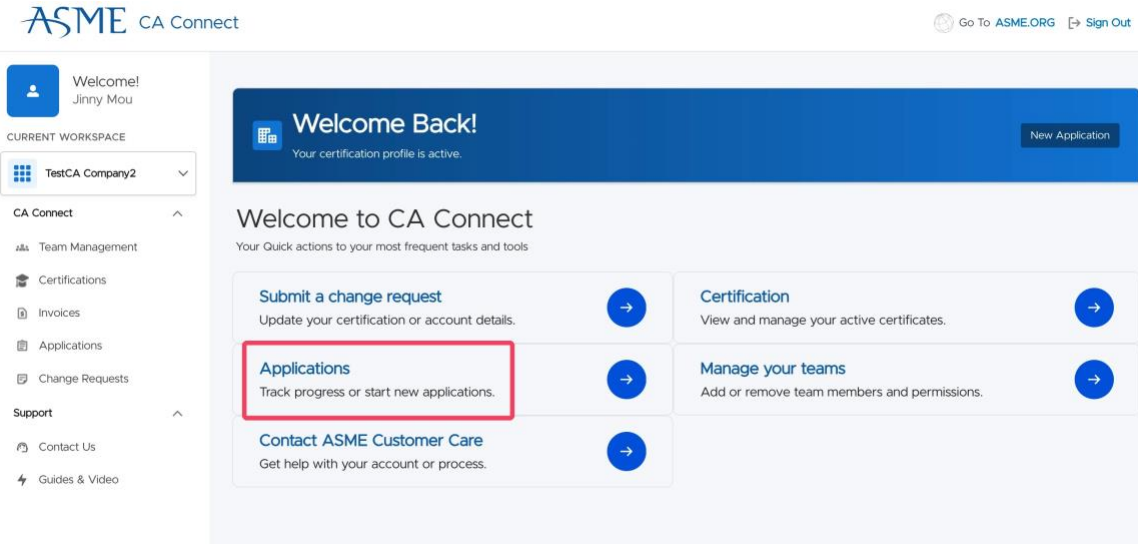
1. Navigate to the CA Connect Home Page.



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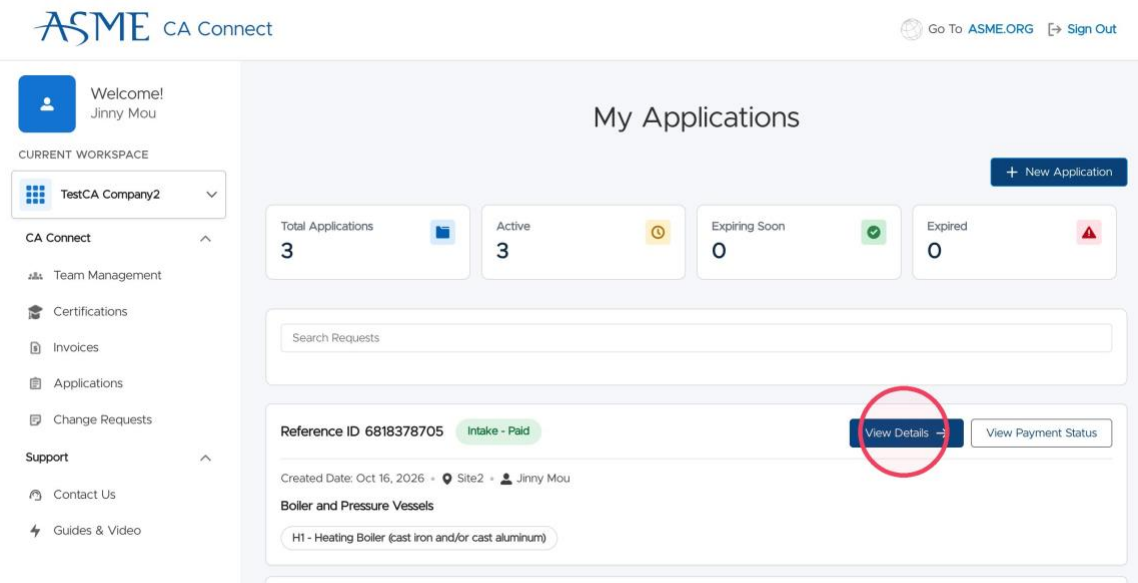
Quick Reference Guide

2. Click "Applications" to see your in-progress application.



The screenshot shows the ASME CA Connect dashboard. On the left is a sidebar with a user profile (Jinny Mou), current workspace (TestCA Company2), and a menu with options like Team Management, Certifications, Invoices, Applications, Change Requests, and Support. The main content area has a 'Welcome Back!' banner and a 'Welcome to CA Connect' section with quick actions. The 'Applications' quick action, which says 'Track progress or start new applications.', is highlighted with a red rectangle. Other quick actions include 'Submit a change request', 'Certification', 'Manage your teams', and 'Contact ASME Customer Care'. A 'New Application' button is in the top right.

3. Click "View Details" to see your application status and next steps.

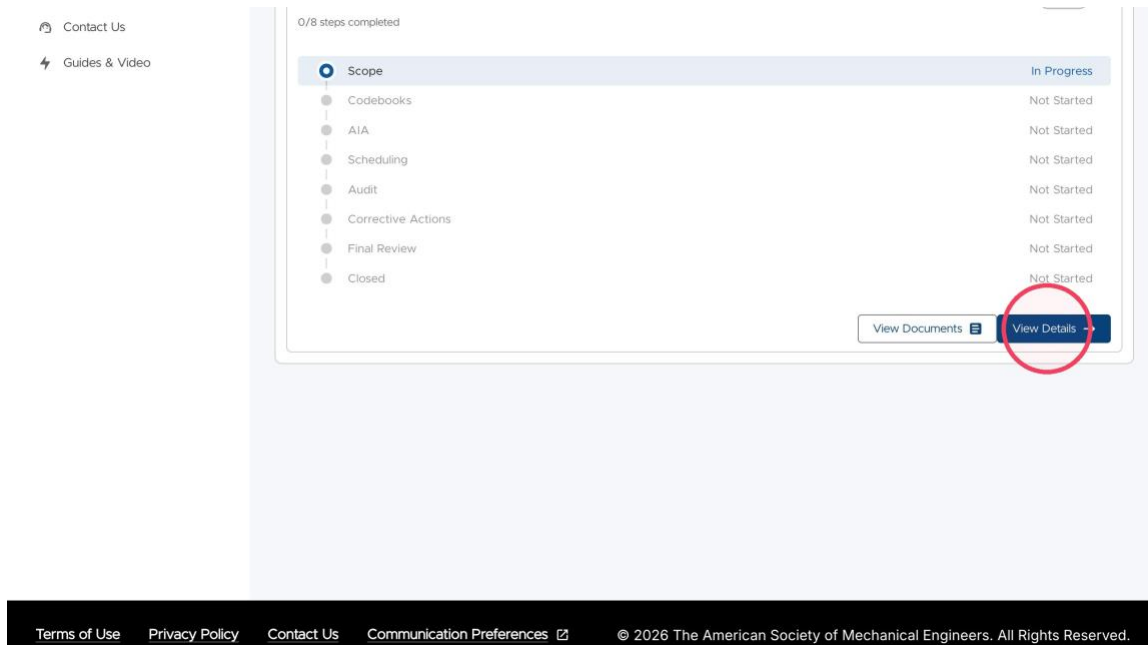


The screenshot shows the 'My Applications' page. It features a summary section with four boxes: 'Total Applications 3', 'Active 3', 'Expiring Soon 0', and 'Expired 0'. Below this is a search bar and a table of applications. The first application has 'Reference ID 6818378705' and status 'Intake - Paid'. The 'View Details' button for this application is circled in red. Other buttons include 'View Payment Status'. The sidebar and top navigation are consistent with the previous screenshot.

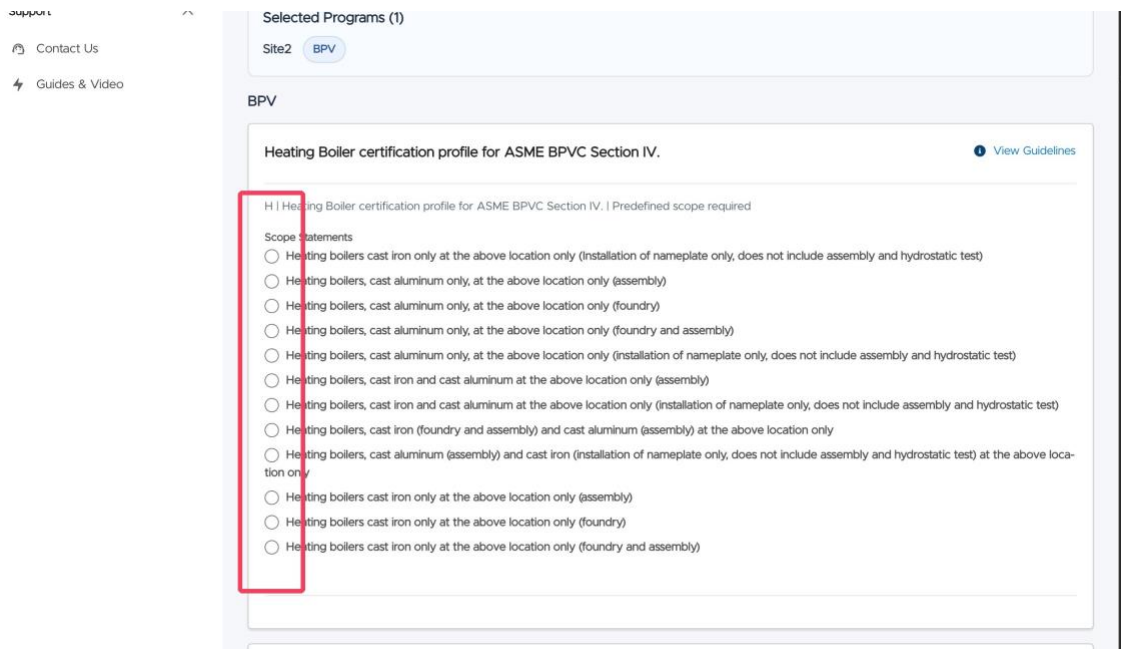
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Quick Reference Guide

4. Click "View Details" again to verify your certification Scope.



5. Select the appropriate scope statement for your specific Program and Certification. Depending on the selected Program, you may write your own custom Scope Statement. Some basic guidance on writing Scope Statements is provided within the application, but you can always contact ASME for additional assistance. In this example, a predefined statement is chosen.



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Quick Reference Guide

6. Once you have selected your scope or written your own, click "Continue" to move forward to Codebook Verification.

☐ Heating boilers, cast aluminum only, at the above location only (installation of nameplate only, does not include assembly and hydrostatic test)

☐ Heating boilers, cast iron and cast aluminum at the above location only (assembly)

☐ Heating boilers, cast iron and cast aluminum at the above location only (installation of nameplate only, does not include assembly and hydrostatic test)

☐ Heating boilers, cast iron (foundry and assembly) and cast aluminum (assembly) at the above location only

☐ Heating boilers, cast aluminum (assembly) and cast iron (installation of nameplate only, does not include assembly and hydrostatic test) at the above location only

☐ Heating boilers cast iron only at the above location only (assembly)

☐ Heating boilers cast iron only at the above location only (foundry)

☐ Heating boilers cast iron only at the above location only (foundry and assembly)

Need Help Defining Scope?
Review guidance before completing this section.

Use concise scope statements that match certificate requirements.

[View Scope Guidance](#)

[← Back](#) [Continue →](#)

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7. If you have already purchased Codebooks via ASME, then you will see the screen below and you can proceed.

ASME CA Connect [Go To ASME.ORG](#) [Sign Out](#)

Welcome!
Jinny Mou

CURRENT WORKSPACE
TestCA Company2

CA Connect

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

Support

- Contact Us
- Guides & Video

Step 2 of 8

1 Scope 2 Codebooks 3 AIA 4 Scheduling 5 Audit 6 Corrective Actions 7 Final Review 8 Closed

Upload Proof of Purchase
Upload your receipt or proof of purchase for the required codebooks so that we can review.

No uploads required
There are no codebooks that require proof of purchase at this time.

[Back to Dashboard](#) [Proceed to the Next Stage](#)

ASME® | CA Connect

Quick Reference Guide

8. If you purchased your codebooks via reseller, you will need to upload your proof of purchase receipts for verification by ASME staff. Drag and drop your file onto the cloud icon or click to upload.

The screenshot shows the 'Upload Proof of Purchase' page in the CA Connect system. The left sidebar contains navigation links: 'TestCA Company2', 'CA Connect', 'Team Management', 'Certifications', 'Invoices', 'Applications', 'Change Requests', 'Support', 'Contact Us', and 'Guides & Video'. The main content area has a top navigation bar with tabs: 'Scope', 'Codebooks', 'AIA', 'Scheduling', 'Audit', 'Corrective Actions', 'Final Review', and 'Closed'. The 'Codebooks' tab is active. The main heading is 'Upload Proof of Purchase' with a subtext: 'Upload your receipt or proof of purchase for the required codebooks so that we can review.' Below this is a large dashed box for file upload. Inside the box, there is a red circle with a cloud and an upward arrow icon, and the text 'Drop files here or click to upload'. Below the box, there are input fields for '* File Name' and 'Description'. At the bottom of the box, it says 'Supported formats: .PDF (max 10MB)'. Below the input fields, there is a '+ Add Another' button.

ASME only accepts PDF files up to a max size of 10MB.

9. Add your receipt details into the "Description" field, including which codebook(s) purchased and date of purchase.

This screenshot shows the same 'Upload Proof of Purchase' page, but with the 'Description' field filled with the text 'codebook receipt'. The 'File Name' field contains the text 'receipt.pdf'. The 'Description' field is circled in red. At the bottom of the page, there are three buttons: '+ Add Another', 'Back to Dashboard', and 'Save Draft'. A 'Continue' button is also visible on the right side of the page.

ASME® | CA Connect

Quick Reference Guide

10. If you have multiple receipts for multiple codebooks, click the "Add Another" button.

The screenshot shows the ASME CA Connect interface. On the left, there is a 'Support' menu with 'Contact Us' and 'Guides & Video'. The main area displays a file upload section with a 'receipt.pdf' placeholder. Below the upload area, there are input fields for '* File Name' (containing 'receipt') and 'Description'. At the bottom of the form, the '+ Add Another' button is highlighted with a red box. Other buttons include 'Back to Dashboard', 'Save Draft', and 'Continue'.

11. Click "Continue" once you have uploaded all your receipts to proceed to the next step.

The screenshot shows the ASME CA Connect interface. The 'Description' field now contains 'codebook receipt'. The '+ Add Another' button is still present. The 'Continue' button at the bottom right is highlighted with a red circle. The footer contains links for 'Terms of Use', 'Privacy Policy', 'Contact Us', and 'Communication Preferences', along with the copyright notice '© 2026 The American Society of Mechanical Engineers. All Rights Reserved.'

12. Once your receipts have been uploaded, ASME Staff will review and contact you if further details are needed. Once staff have verified your codebook purchase, you will be notified by email to proceed with your application.

CA Connect

Go To [ASME.ORG](#)
[Sign Out](#)

Welcome!
Jinny Mou

CURRENT WORKSPACE
TestCA Company2

CA Connect

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

Support

- Contact Us
- Guides & Video

Step 2 of 8

Scope

Codebooks

AIA

Scheduling

Audit

Corrective Actions

Final Review

Closed

Your Proof of Purchase is Under Review

Our team is currently reviewing your proof of purchase to verify the required codebooks.

This process typically takes **3-5 business days**.
You'll receive an email notification once the review is complete.

Submitted Proof of Purchase

BPVC Section IV

Submitted

What Happens Next?

- Document Verification**
We verify that your receipt contains all required ASME codebooks for your certification program.
- Email Notification**
You'll receive confirmation via email once the review is approved.
- Continue Application**
Resume your certification application flow once approved.

Back to Dashboard