ASME Conformity Assessment
Filing an Extension
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 Extension Request
Extension Request
If an extension is required for a certificate renewal or work in progress, select the
Extension Request 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 **Extension Request**.
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 the following information,
   - Extension Type (Intended Renewal or Work in Progress)
   - Applicable Certificate Number(s)
   - Reason for needing an extension
   - Requested extension date

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
ca@asme.org