

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.

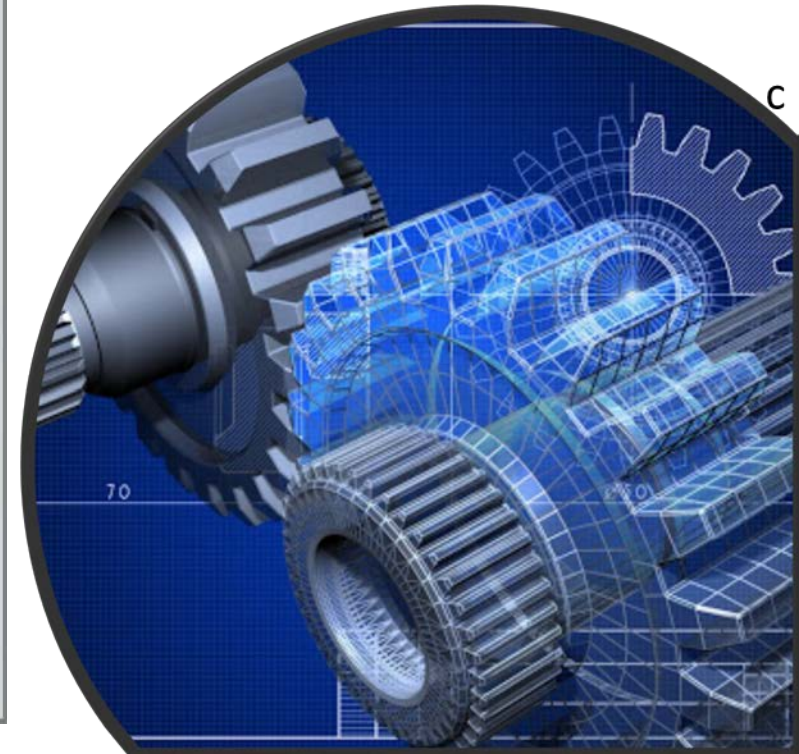
To begin a new **Change Request**,

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.



The screenshot shows the ASME Company Dashboard Home page. The navigation bar at the top includes links for Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The main content area is divided into several sections:

- Home:** A red arrow points to the Home link in the navigation bar. Below it, a message states "You are assigned to more than 1 Company. Click here to select a different Company" with a blue circular icon containing a red arrow.
- Company Information:** Displays "ASME CA Connect Training Company" with an "Edit" link. Below this, it lists the company ID (111011), address (New York, New York United States), website (www.training.com), and primary contact (Jane Smith, jsmith@training.com, +1 (212) 5911111).
- Actions:** A blue box contains two options: "New Change Request" and "New Company". A red arrow points to the "New Change Request" option.
- Change Requests:** A section titled "CHANGE REQUESTS" with a blue circular icon containing a white plus sign. Below this is a form with a "Select process..." dropdown menu and an "Application" field labeled "(optional)". There are "Create" and "Cancel" buttons. Below the form, a specific change request is shown: "Change Request: Company Name Change" with a progress indicator at 50% and the status "In Progress on 06/12/2019".
- Applications:** A table with columns for Type, Status, and Activities. The table contains one entry: "Application: FAB-131534" with a status of "Open" and 0 activities.
- Certifications:** A section showing "0 No Certifications" and the text "No certifications available at this time".

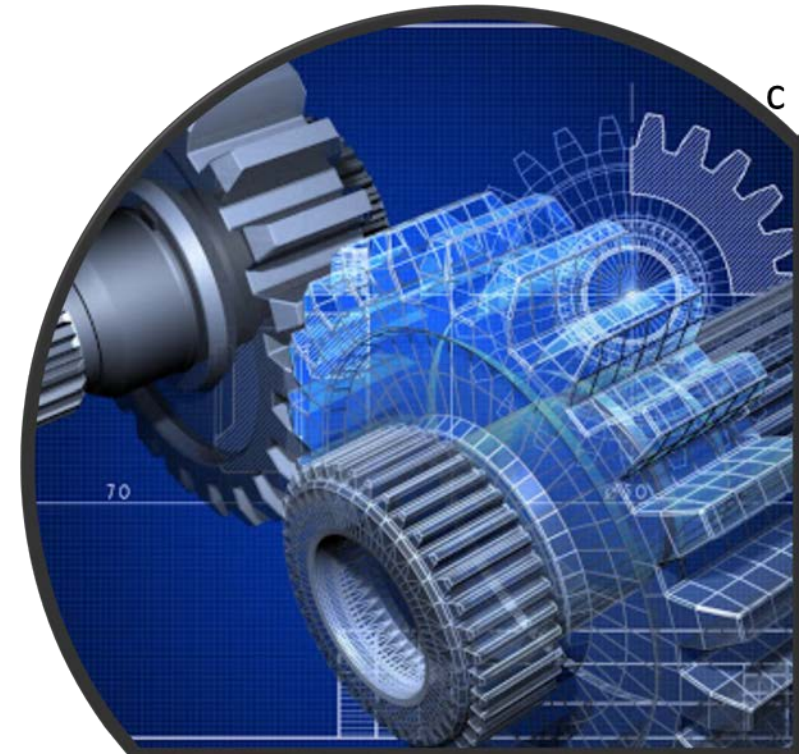




2. The following is a list of change requests you can apply. The steps and information required to complete the submission of any of the change requests is provided in this User Guide. To be directed to the details relating to a specific change request, click on the assigned link below.

- [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](#)

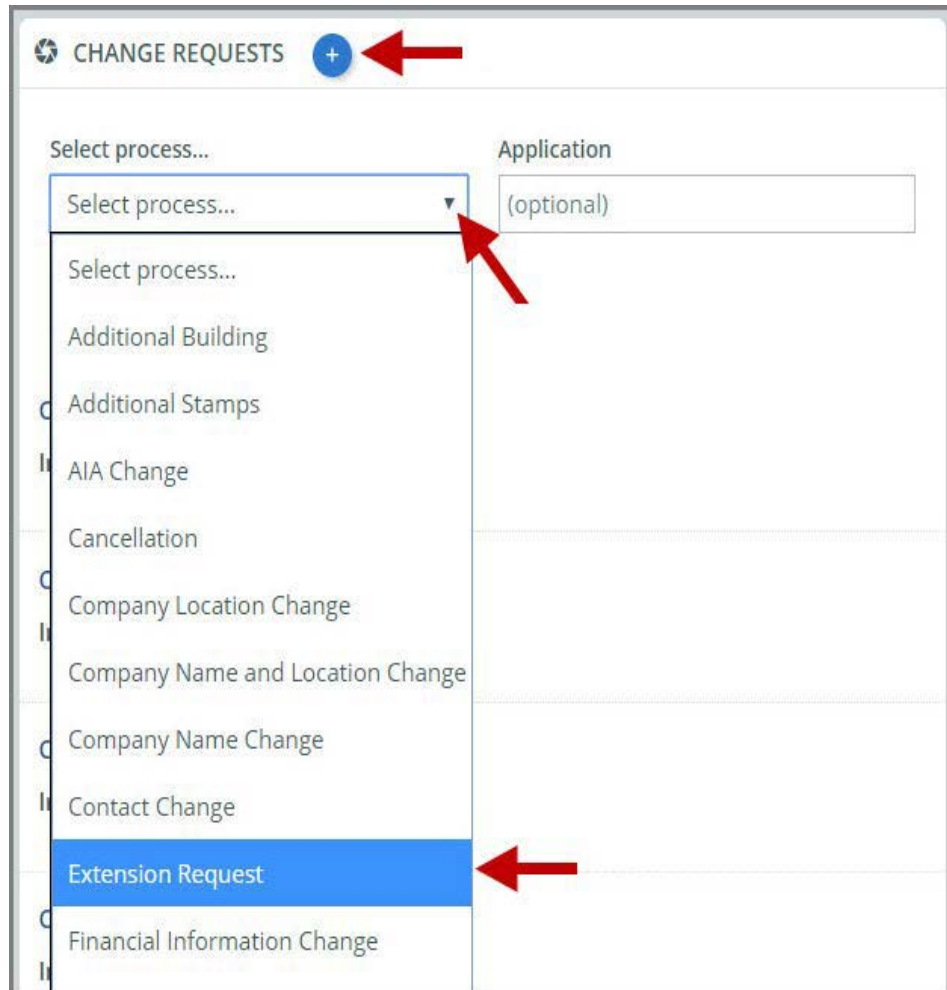
This session will focus on
Extension Request



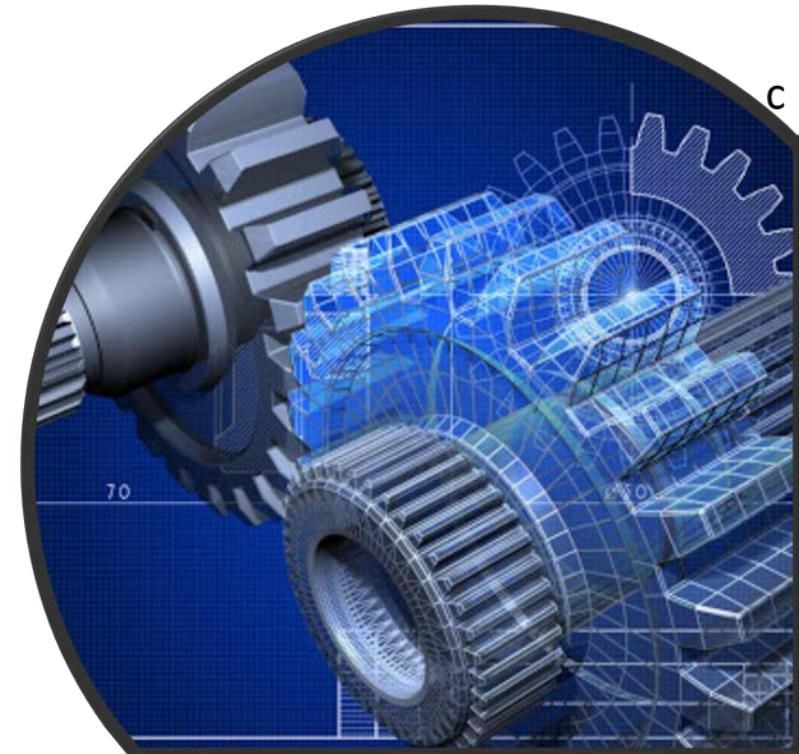
Extension Request

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**.



The screenshot displays the 'CHANGE REQUESTS' section of a software interface. At the top left, there is a blue circle with a white plus sign, which is highlighted by a red arrow. Below this, there is a 'Select process...' dropdown menu, also highlighted by a red arrow. The dropdown menu is open, showing a list of options: 'Select process...', 'Additional Building', 'Additional Stamps', 'AIA Change', 'Cancellation', 'Company Location Change', 'Company Name and Location Change', 'Company Name Change', 'Contact Change', 'Extension Request' (which is highlighted in blue and pointed to by a red arrow), and 'Financial Information Change'. To the right of the dropdown menu is an 'Application' field with the text '(optional)'.



4. Click **Create**.

CHANGE REQUESTS +

Select process... Application

Extension Request (optional)

Create Cancel



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.

Submission and Initial Review

Status	Item	Assignee	
	~ Submission Data		
	Change Request Detail	--	

Change Request Detail

Overview Comments

Due by 07/15/2019

Please submit all requested information.

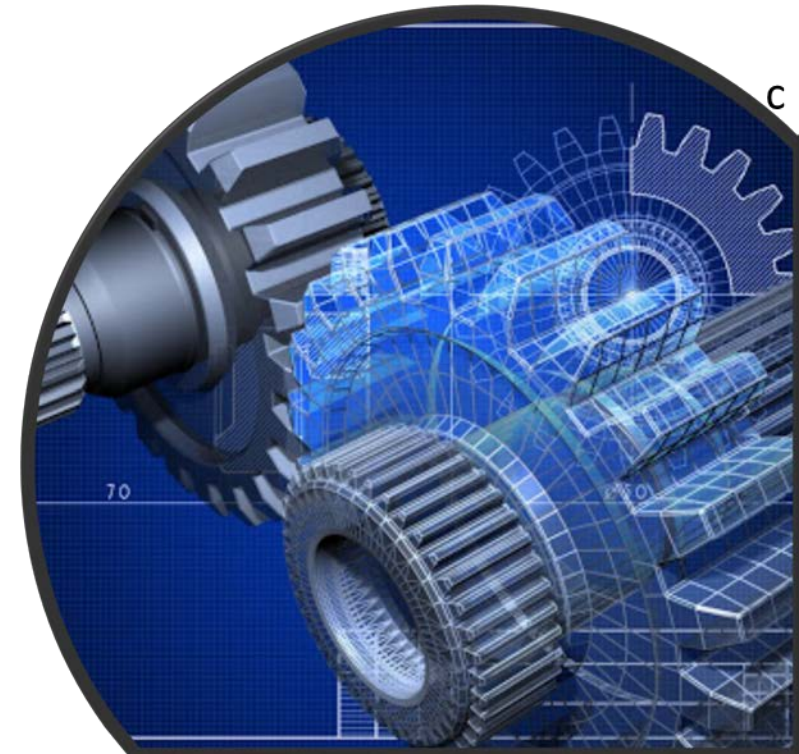
Item	Form
Extension Request - Required	Create Form

In Progress

6. A form is displayed for you to enter the details relating to the change request you are applying for. Enter the following information,

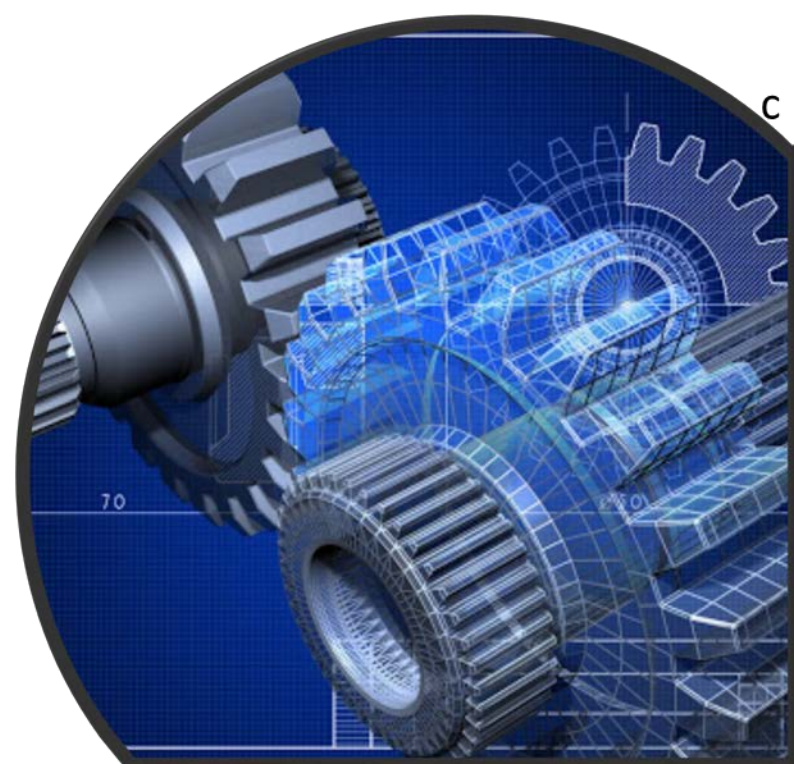
- Extension Type (Intended Renewal or Work in Progress)
- Applicable Certificate Number(s)
- Reason for needing an extension
- Requested extension date

7. When done, click **Save** to continue.



The image shows a web form titled "Form" with a blue header and a close button (X). The form contains the following sections:

- Instructions:** A text box with the text "Do you intend to renew the certification for the certi".
- Extension Type:** A dropdown menu with a red arrow pointing to the downward arrow.
- Applicable Certificate Number(s):** A text box with a red arrow pointing to it.
- Date Selection:** A text box with a calendar icon and a red arrow pointing to it. The text above it reads: "What is the requested extension date (for renewals) or the estimated completion date of code activity (for WIP non-renewal extension)?"
- Text Area:** A large text area with the prompt: "Please describe the reason for needing an extension (late renewal, works in progress, etc.). Provide sufficient detail to support granting of an extension." Below the prompt is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), subscript (x₂), superscript (x²), and Text Color (T |). Below the toolbar is a text box with the placeholder "Start Typing" and a red arrow pointing to it.
- Buttons:** At the bottom right, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.



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.

Submission and Initial Review

Status	Item	Assignee		Change Request Detail
🌙	Submission Data			Overview Comments
🌙	Change Request Detail	--	✎	+ Comment 

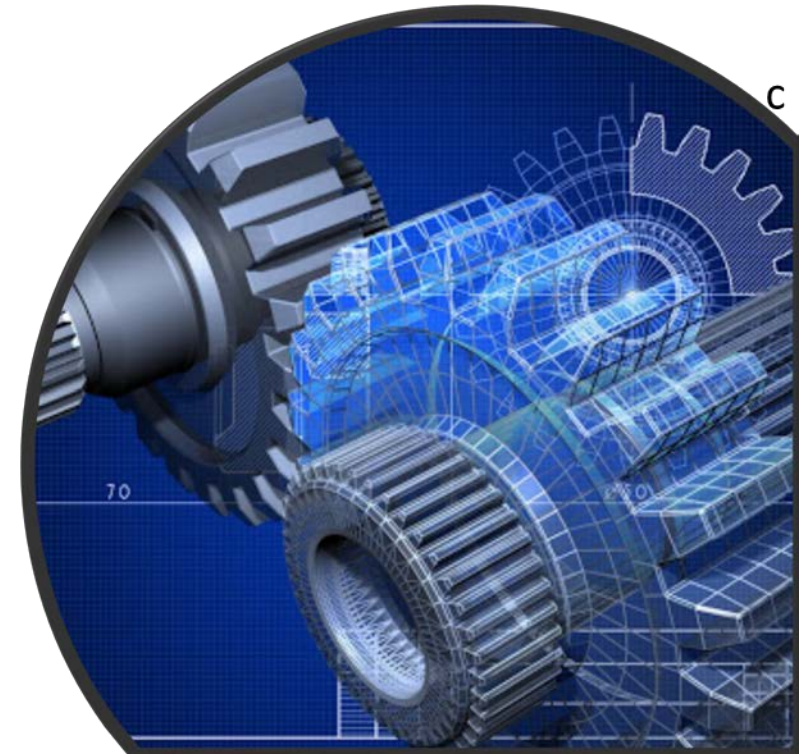






10. Initially the status of the change request will be **In Progress**. Once you complete entering all the required information for the change request,

- a. Click the **In Progress blue half-moon icon**.
- b. Select **Complete**.





For Additional Support Please email
ca@asme.org

