

New CA Connect
Team Leader/Member User Guide

CA Connect

ASME Customer User Guide

(December 2016)

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1. Introduction

The CA Connect system is used for managing the ASME Conformity Assessment certification and accreditation process. The system introduces a user friendly and reliable approach for online submission and processing of applications and documents. The Users can navigate through the system and track the status of the application certification/accreditation processes. The system supports all current browsers and desktops.

2. Access CA Connect

You will need to be registered with an account in CA Connect prior to beginning the application submittal process. To access the system, open your web browser and type **caconnect.asme.org**.

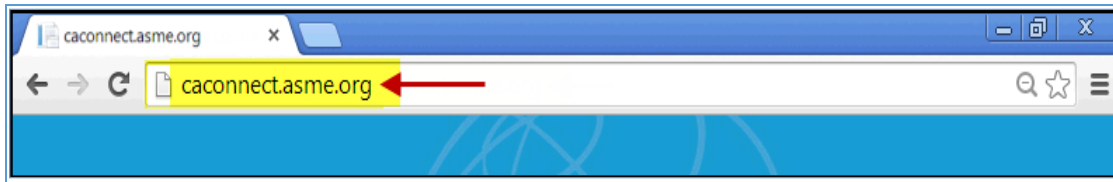


Figure 1 - Access CA Connect

3. Customer Login

Enter your **email address** registered in CA Connect on the **User Login** page then click on the **Continue** button (see Figure 2). You will be prompted to enter your password. Enter your **password** then click on the **Log In** button (see Figure 3). Upon login, you will be directed to the **Company Dashboard – Applications/Certificates** (see Figure 27).

A screenshot of the 'User Login' page. The page has a blue header with the ASME logo. The main content area is white. It says 'Type in your email address to proceed.' Below this is an 'Email:' label and a text input field containing 'troianom@asme.org'. A red arrow points to the input field. Below the input field is a blue 'Continue' button with a red arrow pointing to it. At the bottom, there are links: 'Go to Certificate Holder Search', 'View Certification and Accreditation Information Pages', and a 'Forgot your password' link with a circular arrow icon.

Figure 2 – User Login – Email Address

A screenshot of the 'User Login' page. The page has a blue header with the ASME logo. The main content area is white. It says 'Please type in your password.' Below this is an 'Email:' label and a text input field containing 'troianom@asme.org'. Below that is a 'Password:' label and a password input field with masked characters. A red arrow points to the password input field. Below the password field is a blue 'Log In' button with a red arrow pointing to it. At the bottom, there are links: 'Go to Certificate Holder Search', 'View Certification and Accreditation Information Pages', and a 'Change your password' link with a circular arrow icon.

Figure 3 – User Login – Password

4. Login - Start Over

The **Start Over** icon allows you to restart the process of logging into the system. Click on the **Start Over** icon to reenter your login email address and password.

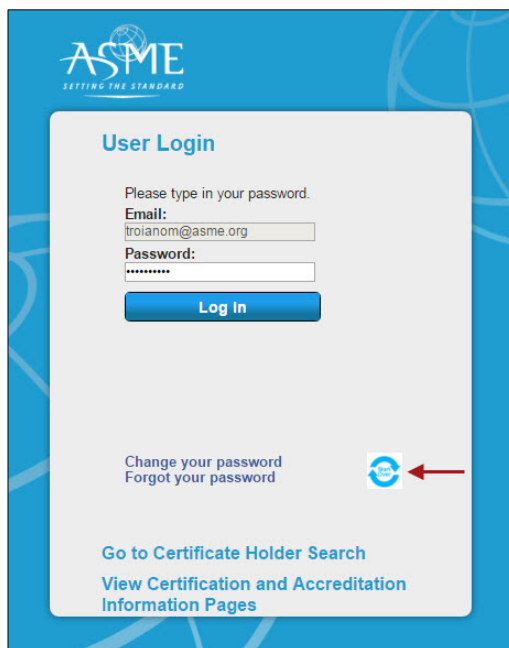
The image shows the 'User Login' page of the ASME system. At the top is the ASME logo with the tagline 'SETTING THE STANDARD'. Below the logo, the text 'Please type in your password.' is displayed. There are two input fields: 'Email:' with the value 'troianom@asme.org' and 'Password:' with a masked password '*****'. A blue 'Log In' button is positioned below the password field. At the bottom of the login area, there are two links: 'Change your password' and 'Forgot your password'. To the right of these links is a circular 'Start Over' icon, which is highlighted with a red arrow. Below the login area, there are two more links: 'Go to Certificate Holder Search' and 'View Certification and Accreditation Information Pages'.

Figure 4 – User Login - Start Over

5. Change Your Password

Enter your **email address** registered in CA Connect on the **User Login** page then click on the **Change your password** link (see Figure 5). Enter your **current password**, the **new password**, and re-enter the new password in the **Confirm New Password** textbox. When done, click on the **Change Password** button (see Figure 6). You will receive a confirmation that your password has been changed. Click on the **Continue** button (see Figure 7).

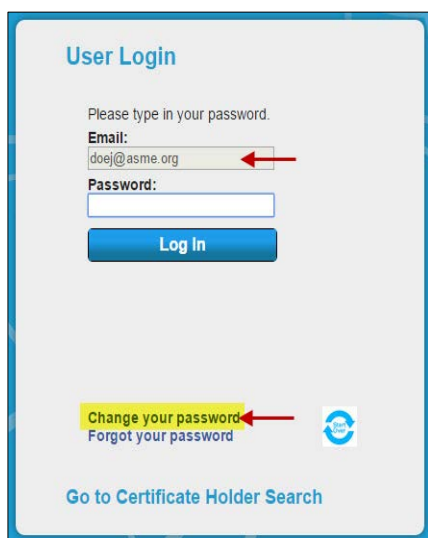
The image shows the 'User Login' page. The 'Change your password' link is highlighted with a yellow background and a red arrow points to it. The 'Email:' field contains 'doej@asme.org' and the 'Password:' field is empty. The 'Log In' button is visible. The 'Forgot your password' link is also visible.

Figure 5 - Change Your Password

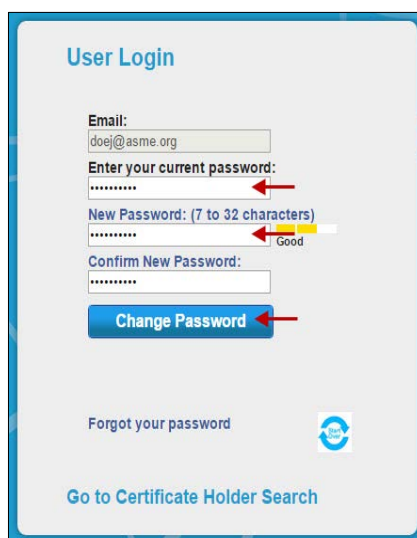
The image shows the 'User Login' page with the password change form. The 'Email:' field contains 'doej@asme.org'. Below it are three fields: 'Enter your current password:' (masked), 'New Password: (7 to 32 characters)' (masked), and 'Confirm New Password:' (masked). A 'Good' status indicator is shown next to the 'New Password' field. A red arrow points to the 'Change Password' button. The 'Forgot your password' link is also visible.

Figure 6 - Enter Passwords

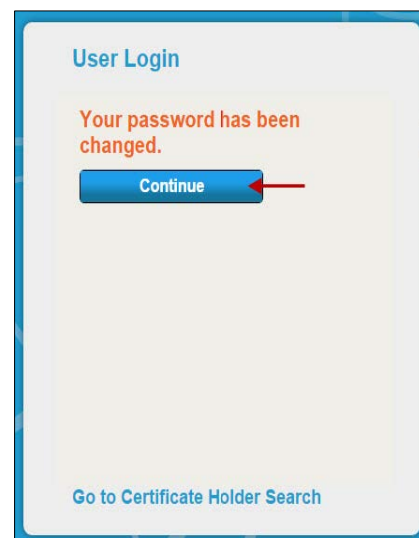
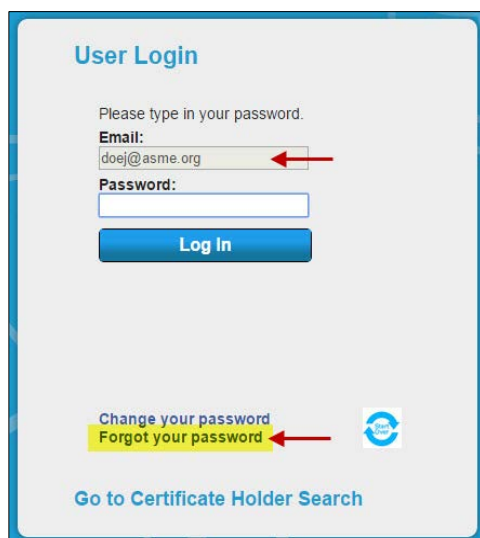
The image shows the 'User Login' page with a confirmation message. The message 'Your password has been changed.' is displayed in orange text. Below the message is a blue 'Continue' button, which is highlighted with a red arrow. The 'Go to Certificate Holder Search' link is also visible.

Figure 7 – Password Message

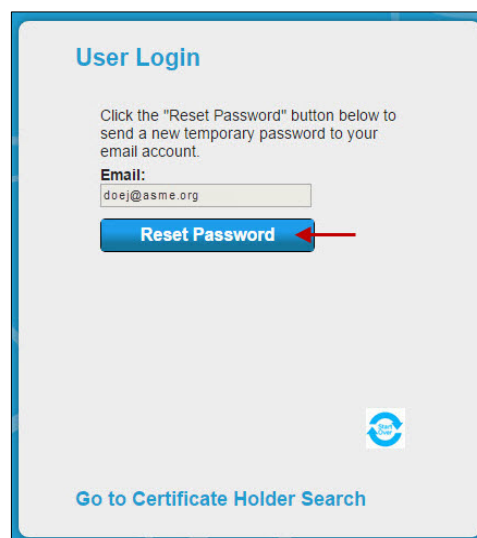
6. Forgot your Password

Enter your **email address** registered in CA Connect on the **User Login** page then click on the **Forgot your password** link (see Figure 8). Click on the **Reset Password** button (see Figure 9).



The screenshot shows the 'User Login' page. It has a title 'User Login' and a subtitle 'Please type in your password.' Below this are two input fields: 'Email:' with the value 'doej@asme.org' and 'Password:'. A red arrow points to the email field. Below the fields is a blue 'Log In' button. At the bottom, there is a link 'Go to Certificate Holder Search' and a 'Forgot your password' link highlighted in yellow, with a red arrow pointing to it. A 'Change your password' link is also visible above the highlighted link.

Figure 8 - Forgot Your Password



The screenshot shows the 'User Login' page. It has a title 'User Login' and a subtitle 'Click the "Reset Password" button below to send a new temporary password to your email account.' Below this is an 'Email:' input field with the value 'doej@asme.org'. A red arrow points to the 'Reset Password' button. At the bottom, there is a link 'Go to Certificate Holder Search'.

Figure 9 – Reset Password

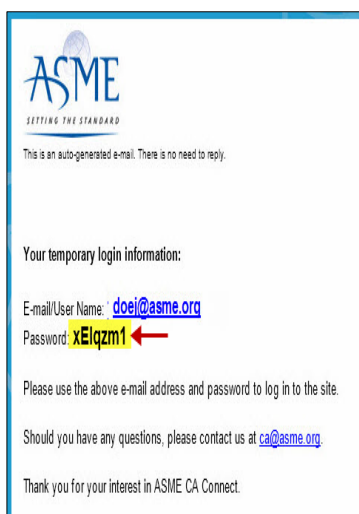
You will receive a message on the User Login window to **Please check your email account for your new password**. Click on the **Continue** button (see Figure 10). Go to your email account and retrieve your temporary password (see Figure 11).

Return to the User Login window and enter the **temporary password** then enter your new password (see Figure 12). When done, click on the **Change Password** button. You will be directed to your Company Dashboard (see Figure 27).



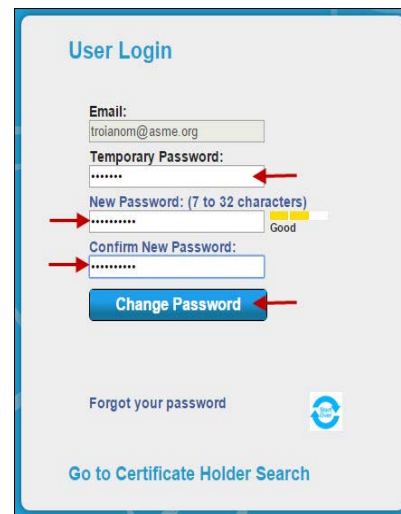
The screenshot shows the 'User Login' page. It has a title 'User Login' and a subtitle 'Please check your email account for your new password'. Below this is an 'Email:' input field with the value 'doej@asme.org'. A red arrow points to the 'Continue' button. At the bottom, there is a link 'Go to Certificate Holder Search'.

Figure 10 – Forgot Password Message



The screenshot shows an email message from ASME. The header says 'ASME SETTING THE STANDARD'. The body text says 'This is an auto-generated e-mail. There is no need to reply.' Below this is a section titled 'Your temporary login information:'. It lists 'E-mail/User Name: doej@asme.org' and 'Password: xElqzm1', with a red arrow pointing to the password. At the bottom, it says 'Please use the above e-mail address and password to log in to the site.' and 'Should you have any questions, please contact us at ca@asme.org.' and 'Thank you for your interest in ASME CA Connect.'

Figure 11 – Temporary Password

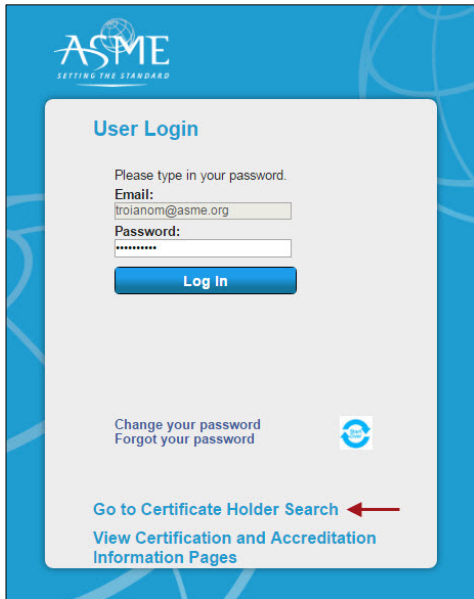


The screenshot shows the 'User Login' page. It has a title 'User Login' and a subtitle 'Please check your email account for your new password'. Below this are three input fields: 'Email:' with the value 'trolanom@asme.org', 'Temporary Password:' with a masked value '*****', and 'New Password: (7 to 32 characters)' with a masked value '*****'. A red arrow points to the 'Change Password' button. At the bottom, there is a link 'Go to Certificate Holder Search'.

Figure 12 – Change Password

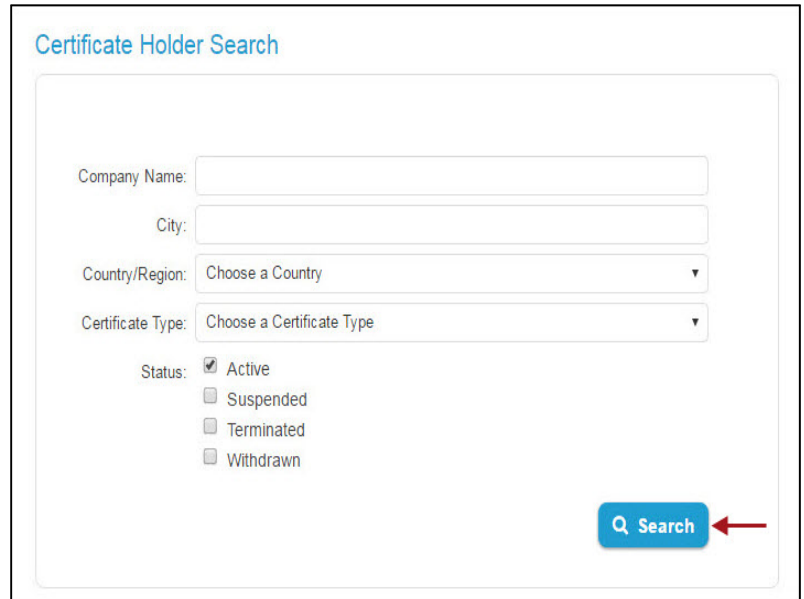
7. Go to Certificate Search Holder

You can use the ASME Certificate Holder Search feature to find companies that have been evaluated and approved by ASME. To initiate the search, click on the **Go to Certificate Holder Search** link (see Figure 13). The **Certificate Holder Search** window is displayed (see Figure 14). You can locate the company and certificate related information by entering the Company Name, Location, Certificate Type, and Status. When done, click on the **Search** button to begin the search.



The image shows the ASME User Login page. It features the ASME logo at the top left. Below it, there is a 'User Login' section with a 'Please type in your password.' prompt. The login form includes fields for 'Email:' (with the example 'troianom@asme.org') and 'Password:'. A 'Log In' button is positioned below the password field. At the bottom of the login section, there are links for 'Change your password' and 'Forgot your password'. A red arrow points to the link 'Go to Certificate Holder Search' located at the bottom of the page.

Figure 13 – Certificate Search Holder

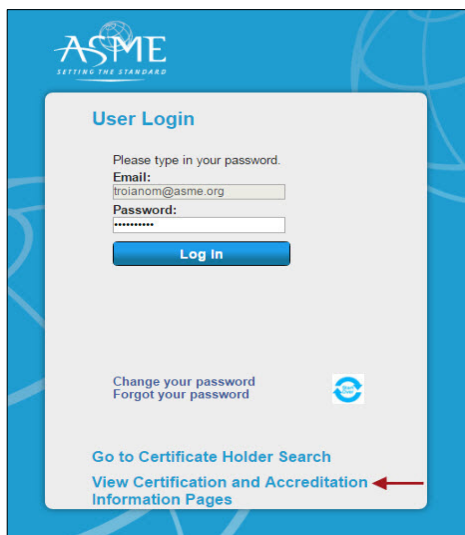


The image shows the 'Certificate Holder Search' form. It has a title 'Certificate Holder Search' at the top. The form includes input fields for 'Company Name:', 'City:', and 'Country/Region:' (with a dropdown menu). There is also a 'Certificate Type:' dropdown menu. A 'Status:' section contains four checkboxes: 'Active' (checked), 'Suspended', 'Terminated', and 'Withdrawn'. A red arrow points to the 'Search' button at the bottom right of the form.

Figure 14 – Certificate Search Holder Search Fields

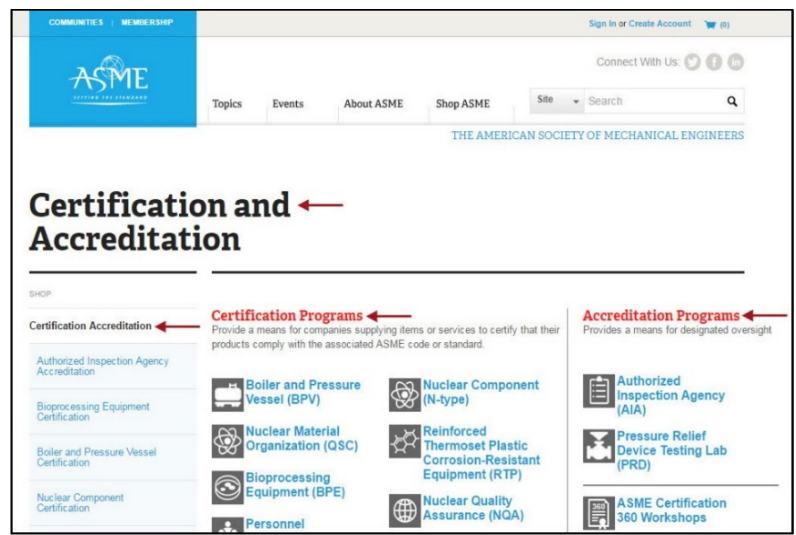
8. View Certification and Accreditation Information Pages

You can acquire Certification and Accreditation information by clicking on the **View Certification and Accreditation information Pages** link (see Figure 15). When clicked, you will be directed to the ASME.org website where you can obtain information (see Figure 16).



This image is identical to Figure 13, showing the ASME User Login page. A red arrow points to the link 'View Certification and Accreditation Information Pages' located at the bottom of the page.

Figure 15 – View Certification and Accreditation Information Pages



The image shows the ASME Certification and Accreditation Information page. It features the ASME logo and navigation links at the top. The main heading is 'Certification and Accreditation'. Below this, there are sections for 'Certification Programs' and 'Accreditation Programs'. The 'Certification Programs' section lists various programs: 'Authorized Inspection Agency Accreditation', 'Bioprocessing Equipment Certification', 'Boiler and Pressure Vessel Certification', 'Nuclear Component Certification', 'Boiler and Pressure Vessel (BPV)', 'Nuclear Material Organization (QSC)', 'Bioprocessing Equipment (BPE)', and 'Personnel'. The 'Accreditation Programs' section lists: 'Authorized Inspection Agency (AIA)', 'Pressure Relief Device Testing Lab (PRD)', and 'ASME Certification 360 Workshops'. A red arrow points to the 'Certification and Accreditation' heading.

Figure 16 – ASME Certification and Accreditation Information

9. Registering a New Contact

To register a new contact in CA Connect, first enter the new contact's primary email address that will be registered in CA Connect and used to log into the system. When done, click on the **Continue** button (see Figure 17). Enter the new contact's password, then click on the **Create Account** (see Figure 18).

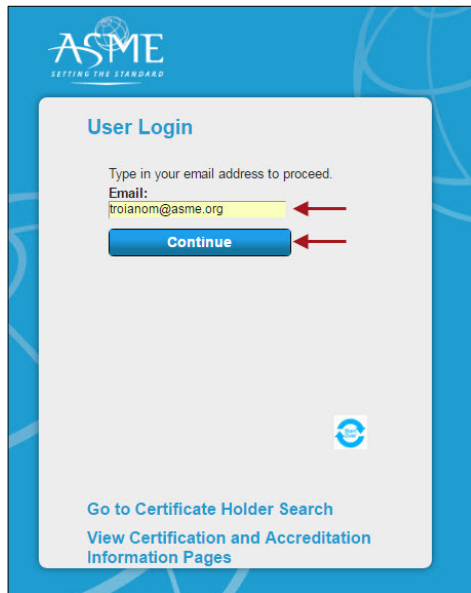
The screenshot shows the 'User Login' page with a 'Continue' button highlighted by a red arrow. The email field contains 'trolanom@asme.org' and is also highlighted by a red arrow. The ASME logo is at the top left, and the text 'Go to Certificate Holder Search' and 'View Certification and Accreditation Information Pages' is at the bottom.

Figure 17 –New Contact Email Address

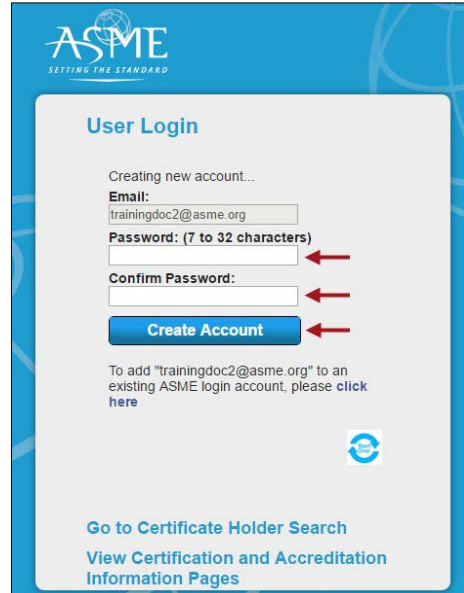
The screenshot shows the 'User Login' page with 'Create Account' fields. The 'Email' field contains 'trainingdoc2@asme.org', the 'Password' field contains '7 to 32 characters', and the 'Confirm Password' field is empty. A red arrow points to the 'Create Account' button. The ASME logo is at the top left, and the text 'Go to Certificate Holder Search' and 'View Certification and Accreditation Information Pages' is at the bottom.

Figure 18 – New Contact Password

Enter the Contact information in the designated fields. The required fields are denoted with an * and must be filled in. For phone numbers, enter only the numbers without dashes or parenthesis. When done, click on the **Submit** button.

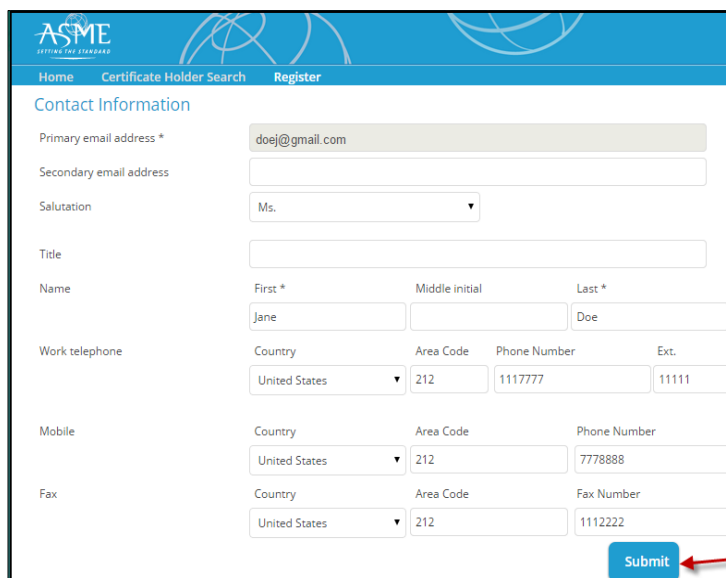
The screenshot shows the 'Contact Information' form. The 'Primary email address *' field contains 'doej@gmail.com'. The 'Salutation' dropdown is set to 'Ms.'. The 'Name' section has 'First *' as 'Jane', 'Middle initial' as 'Doe', and 'Last *' as 'Doe'. The 'Work telephone' section has 'Country' as 'United States', 'Area Code' as '212', 'Phone Number' as '1117777', and 'Ext.' as '1111'. The 'Mobile' section has 'Country' as 'United States', 'Area Code' as '212', and 'Phone Number' as '7778888'. The 'Fax' section has 'Country' as 'United States', 'Area Code' as '212', and 'Fax Number' as '1112222'. A red arrow points to the 'Submit' button. The ASME logo is at the top left, and the text 'Go to Certificate Holder Search' and 'View Certification and Accreditation Information Pages' is at the bottom.

Figure 19 - Contact Information

10. Company Search

Enter the Company Name then click on the **Search** button. If the Company is not in the system, you will receive the message **No matching companies found**. Click on the **Register** link to create an account for the new company.

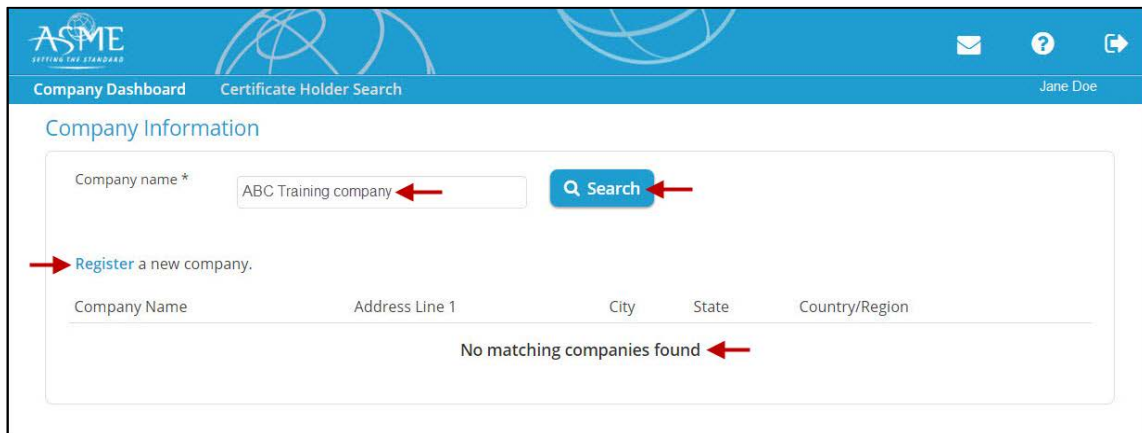


Figure 20 - Company Information – Register New Company

a. Company Information page (Registering a New Company)

Enter the Company information then click on the **Submit** button. The required fields are denoted with an * and must be filled in. The mailing address should be entered if available and if it is different from the plant address.

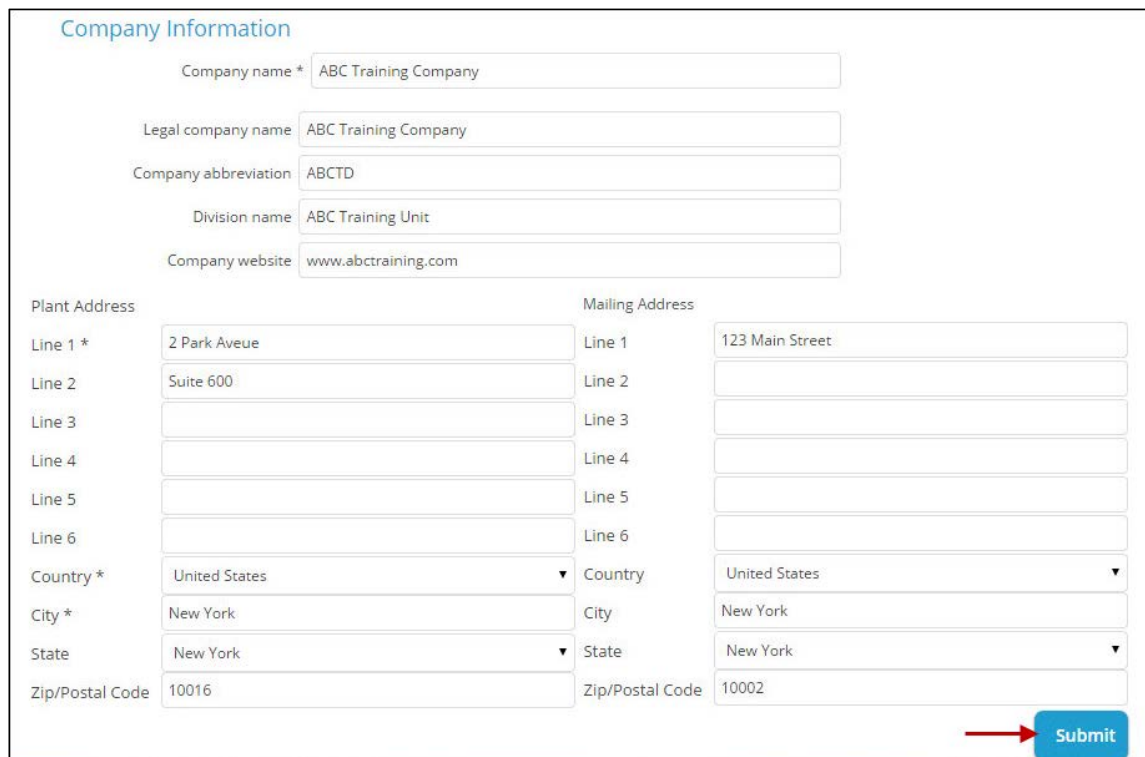


Figure 21 - Company Information – Add New Company Page

If you enter or edit an address in the United States or Canada, you will be asked to choose between the valid USPS address and the address that you typed. Please choose the applicable address. If you are not located in the United States, your address will be saved without any additional pop up window.

Please review the addresses below.

	USPS Validated	You Entered
Billing	2 Park Ave Fl 7 New York, New York 10016 United States	2 Park Avenue South 7th Floor New York, New York 10016 United States
	Use Valid USPS Address	Use Address You Typed
		Cancel

Figure 22 - Billing Address

b. New Company - Verification

After the company information submittal process is complete, you will be prompted to enter your email address and password. The message below will appear after the **Log In** button is clicked.

Your registration on CA Connect has been confirmed. A Verification E-mail was sent to the e-mail address on file. Please locate the notification and click on the validation link found in the body of the e-mail to confirm your account and gain access to the system.

If you are unable to find the validation e-mail, please check your spam box.

If you encounter any problems, please send an e-mail to ca@asme.org.

Figure 23 - Verification Confirmation Message

c. New Company - Email Verification

The following email will be sent to your registered email address on file. Go to your email account, locate the email, and click on the link in the email to validate your user account and access CA Connect.

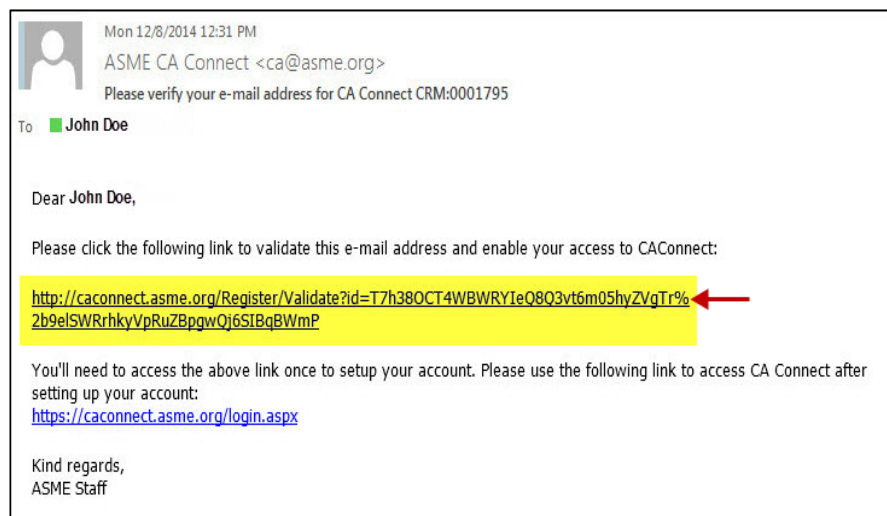


Figure 24 - Email Verification

You will then receive the following confirmation message.

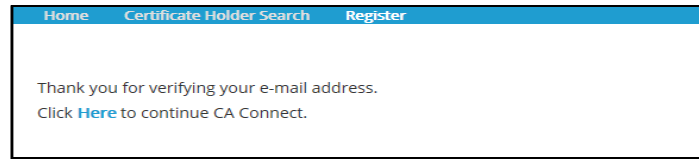


Figure 25 - Email Verification Confirmation Message

11. Company Information Page (Existing Company)

In order to become a primary contact for a company already in CA Connect, enter the **Company name** and click on the **Search button**. When the company list appears, select the appropriate company and click on the **Select** link.

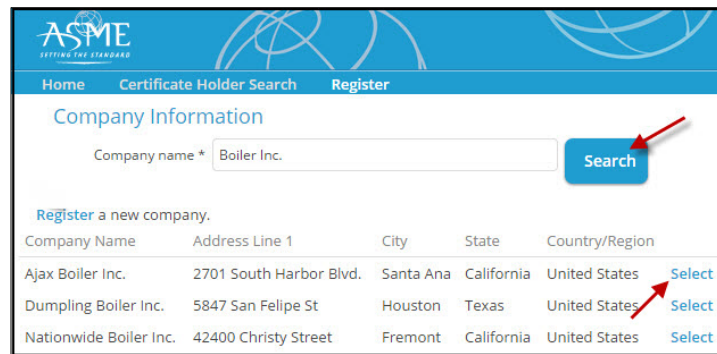


Figure 26 - Company Dashboard – Existing Company

The Primary Contact will need to submit their appointment as company representative on company letterhead to ASME Conformity Assessment (see instructions depicted in the image below).

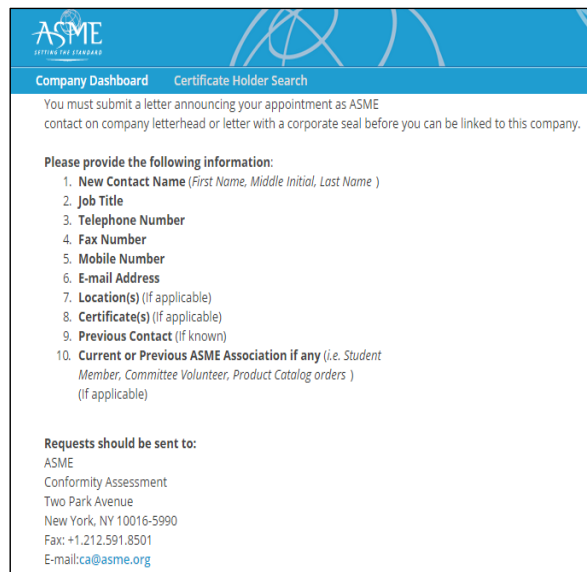


Figure 27 - Email Verification Message

12. Company Dashboard – Applications/Certificates

After you login, you will be directed to the **Company Dashboard**. The Company Dashboard serves as the hub for your application(s). From here, you can perform multiple activities such as the following:

- Apply for new/renewal certificate(s)
- View application and certificate status (once you have applied)
- View Company primary contact/plant & mailing addresses
- Register new company
- View upcoming reviews/surveys

a. The **Register New Company** button is used to create an account for a new company.

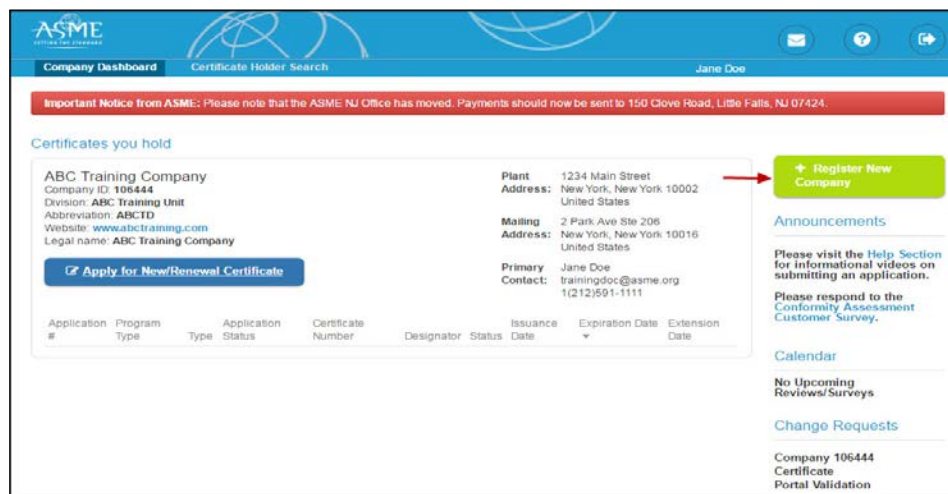


Figure 28 – Register New Company

b. The **Apply for New/Renewal Certificate** button is used to apply for certification.

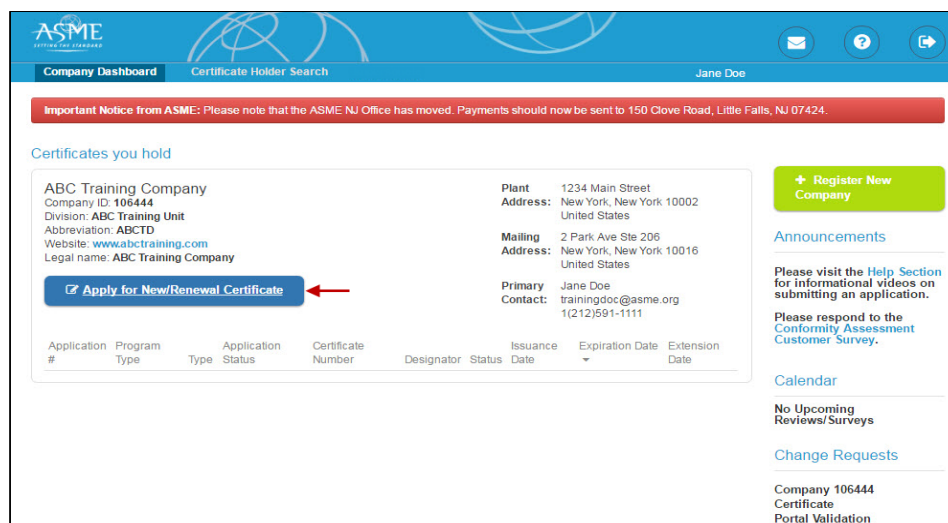


Figure 29 - Company Dashboard – Applications/Certificates

13. Submitting an Application

Submitting an application is a multi-step process. Each step is represented by a tab that will allow you to enter the application details and access different parts of the application. You will need to fill in the required information in each tab in order to complete the Application. You can use the scroll bar to move the window contents up and down.

To begin the process of submitting an application for certification, click on the **Apply for New/Renewal Certificate** button.

The screenshot shows the 'Company Dashboard' for Jane Doe. At the top, there's a navigation bar with 'Company Dashboard' and 'Certificate Holder Search'. Below this is a red banner with an important notice from ASME. The main section is titled 'Certificates you hold' and displays details for 'ABC Training Company'. A blue button labeled 'Apply for New/Renewal Certificate' is highlighted with a red arrow. To the right of the button, there's a table with columns: Application #, Program Type, Application Type, Application Status, Certificate Number, Designator, Status, Issuance Date, Expiration Date, and Extension Date. Below the table, there's a 'Calendar' link. On the right side of the dashboard, there's a green button 'Register New Company', a section for 'Announcements' with links to 'Help Section' and 'Conformity Assessment Customer Survey', and a 'Calendar' link at the bottom.

Figure 30 - Company Dashboard – Apply for New/Renewal Certificate

Note: Renewal Certificate(s) you currently hold, including related certificate details, will be listed below the Apply for New/Renewal Certificate button. They will also be accessible via the **Certificates and Stamps** tab within the New/Renewal application.

The screenshot shows the 'Company Dashboard' for Jane Doe, focusing on the 'Certificates you hold' section. A green button labeled 'Apply for New/Renewal Certificate' is visible. Below it is a table with columns: Application #, Program Type, Application Type, Application Status, Certificate Number, Designator, Status, Issuance Date, Expiration Date, and Extension Date. The first two rows of the table are highlighted with a red box, and a red arrow points to the 'Expiration Date' column. The table data is as follows:

Application #	Program Type	Application Type	Application Status	Certificate Number	Designator	Status	Issuance Date	Expiration Date	Extension Date
118491	Boiler	New	Active	52235	A	Active	07/24/2012	07/27/2015	
118491	Boiler	New	Active	52236	PP	Active	07/26/2012	07/27/2015	

On the right side of the dashboard, there's a section for 'Reviews/Surveys' with a link to 'Change Requests'. Below this, there's a list of items: 'Company 101539 Certificate Portal Validation', 'Company 101539 Application 101026 Scope Change', 'Company 101539 Application 116883 Conditional Form', and 'Company 101539'.

Figure 31 - Company Dashboard – Active Certificate(s)

a. BPV Applications

Once you click on the **Apply for New/Renewal Certificate** button, you will be directed to the **Application** page.

Policies Tab

The first tab is **Policies**. Read the written policies shown on the page then click on the **checkbox** preceding **I have reviewed and agreed to the above policies**. When done, click on the **Next** button to move to the next step (**Certificates & Stamps** tab).

Note: You will not be able to continue until you confirm that you have read the policies.

The screenshot shows the 'Application' page for 'ABC Training Company'. The page has a blue header with navigation links: 'Company Dashboard', 'Certificate Holder Search', 'Impersonate', and the user name 'Jane Doe'. A red banner at the top contains an 'Important Notice from ASME' about the office move. The main content area is titled 'Application' and displays company details: Legal Name (ABC Training Company), Company Abbreviation (ABCTD), Plant Address (1234 Main Street, New York, NY 10002), Mailing Address (2 Park Ave Ste 206, New York, NY 10016), Billing Address (edit), and Website (www.abctraining.com). A progress bar below the details shows five steps: 'Policies' (active, highlighted with a red box and a blue checkmark), 'Certificates & Stamps', 'Travel', 'Billing', and 'Review'. Below the progress bar, there are sections for 'Final Invoice', 'Cancellation – Reviews/Surveys scheduled by ASME', and 'Extension Policy'. At the bottom, there is a checkbox labeled 'I have reviewed and agreed to the above policies.' which is checked, and a blue 'Next >' button. Red arrows point to the checked checkbox and the 'Next >' button.

Company Dashboard Certificate Holder Search Impersonate Jane Doe

Important Notice from ASME: Please note that the ASME NJ Office has moved. Payments should now be sent to 150 Clove Road, Little Falls, NJ 07424.

Application

ABC Training Company

Legal Name: ABC Training Company Primary Contact: Jane Doe Company ID 106444
trainingdoc@asme.org
1(212)591-1111

Company Abbreviation: ABCTD

Plant Address: 1234 Main Street
New York, New York 10002
United States
[edit](#)

Mailing Address: 2 Park Ave Ste 206
New York, New York 10016
United States
[edit](#)

Billing Address: [edit](#)

Website: www.abctraining.com

☒ Policies [Certificates & 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 month 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 no 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 indicated, 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 >](#)

Figure 32 – BPV Policies Tab

Certificates & Stamps Tab

Click on the **dropdown option** and select the **Program Type**. For this illustration, we will be creating an application for the **Boiler** program. Click on the **Boiler** option.

Note: The **Program Type** is not available for selection when applying for the renewal of a certificate because it was assigned when the certificate was first issued.

Program Type

Choose a Program Type

- Boiler
- Nuclear
- OSC
- AIA
- RTP
- PPD
- BPE
- NGA

Certificate	Certificate Type	Designator	Description	Expiration
Added				

Stamp Selection

NEW APPLICANTS: Indicate the number of ASME Single Certification Marks you would like to receive. Applicable fees, taxes, and shipping charges will be assessed. Number of Marks Requested:

1Q:

3Q:

☐ Stamps confirmed by applicant

[Save](#) [Back](#) [Next](#)

Figure 33 – BPV Program Type

Click on the **New Certificate** button to add the certificate you are applying for.

Program Type

Boiler

[New Certificate](#)

Certificate Number	Certificate	Certificate Type	Designator	Description	Expiration
No Certificates Have Been Added					

Figure 34 - BPV Add New Certificate

Note: If you are renewing, the **Designator** for the certificate you are currently holding, including the certificate scope description, will be listed on the page.

Selected Certificates

Certificate Number	Certificate Type	Designator	Description	Expiration
52235	A	N/A	A-1-52235 Assembly of power boilers at field sites controlled by the above location	
52236	PP	N/A	PP-1-52236 Fabrication and assembly of pressure piping at the above location only	

Authorized Inspection Agency

Stamp Selection

Applicants: Indicate the number of ASME Single Certification Marks you would like to receive. You will be charged for the Marks, along with applicable taxes and shipping fees. Number of Marks Requested:

1/2 "

3/4 "

Figure 35 – BPV Active Certificates

A popup window will appear instructing you to select one or more certificate scopes for this application. You can add a single certificate or multiple certificates to the application by single-clicking on each of the certificates you are applying for.

Application

ABC Training Company

Legal Name: ABC Training Company Company ID 106444

Company Abbreviation: ABCTD

Plant Address: 1234 Main Street New York, New York United States [edit](#)

Mailing Address: 2 Park Ave Ste 206 New York, New York United States [edit](#)

Billing Address: [edit](#)

Website: www.abctraining.com

☒ Policies ☐ Certificate

Program Type

Boiler

Select one or more certificate scopes for this application.

- > A
- > E
- > H1
- > H2
- > HLW
- > HV
- > M
- > PP
- > PRT
- > RP
- > S
- > T
- > TD
- > TV
- > U

Figure 36 – BPV Certificate Designators

Select the **Certificate Scope** for each Certificate Type you selected. When you are done with your selection, click on the **Add Selected Certificate Scopes** button.

The screenshot shows the 'Application' section for 'ABC Training Company' with fields for Legal Name, Company Abbreviation, Plant Address, Mailing Address, Billing Address, and Website. A modal dialog titled 'Select one or more certificate scopes for this application.' is open, displaying a list of certificate scopes. The list is organized by category: A (Assembly of power boilers), E, H1, H2, HLW, HV, M, and PP (Fabrication and assembly of pressure piping). Red arrows highlight the 'A' category, the 'A-1' scope, the 'PP-1' scope, and the 'Add Selected Certificate Scopes' button at the bottom right of the dialog.

Figure 37 – BPV Certificate Scopes

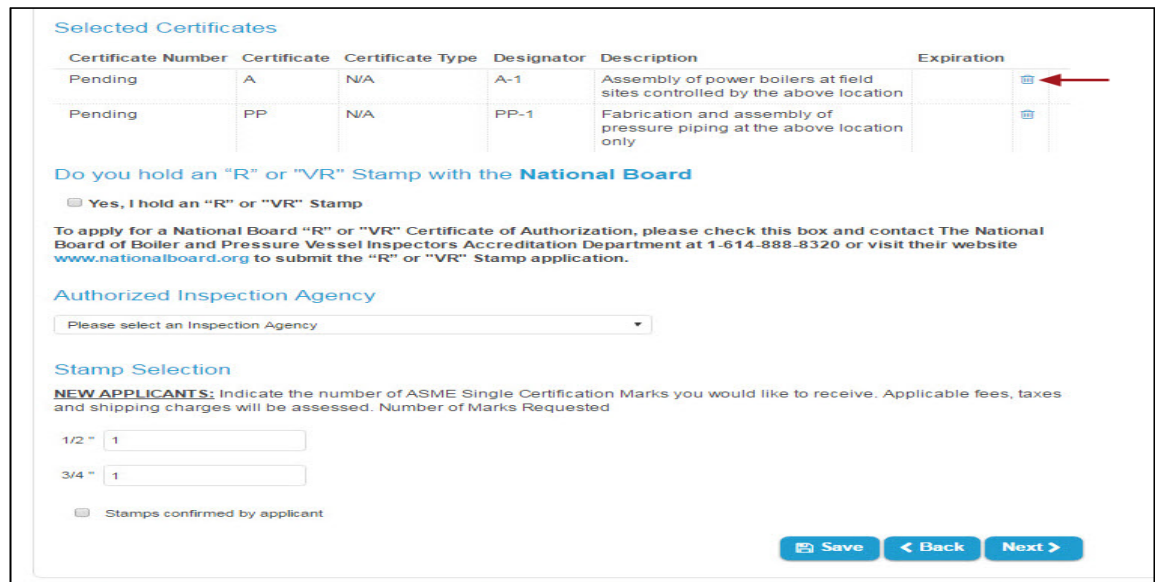
The certificates you selected, including a full description of the certificate scope, will be added to the **Selected Certificates** section.

The screenshot shows the 'Selected Certificates' section with a table containing two rows of selected certificates. The table has columns for Certificate Number, Certificate, Certificate Type, Designator, Description, and Expiration. Red arrows point to the 'Description' and 'Expiration' columns. Below the table, there are sections for 'Do you hold an "R" or "VR" Stamp with the National Board', 'Authorized Inspection Agency', and 'Stamp Selection'.



Certificate Number	Certificate	Certificate Type	Designator	Description	Expiration
Pending	A	N/A	A-1	Assembly of power boilers at field sites controlled by the above location	
Pending	PP	N/A	PP-1	Fabrication and assembly of pressure piping at the above location only	

Figure 38 – BPV Selected Certificates

If you want to **remove** a certificate you just added from your application, click on the **trash can** icon on the right-hand side of the certificate you want to remove.



Selected Certificates

Certificate Number	Certificate	Certificate Type	Designator	Description	Expiration	
Pending	A	N/A	A-1	Assembly of power boilers at field sites controlled by the above location		
Pending	PP	N/A	PP-1	Fabrication and assembly of pressure piping at the above location only		

Do you hold an "R" or "VR" Stamp with the National Board

☐ Yes, I hold an "R" or "VR" Stamp

To apply for a National Board "R" or "VR" Certificate of Authorization, please check this box and contact The National Board of Boiler and Pressure Vessel Inspectors Accreditation Department at 1-614-888-8320 or visit their website www.nationalboard.org to submit the "R" or "VR" Stamp application.

Authorized Inspection Agency

Please select an Inspection Agency ▼

Stamp Selection

NEW APPLICANTS: Indicate the number of ASME Single Certification Marks you would like to receive. Applicable fees, taxes and shipping charges will be assessed. Number of Marks Requested

1/2 "

3/4 "

☐ Stamps confirmed by applicant




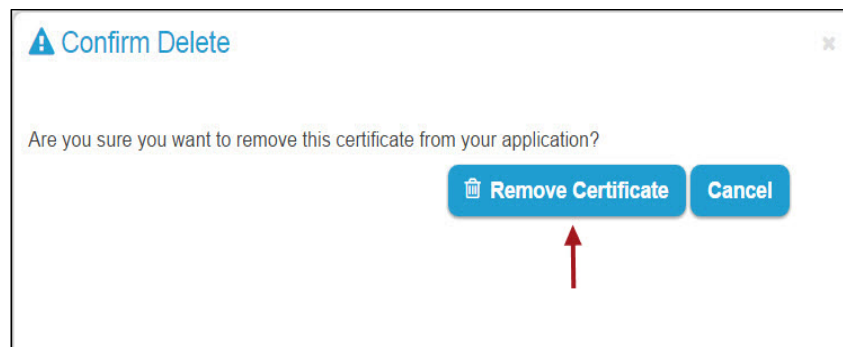
 Save  Back  Next >

Figure 39 – BPV Remove Certificate Icon

A deletion confirmation popup window is displayed. Click on the **Remove Certificate** button.



Confirm Delete

Are you sure you want to remove this certificate from your application?


 **Remove Certificate** **Cancel**

Figure 40 - BPV Remove Certificate Option

If you hold an **"R" or "VR" Stamp** with the National Board, check **Yes, I hold an "R" or "VR" Stamp**.



Selected Certificates

Certificate Number	Certificate	Certificate Type	Designator	Description	Expiration
Pending	A	N/A	A-1	Assembly of power boilers at field sites controlled by the above location	
Pending	PP	N/A	PP-1	Fabrication and assembly of pressure piping at the above location only	

Do you hold an "R" or "VR" Stamp with the National Board

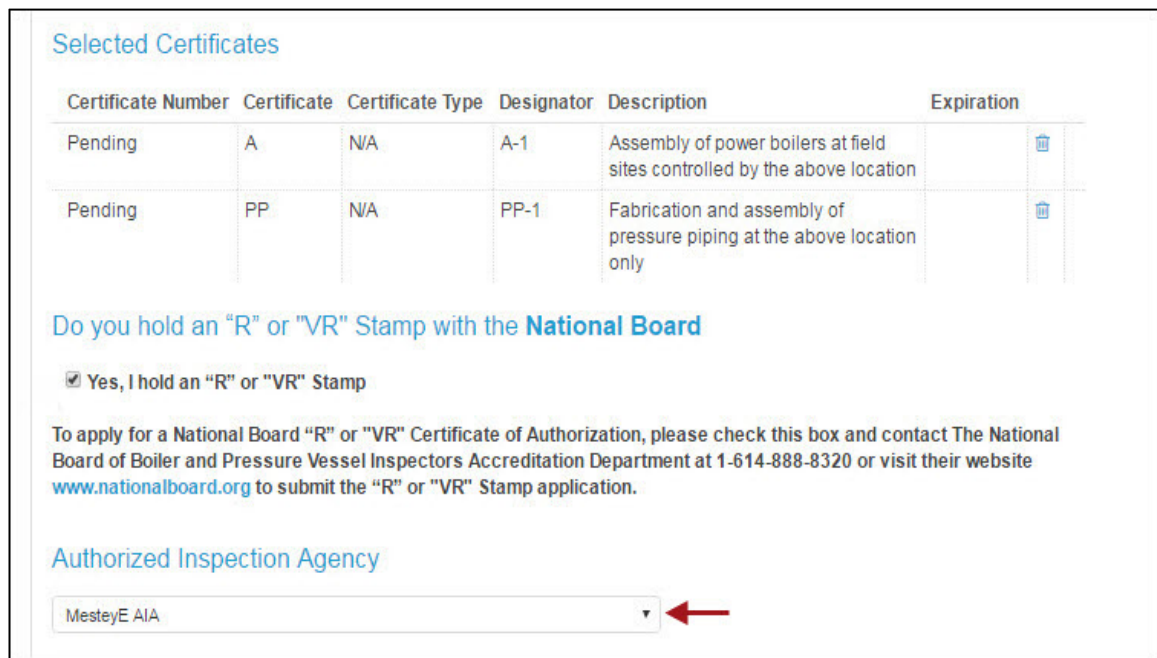
☒ Yes, I hold an "R" or "VR" Stamp

To apply for a National Board "R" or "VR" Certificate of Authorization, please check this box and contact The National Board of Boiler and Pressure Vessel Inspectors Accreditation Department at 1-614-888-8320 or visit their website www.nationalboard.org to submit the "R" or "VR" Stamp application.

Figure 41 - R or VR Stamp

Select the **Authorized Inspection Agency** by clicking on the dropdown option and selecting the applicable Authorized Inspection Agency from the list of options.

Note: The following certificates types do not require an Authorized Inspection Agency: BPV (H Cast Iron), BPV (H Cast Aluminum), Safety Valves, PRD, AIA, BPE, NQA, QSC, and RTP.



Selected Certificates

Certificate Number	Certificate	Certificate Type	Designator	Description	Expiration
Pending	A	N/A	A-1	Assembly of power boilers at field sites controlled by the above location	
Pending	PP	N/A	PP-1	Fabrication and assembly of pressure piping at the above location only	

Do you hold an "R" or "VR" Stamp with the National Board

☒ Yes, I hold an "R" or "VR" Stamp

To apply for a National Board "R" or "VR" Certificate of Authorization, please check this box and contact The National Board of Boiler and Pressure Vessel Inspectors Accreditation Department at 1-614-888-8320 or visit their website www.nationalboard.org to submit the "R" or "VR" Stamp application.

Authorized Inspection Agency

MesteyE AIA

Figure 42 – BPV Authorized Inspection Agency

For a new application, enter the number of **ASME Single Certification Marks** that you need in the **Stamp Selection** textboxes. The default for new certification is 1 half inch stamp and 1 three-quarter inch stamp. For renewals, the default is 0.

Click on the checkbox preceding **Stamps confirmed by applicant**. If you do not select this checkbox option, and you click on the Save or Next button, a warning message will be displayed requesting that you provide the required information. You will not be allowed to proceed to the next step unless you check this option. Required information must be entered for all tabs.

Selected Certificates

Certificate Number	Certificate	Certificate Type	Designator	Description	Expiration
Pending	A	N/A	A-1	Assembly of power boilers at field sites controlled by the above location	
Pending	PP	N/A	PP-1	Fabrication and assembly of pressure piping at the above location only	

Do you hold an "R" or "VR" Stamp with the National Board

☒ Yes, I hold an "R" or "VR" Stamp

To apply for a National Board "R" or "VR" Certificate of Authorization, please check this box and contact The National Board of Boiler and Pressure Vessel Inspectors Accreditation Department at 1-614-888-8320 or visit their website www.nationalboard.org to submit the "R" or "VR" Stamp application.

Authorized Inspection Agency

MesteyE AIA

Stamp Selection

NEW APPLICANTS: Indicate the number of ASME Single Certification Marks you would like to receive. Applicable fees, taxes and shipping charges will be assessed. Number of Marks Requested

1/2 " ←

3/4 " ←

☒ Stamps confirmed by applicant ←

←

Figure 43 – ASME Single Certification Marks

The information you entered will be saved in CA Connect. A message will be displayed on the upper right side of the screen alerting you that the Application has been updated.

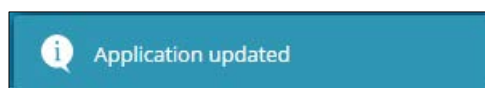


Figure 44 - Application Updated Message Prompt

Travel Tab

You will then be directed to the Travel tab also known as Form D. Enter the information in the fields illustrated below. When done, click on the **Next** button to proceed to the next step (**Billing Tab**).

The screenshot displays the 'Travel' tab of the BPV Application, which is highlighted in the top navigation bar. The form is titled 'Travel Recommendations' and contains several sections of input fields:

- Travel Recommendations:** Fields for Division Name (ABC Training Unit), Address (1234 Main Street), Country (United States), City (New York), State (New York), and Zip/Postal Code (10002).
- Emergency Contact:** Fields for Name (Angela Taylor) and Phone (591-111-2222).
- Airport:** Fields for Name (JFK) and City (Queens).
- Hotel:** Fields for Name (Marriott Courtyard), Address (1248 West 46th Street), Country (United States), City (New York), State (New York), Zip/Postal Code (10034), Phone (212-222-3333), and Fax (212-444-5555).
- Review/Survey Dates:** Fields for Earliest Available Review/Survey Date (10/10/2016), Acceptable Dates for Review/Survey (10/10/2016 - 11/10/2016), and Unacceptable Dates for Review/Survey (12/1/2016 - 1/2/2017).

At the bottom right of the form, there are three buttons: 'Save', 'Back', and 'Next'. A red arrow points to the 'Next' button, indicating the next step in the process.

Figure 45 - BPV Application – Travel Tab (aka Form D)

Note: If one or more of the required values are missing, a message alerting you that specific essential information is required will be displayed.

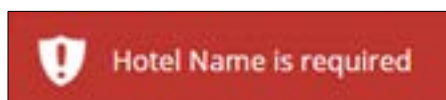


Figure 46 - BPV Application – Missing Required Information Message

Billing Tab

Enter the **Billing** information in the designated fields.

- If the **Billing Address** is the same as the **Plant Address**, click on the **Use Plant Address** link.
- If a **Mailing Address** was entered and the Mailing Address is the same as the Billing Address, click on the **Use Mailing Address** link.
- If the **Billing Address** is not the same as the **Plant Address or Mailing Addresses**, enter the billing address in the assigned fields.

After you enter the Billing information, enter the **Banking Details**. When done, click on the **Next** button to proceed to the next step (**Review tab**).

Billing

A retailer is billed to cover cost associated with the review/survey. Any left over remittance will be refunded.

Billing Address [Use Billing Address](#) [Use Mailing Address](#) [Use Plant Address](#)

123 State Street
Suite 1034

Country: United States
City: New York Zip/Postal Code: 10013 State: New York

Contact/Extension
Phone Number Country Code Area Code Phone Number Extension

ASME Credit Card Processing Form

Banking Details

Please provide the following information to allow us to refund any left over remittance.

Bank Name
ABA/Routing Number
Canadian Clearing Code
Account Number / IBAN #
Swift Code
Bank Transit Number
Bank Branch Number
Bank Account Name
Tax ID Number

[Save](#) [Back](#) [Next >](#)

Figure 47 - Billing Tab

If you enter or edit an address in the United States or Canada, you will be asked to choose between the valid USPS address and the address that you typed. Please choose the applicable address. If you are not located in the United States, your address will be saved without any additional pop up window.

Please review the addresses below.

	USPS Validated	You Entered
Billing	2 Park Ave Fl 7 New York, New York 10016 United States	2 Park Avenue South 7th Floor New York, New York 10016 United States

[Use Valid USPS Address](#) [Use Address You Typed](#) [Cancel](#)

Figure 48 - Billing Address

Review Tab

The **Review** step allows you the opportunity to review and edit the information you entered in the previous steps. To change any of the information, click on the **edit** link for the step you like to change. Update the information, click on the **Save** button, then click on the Review Tab to return to the Review step.

Policies **Certificates & Stamps** **Travel** **Billing** **Review**

Please review the details of your application

Certificates & Stamps [edit](#)

Certificate Number	Certificate	Designator	Type of Authorization
Pending	A	A-1-54413	
Pending	PP	PP-1-54414	

Yes, I hold an "R" Stamp: ☒

1/2" Stamps Requested: 1
3/4" Stamps Requested: 1

Travel [edit](#)

Division Information
ABC Training Unit
1234 Main Street
New York, New York 10002
United States

Emergency Contact
Angela Taylor 591-111-2222

Hotel Information
Marriott Courtyard
1248 West 46th Street, New York
Phone: 212-222-3333
Fax: 212-444-5555
Miles from Hotel to Review/Survey Location:
10

Airport Information
JFK, Queens
Miles from Airport to Hotel: 45
Transportation: Taxi

Review/Survey Information
Earliest Available Review/Survey Date:
10/10/2016
Acceptable Dates for Review/Survey:
10/10/2016 - 11/10/2016
Unacceptable Dates for Review/Survey:
12/1/2016 - 1/2/2017

Billing [edit](#)

Banking Details
Bank Name:
ABA Routing Number:
Canadian Clearing Code:
Account Number/IBAN #:
Swift Code:
Bank Transit Number:
Bank Account Name:
Tax ID Number:
Contact/Attention:

Billing Address
1234 Main Street
New York, Alabama United States 10002,
10002

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.

[Print Agreement](#)

Choose File [Browse...](#)

[Submit Application](#) [Back](#)

Figure 49 - Review Tab

You will need to **download, print, sign, and upload** the **Accreditation/Certification Agreement Form**. Click on the **Print Agreement** button. The Agreement Form will be downloaded as a PDF file and saved on your local computer. The PDF filename is displayed on the bottom left corner of the screen. Click on the **PDF** file to open the Agreement Form.

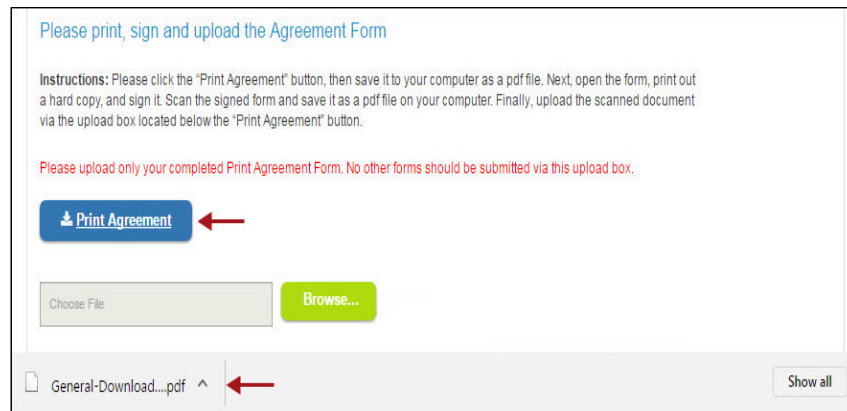


Figure 50 - Print Agreement

The **Accreditation/Certification Agreement** form is displayed. Enter the information on the bottom part of the form. When done, **Save** the completed form on your local computer.

Accreditation/Certification Agreement	
<p>The organization listed on this Application for Accreditation/Certification (the "Applicant") performs or subcontracts the design, fabrication, production, testing, assembly, construction and/or installation of items, or provides a service to the aforementioned activities, at the address given, and makes this application to The American Society of Mechanical Engineers (ASME) for the appropriate Certificate of Authorization or other conformity assessment certificate, which, if applicable, permits the use of the Certification Mark. The Applicant:</p>	
(1)	Agrees to use the Certificate and Certification Mark, if applicable, in accordance with the applicable ASME Code or Standard and supplemental conformity assessment requirements governing this application.
(2)	Agrees to return the Certification Mark Stamp and/or Certificate anytime ASME may so request, at the time the Applicant discontinues the work covered, or at the time the Certificate expires, if not renewed.
(3)	Accepts the conduct of announced or unannounced audits as required by the appropriate ASME accreditation/certification body. Access to the inspection site to conduct audits, reviews or surveys, including travel to and from the site, is the responsibility of the Applicant. If access to the site is blocked or impeded, or if the Applicant deliberately misrepresents information to ASME and its agents, then ASME is not responsible for the Applicant failing to receive or continue to have accreditation/certification.
(4)	Agrees to indemnify and hold harmless ASME and its agents from and against any costs (including legal fees and expenses) and any direct, indirect, incidental or consequential damages (including loss of profits or business opportunity) arising out of any claim or cause of action in any way related to this Agreement or the subject matter hereof, including but not limited to claims based on contract, tort (including negligence), strict liability or breach of warranty (express or implied).
(5)	Understands that the Applicant's use of the ASME Certification Mark may be allowed provisionally by ASME in its discretion until a decision is made on an appeal of an action of an ASME subcommittee, committee or board and accepts the obligation to pay all legal fees and expenses and ASME's cost for recovering the Certificate and stamp if not returned.
(6)	Agrees to pay ASME for all fees, expenses and expenditures associated with the Review/Survey/Audit conducted by ASME.
<p>Legal Company Name: _____</p>	
<p>Print Name: _____</p>	
<p>Signature: _____ <small>Signature must be by a Company Officer or Designee</small></p>	
<p>Title: _____</p>	
<p>Date: _____</p>	
<p>Company ID#: _____</p>	

Figure 51 - Accreditation/Certification Agreement Form

Prior to uploading the **Agreement Form**, **print** and **sign** the Agreement Form. **Scan** the signed Agreement Form and save the signed Agreement Form on your local computer. To upload the Agreement form, click on the **Browse** button.

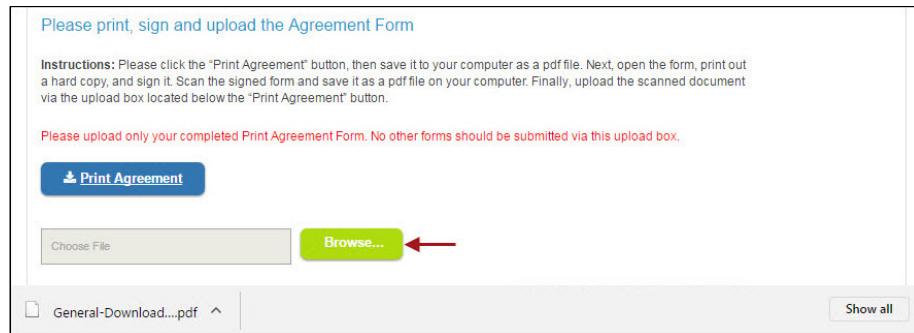


Figure 52 - Locate Agreement Form

Locate the **completed, signed, Agreement Form** on your local computer, then click on the **Open** button to attach the file.

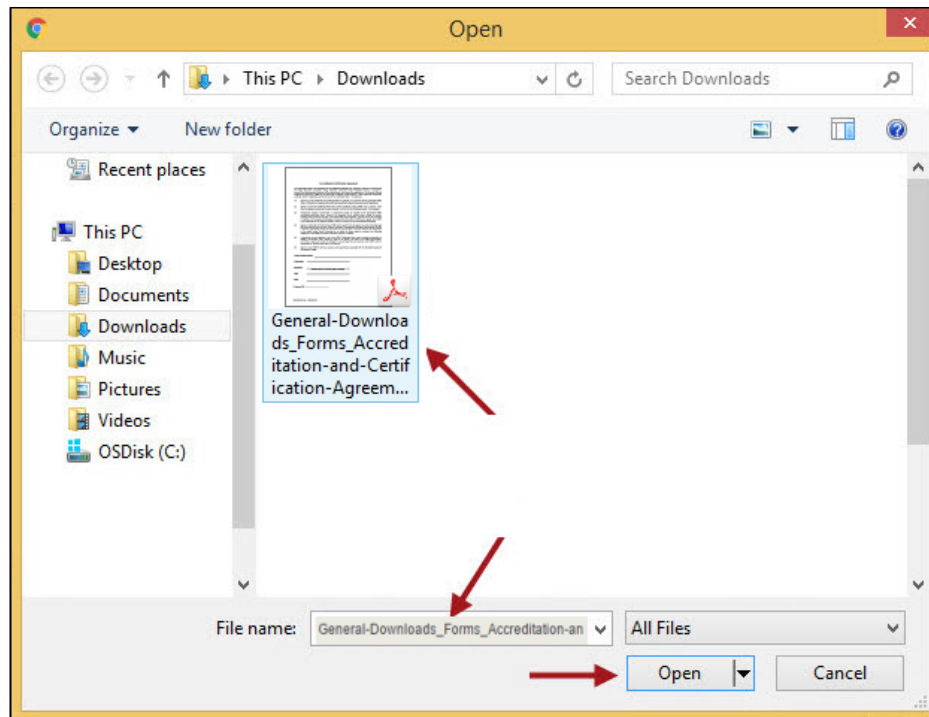
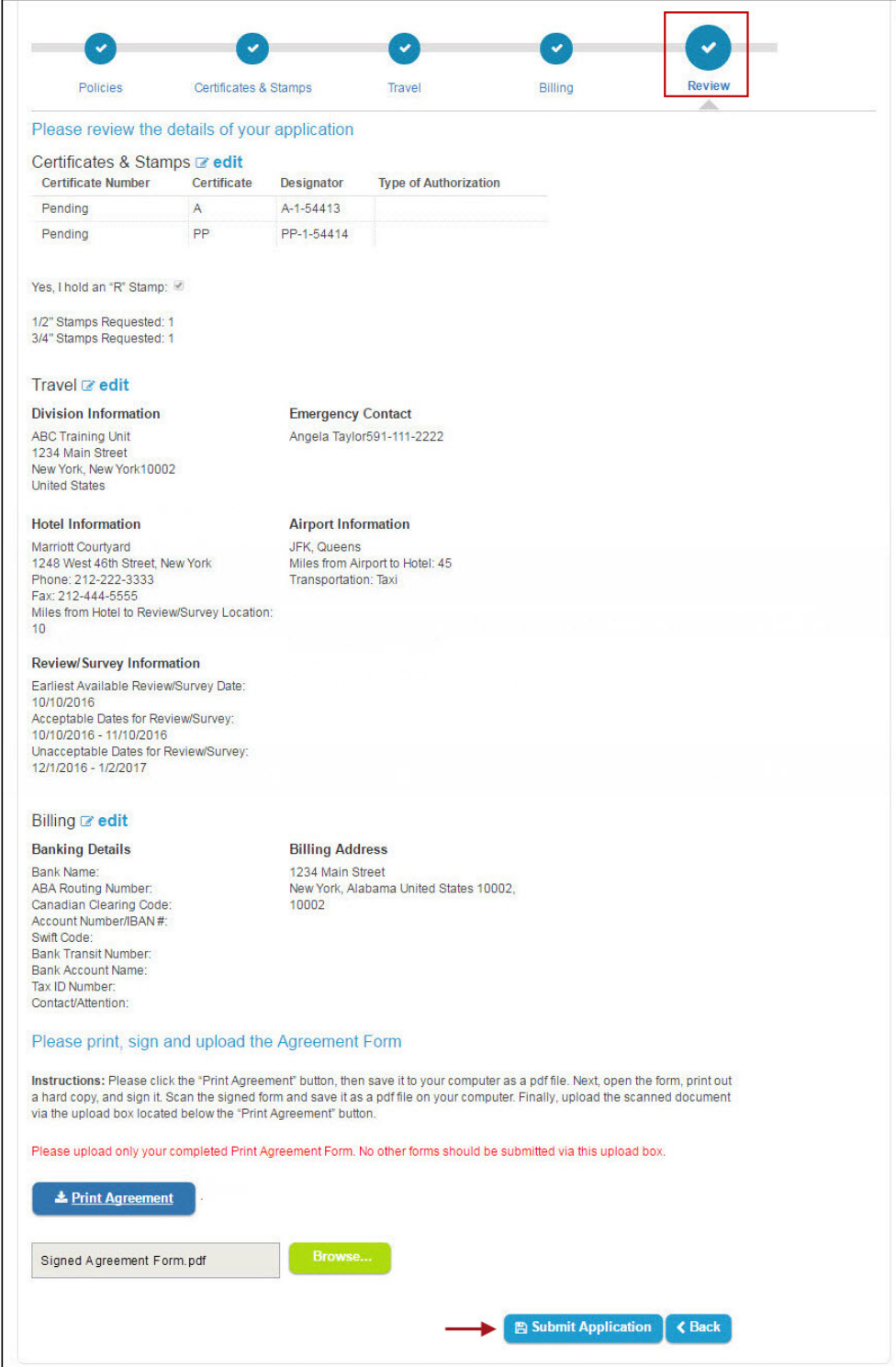


Figure 53 - Attach Agreement Form

Once you are sure that the information you entered in each tab is accurate and that you attached the signed Agreement form, click on the **Submit Application** button.



The screenshot displays a multi-step application form. At the top, a progress bar shows five steps: Policies, Certificates & Stamps, Travel, Billing, and Review. The 'Review' step is highlighted with a red box and a checkmark icon. Below the progress bar, the 'Review' section is titled 'Please review the details of your application'. It contains several sections: 'Certificates & Stamps' with a table of certificate details, 'Travel' with division and hotel information, 'Billing' with banking and billing address details, and a 'Review/Survey Information' section. At the bottom, there are instructions for printing and signing the agreement form, a 'Print Agreement' button, a file upload box for the signed agreement, and a 'Submit Application' button highlighted with a red arrow.

Progress Bar: Policies, Certificates & Stamps, Travel, Billing, **Review**

Please review the details of your application

Certificates & Stamps [edit](#)

Certificate Number	Certificate	Designator	Type of Authorization
Pending	A	A-1-54413	
Pending	PP	PP-1-54414	

Yes, I hold an "R" Stamp: ☒

1/2" Stamps Requested: 1
3/4" Stamps Requested: 1

Travel [edit](#)

Division Information
ABC Training Unit
1234 Main Street
New York, New York 10002
United States

Emergency Contact
Angela Taylor 591-111-2222

Hotel Information
Marriott Courtyard
1248 West 46th Street, New York
Phone: 212-222-3333
Fax: 212-444-5555
Miles from Hotel to Review/Survey Location:
10

Airport Information
JFK, Queens
Miles from Airport to Hotel: 45
Transportation: Taxi

Review/Survey Information
Earliest Available Review/Survey Date:
10/10/2016
Acceptable Dates for Review/Survey:
10/10/2016 - 11/10/2016
Unacceptable Dates for Review/Survey:
12/1/2016 - 1/2/2017

Billing [edit](#)

Banking Details
Bank Name:
ABA Routing Number:
Canadian Clearing Code:
Account Number/IBAN #:
Swift Code:
Bank Transit Number:
Bank Account Name:
Tax ID Number:
Contact/Attention:

Billing Address
1234 Main Street
New York, Alabama United States 10002,
10002

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.

[Print Agreement](#)

Signed Agreement Form.pdf [Browse...](#)

[Submit Application](#) [Back](#)

Figure 54 - Submit BPV Application

You will receive a message confirming that your application was successfully submitted and requesting that you remit your payment to the address depicted below. Click on the **Close** button to return to your Company Dashboard.

The process for submitting a BPV application is complete. Skip to the **Viewing Applications** section on this documentation to obtain and view and information on the application you entered.

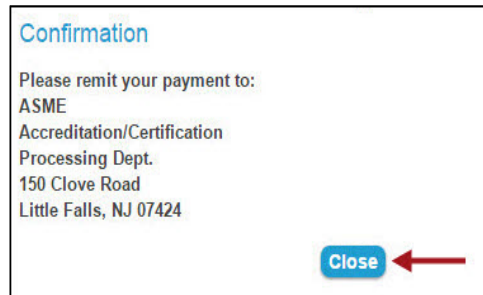


Figure 55 - Submit BPV Application – Confirmation

b. Non-BPV Applications

To begin the process of submitting a **Non-BPV application** for certification, click on the **Apply for New/Renewal Certificate** button.

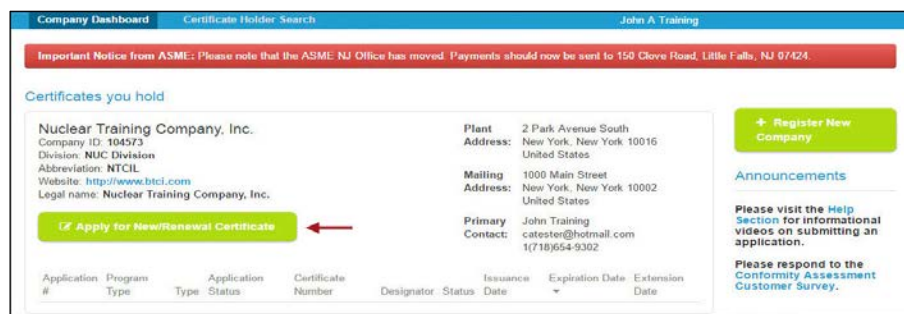


Figure 60 – Submit Non-BPV Application

Note: Renewal Certificate(s) you currently hold, including related certificate details, will be listed below the Apply for New/Renewal Certificate button. They will also be accessible via the **Certificates and Stamps** tab within the New/Renewal application.

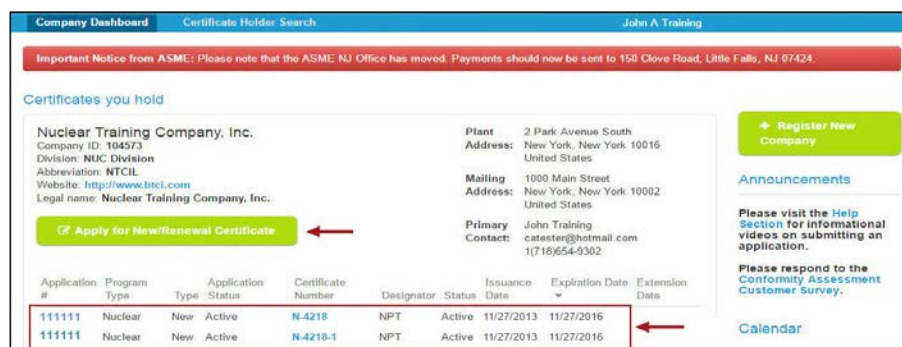


Figure 61 - Company Dashboard – Active Certificate(s)

Policies Tab

The first tab is **Policies**. Read the written policies shown on the page then click on the **checkbox** preceding **I have reviewed and agreed to the above policies**. When done, click on the **Next** button to move to the next step (**Certificates & Stamps** tab).

Note: You will not be able to continue until you confirm that you have read the policies.

Company Dashboard

Certificate Holder Search

John A Training

Important Notice from ASME: Please note that the ASME NJ Office has moved. Payments should now be sent to 150 Clove Road, Little Falls, NJ 07424.

Application

Nuclear Training Company, Inc.

Legal Name: Nuclear Training Company, Inc.

Company Abbreviation: NTCIL

Plant Address: 2 Park Avenue South
7th Floor
New York, New York 10016
United States
[edit](#)

Mailing Address: 1000 Main Street
New York, New York 10002
United States
[edit](#)

Billing Address: 123 State Street
Suite 1034
New York, New York 10013
United States
[edit](#)

Website: <http://www.btc.com>

Primary Contact: John Training
catester@hotmail.com
1(718)654-9302

Company ID 104573

✓

Policies

Certificates & 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 month 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 no 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 indicated, 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 >

Figure 62 - Non-BPV Application – Policies Tab

ASME Customer User Guide

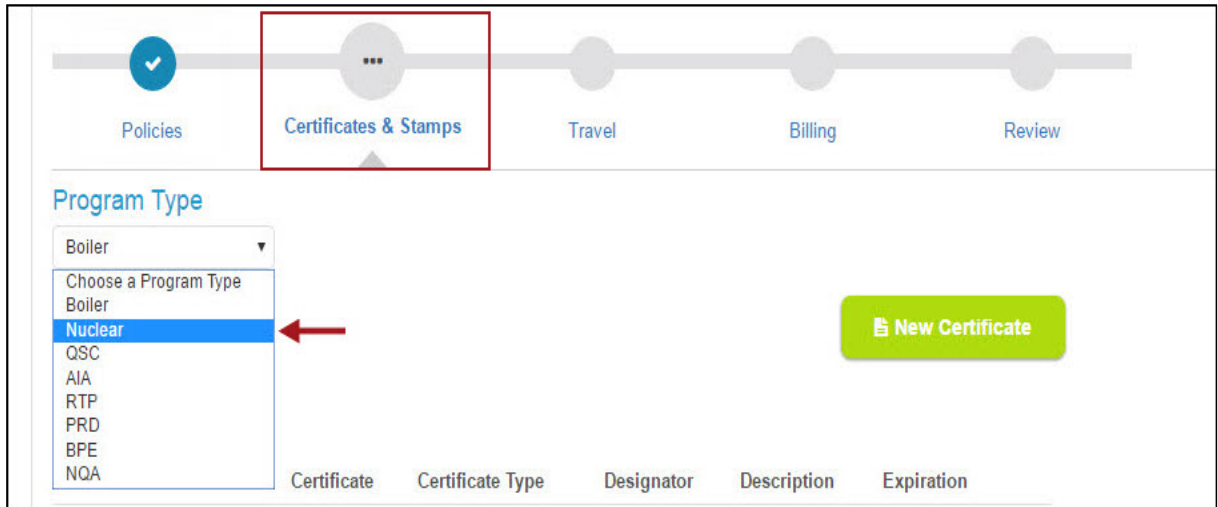
25

Dated: December 1, 2016

Certificates & Stamps Tab

Click on the **dropdown option** and select the **Program Type**. For this illustration, we will be creating an application for the **Nuclear** program. Click on the **Nuclear** option.

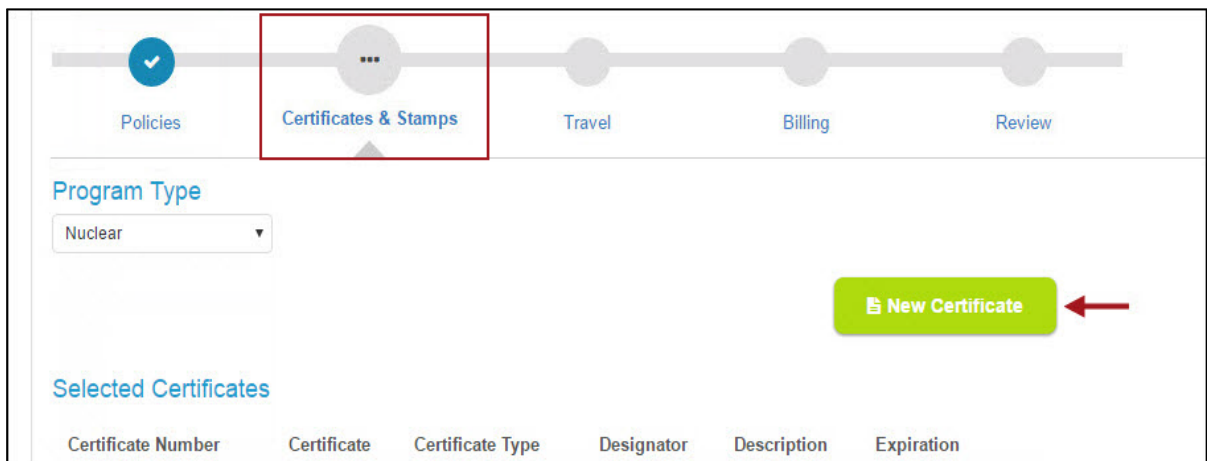
Note: The **Program Type** is not available for selection when applying for the renewal of a certificate because it was assigned when the certificate was first issued.



The screenshot shows the 'Certificates & Stamps' tab selected in a navigation bar. Below the navigation bar, the 'Program Type' dropdown menu is open, displaying a list of options: 'Boiler', 'Choose a Program Type', 'Boiler', 'Nuclear' (highlighted with a red arrow), 'QSC', 'AIA', 'RTP', 'PRD', 'BPE', and 'NQA'. To the right of the dropdown is a green 'New Certificate' button. Below the dropdown, there are labels for 'Certificate', 'Certificate Type', 'Designator', 'Description', and 'Expiration'.

Figure 63 - Non-BPV Application – Program Type

Click on the **New Certificate** button to add the certificate you are applying for.



The screenshot shows the 'Certificates & Stamps' tab selected in a navigation bar. Below the navigation bar, the 'Program Type' dropdown menu is closed, showing 'Nuclear' as the selected option. To the right of the dropdown is a green 'New Certificate' button, which is highlighted with a red arrow. Below the dropdown, there are labels for 'Certificate Number', 'Certificate', 'Certificate Type', 'Designator', 'Description', and 'Expiration'.

Figure 64 - Non-BPV Application – Add New Certificate

A popup window will appear instructing you to select one or more certificate scopes for this application. You can add a single certificate or multiple certificates to the application by single-clicking on each of the certificates you are applying for.

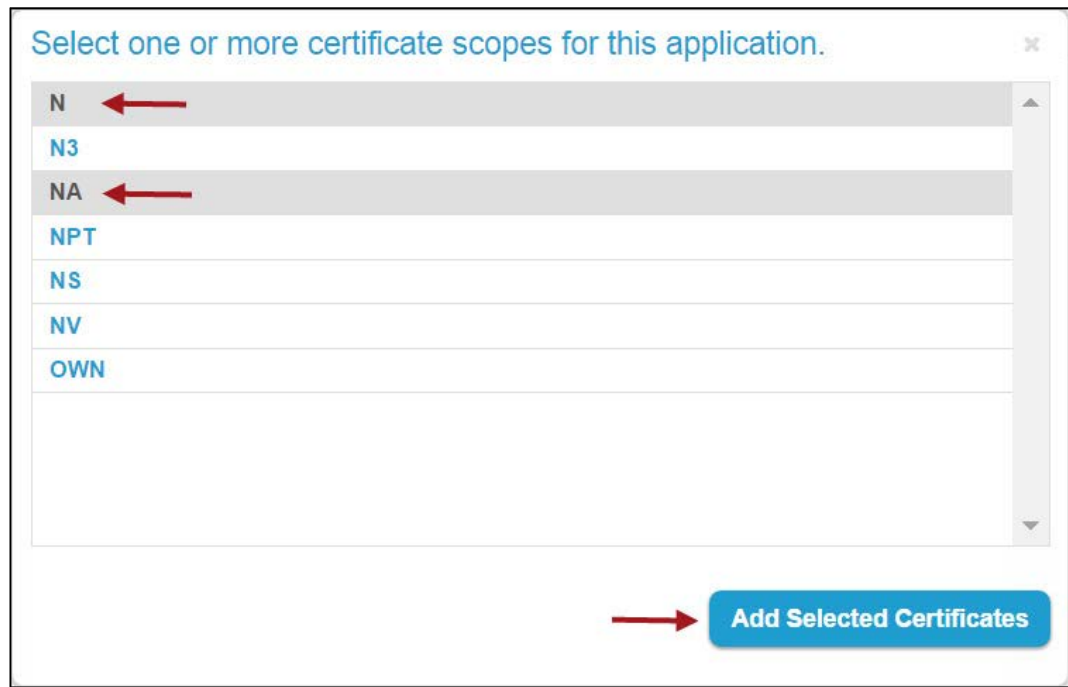


Figure 65 – Non-BPV Certificate Scopes

The certificates you selected is added to the **Selected Certificates** section.

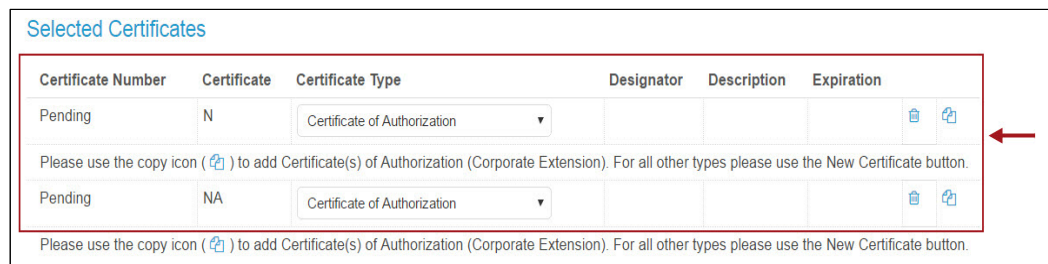


Figure 66 – Non-BPV Selected Certificates

If you want to **remove** a certificate you just added from your application, click on the **trash can** icon on the right-hand side of the certificate you want to remove.



Figure 67 – Non-BPV Remove Certificate Icon

A deletion confirmation popup window is displayed. Click on the **Remove Certificate** button.

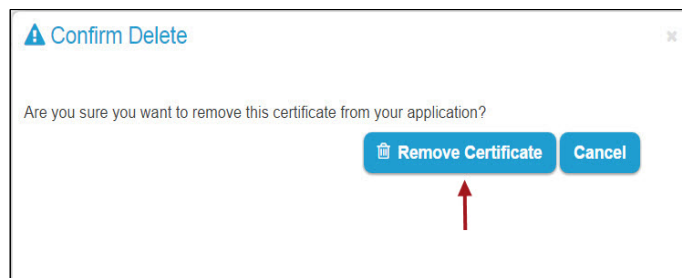


Figure 68 – Non-BPV Remove Certificate Option

Corporate Extension

You must already hold or be applying for a Corporate Certificate in order to add a Corporate Extension, otherwise, if you do not meet this requirement, you will not be able to add a Corporate Extension.

To add a Corporate Extension, first select the dropdown option for the **Corporate Certificate** and change the Certificate Type to **Certificate of Authorization (Corporate)**.



Figure 69 – Non-BPV Corporate Certificate

Next, click on the **copy icon** to add a Certificate of Authorization Corporate Extension.

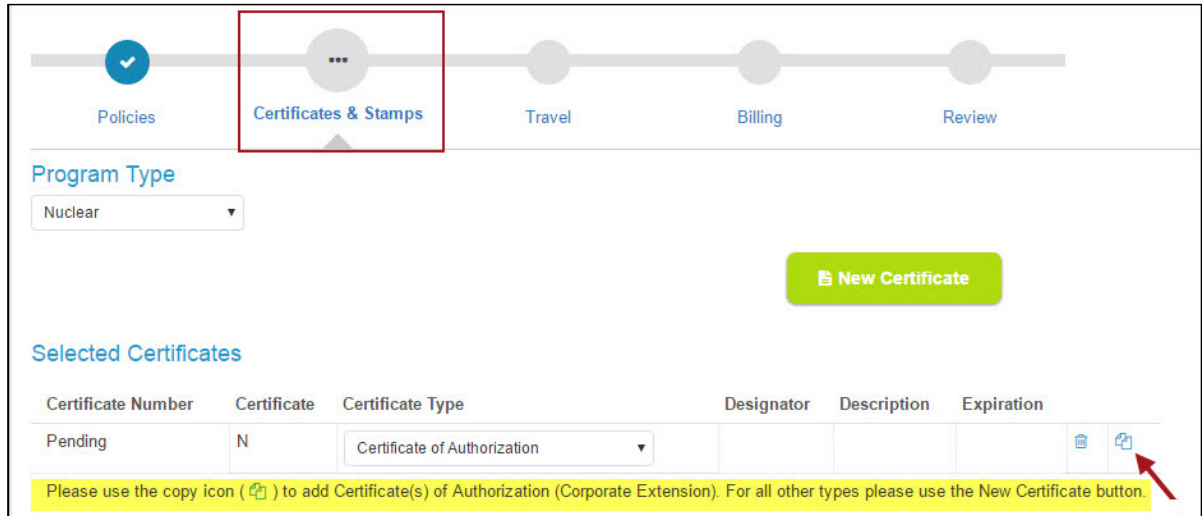


Figure 70 – Non-BPV Corporate Certificate Copy Icon

A new certificate will be added for the corporate extension. Click on the Certificate Type dropdown option for the new certificate and select the **Certificate of Authorization (Corporate Extension)** option.

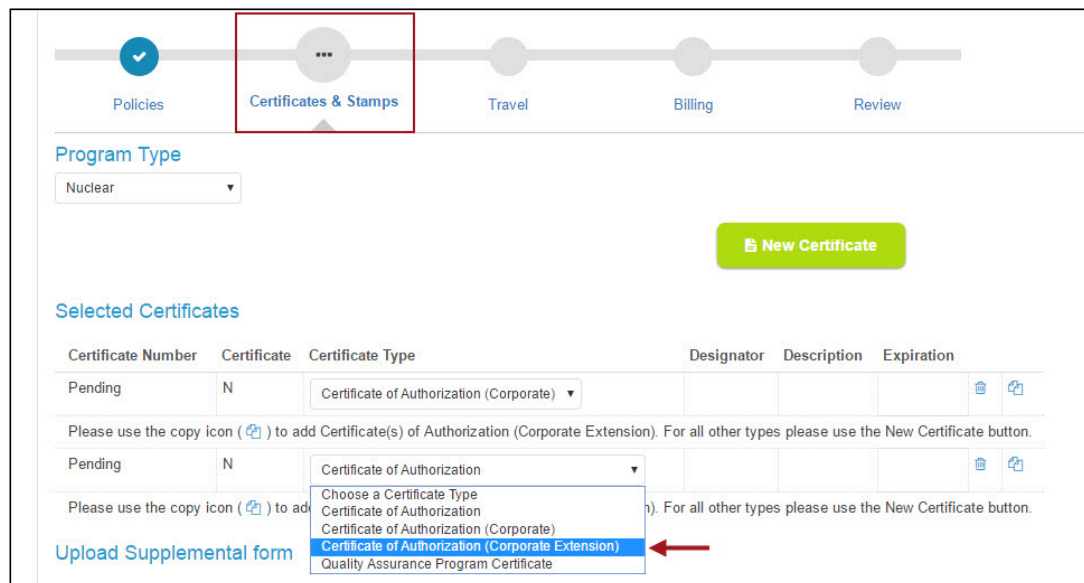


Figure 71 – Non-BPV Corporate Certificate Extension

For **Non-Boiler** (Except PRD) programs, you must complete a **Supplemental Form**. Click on the **Download Supplemental Form** button.

The screenshot shows the 'Certificates & Stamps' tab selected in the top navigation bar. The main content area includes a 'Program Type' dropdown set to 'Nuclear', a 'New Certificate' button, and a 'Selected Certificates' table with columns for Certificate Number, Certificate, Certificate Type, Designator, Description, and Expiration. Below the table, there is an 'Upload Supplemental form' section with instructions and a 'Download Supplemental Form' button highlighted with a red arrow. At the bottom, there is a 'Choose File' input and a 'Browse...' button.


Figure 72 - Non-BPV Application – Download Supplemental Forms

The Supplemental form is downloaded as a PDF file and automatically saved on your computer. The PDF file will be displayed on the bottom left corner of the screen. Click on the PDF file to open the Supplemental Form.



Figure 73 - Non-BPV Application – Open Supplemental Form

When the Supplemental Form is opened, you will see **Form A**. However, you can now complete the **Survey Team Size Questionnaire** together with the **Form A**.



**Supplemental Application Form for the
Nuclear Component Certification Program**

Two Park Avenue
New York, NY
10016-5950 U.S.A.
tel 1.212.591.7575
fax 1.212.591.8666
www.asme.org

Please be sure to complete the Survey Team Size Questionnaire on Page 1 of this form.

FORM A

Company Name:

Company ID:

Division Name (if Applicable):

Address of Location Being Surveyed:

Information for the ASME Survey Team:
Enter "P" (Perform Activity) or "S" (Subcontract Activity) or both in the spaces below for each activity:

☐ Procurement of Material
☐ Design
☐ Fabrication
☐ Installation
☐ Testing
☐ Examination

Self-Imposed Code Limitations: Please specify any self-imposed Code limitation. Examples of Code limitations allowed are product size, form, and type, Code Cases, and Code Edition/Addenda.

Self-Imposed Program Scope: All Certificate Holders are expected to include in the Program Scope and demonstrate during the Survey the following activities related to material used in construction activities. Please enter "E" (Excluded) in the space provided for each activity excluded from the program scope:

☐ Qualification of Material Organizations
☐ Qualification and control of suppliers of source material and subcontracted services

☐ Utilization of Unqualified Source Material
☐ Certification of Material
☐ Product Form Conversion

☐ Supply of Replacement Material (NCA-3661(d))

Check Classes of Construction

N⁽³⁾ ☐ New ☐ Renewal (Enter Current Certificate Number)

Choose Type of Certificate:

Class:	Division 1					Division 2	Division 3		
	1	2	3	CS	MC	CC	TC	SC	TP ⁴
Vessels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Piping Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Polyethylene Piping Systems			<input type="checkbox"/>						
Storage Tanks		<input type="checkbox"/>	<input type="checkbox"/>						
Core Support Structures				<input type="checkbox"/>					
Concrete Containments						<input type="checkbox"/>			
Shop Assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Transport Packaging ⁵									<input type="checkbox"/>

For Corporate Extension Only: Enter the location address if different from the Corporate location.

☐ Check here if you will furnish material as a Material Organization under this certificate.

Delete
Add Another 'N' Certificate

NV⁽³⁾ ☐ New ☐ Renewal (Enter Current Certificate Number)

Choose Type of Certificate:

Class:	Division 1					Division 2	Division 3		
	1	2	3	CS	MC	CC	TC	SC	TP ⁴
Pressure Relief Valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

For Corporate Extension Only: Enter the location address if different from the Corporate location.

☐ Check here if you will furnish material as a Material Organization under this certificate.

Delete
Add Another 'NV' Certificate

NUC-FRM-01 9/15/2016

Save Form
Print Form
Reset Form

Page 3 of 5

Figure 74 - Non-BPV Application – Interactive Supplemental Form

The **Survey Team Size Questionnaire** begins on **page 1** of the Form A. Before you begin filling out the Form A, use the scroll bar or the PageUp key on your keyboard to go to page 1. Enter the applicable information in the **Survey Team Size Questionnaire** form. When you reach Form A, continue entering the information for **Form A**.


		Survey Team Size Questionnaire		Two Park Avenue New York, NY 10016-5990 U.S.A.	tel 1.212.591.7575 fax 1.212.591.8599 www.asme.org
Company Name:			Company ID:		
Division Name (If Applicable):					
Address of Location Being Surveyed:					
Facility Information					
Provide a response to 1, 2, and 3 below for each location for which this application is being submitted.					
1. Provide the acreage and number of buildings. 2. Indicate the activities performed and the number of employees performing activities which control/affect quality. 3. Provide distances with units between buildings from the main facility. Indicate best mode of transportation and length of time to reach buildings/locations, i.e., walking, car, airplane, train.					
Facility Limitations					
4. Are there any limitations on the entry to your facilities that could obstruct the progress of the survey activities or prevent non-nationals entry to certain buildings or areas in the facility?		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide explanation:			
5. Is there a shortened work week schedule or multiple shifts?		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide explanation:			
Facility Restrictions					
6. Are there restrictions on the use of personal computer, cell phones, flash drives or other electronic equipment in your facilities?		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide explanation:			
Facility Services					
7. Are copying, computer, phone, and Internet services available to the survey team within your facilities?		Use of copying machines? <input type="checkbox"/> Yes <input type="checkbox"/> No Use of computers? <input type="checkbox"/> Yes <input type="checkbox"/> No Internet service available? <input type="checkbox"/> Yes <input type="checkbox"/> No Use of a phone? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Code Work					
8. Code work performed since the last ASME Survey		Has there been any certification or application of the Certification Mark under the ASME Certificate since the last ASME survey? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Language					
9. Proficiency in English		Are employees that are involved with the Quality Program or have an impact on quality proficient in speaking English? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the procedures, process sheets, and/or drawings written in the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
NUC-FRM-01 9/15/2016		Save Form		Print Form	
		Reset Form		Page 1 of 5	

Figure 75 - Non-BPV Application – Survey Team Size Questionnaire


NUC-FRM-01 9/15/2016				Save Form	Print Form	Reset Form	Page 5 of 5
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Figure 76 - Non-BPV Application – Save Completed Supplemental Form

A confirmation message box asking if you completed the Survey Team Size Questionnaire Form is displayed. If you completed the questionnaire, click on the **Yes** button. If you have not completed the questionnaire, click on the **No** button to return to the questionnaire and fill in the information. For this documentation, we will assume that you completed the questionnaire, therefore, click on the **Yes** button then click on the **Save Form** button to save the Supplemental Form.

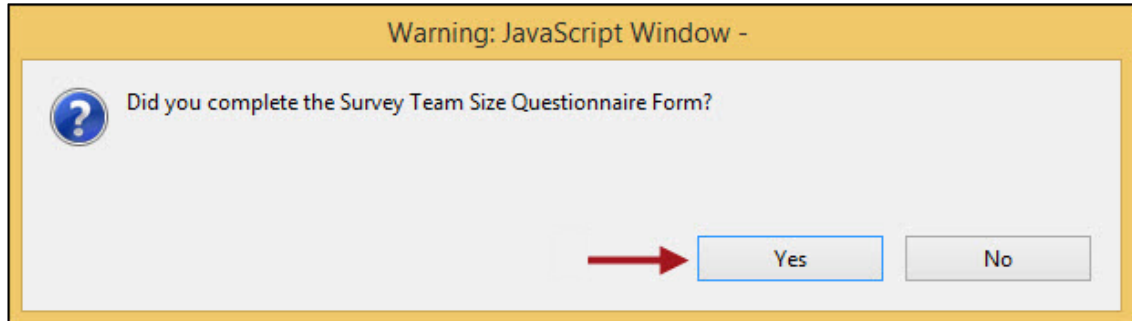


Figure 77 - Non-BPV Application – Survey Team Size Questionnaire Confirmation

Note: You will need to upload the completed Supplemental Form, but **ONLY AFTER** all information is entered on the **Certificates and Stamps** tab.

Select the **Authorized Inspection Agency** by clicking on the dropdown option and selecting the applicable Authorized Inspection Agency from the list of options.

Note: The following certificates types do not require an Authorized Inspection Agency: BPV (H Cast Iron), BPV (H Cast Aluminum), Safety Valves, PRD, AIA, BPE, NQA, QSC, and RTP.



Figure 78 - Non-BPV Application – Authorized Inspection Agency

For a new application, enter the number of **ASME Single Certification Marks** that you need in the **Stamp Selection** textboxes. The default for new certification is 1 half inch stamp and 1 three-quarter inch stamp. For renewals, the default is 0.

Low Stress Stamps: If you **perform work that will require low stress stamps**, click on checkbox preceding this option. Click on the checkbox preceding **Stamps confirmed by applicant**. If you do not select this checkbox option, and you click on the Save or Next button, a warning message will be displayed requesting that you provide the required information. You will not be allowed to proceed to the next step unless you check this option. Required information must be entered for all tabs.

Note: It is mandatory that you **SAVE** the information you entered on the Certificates and Stamps tab before uploading the completed Supplemental Form. Click on the **Save** button.

Figure 79 - Non-BPV Application – Authorized Inspection Agency

You will receive the following message showing that your Application was updated.

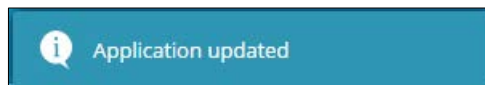


Figure 80 - Non-BPV Application – Application Updated Prompt

To upload the completed Supplemental Form, click on the **Browse** button, locate the completed Supplemental Form that you saved on your local computer, then click on the **Open** button.

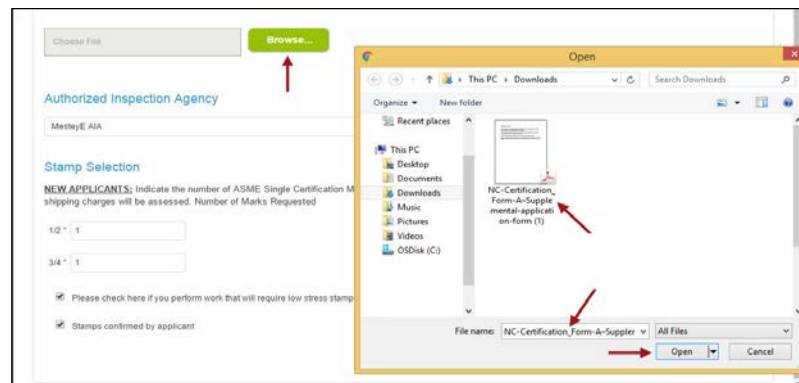


Figure 81 - Non-BPV Application – Attach Supplemental Form

Travel Tab

You will then be directed to the Travel tab also known as Form D. Enter the information in the fields illustrated below. When done, click on the **Next** button to proceed to the next step (**Billing Tab**).

Travel Recommendations

Division Name

Address

Country

City

State Zip/Postal Code

Emergency Contact

Name Phone

Airport

Name

City

Miles from airport to hotel

Transportation

Hotel

Name

Address

Country

City

State Zip/Postal Code

Phone Fax

Miles from Hotel to Review/Survey Location

Review/Survey Dates

Earliest Available Review/Survey Date

Acceptable Dates for Review/Survey
Provide Dates 4 - 6 months from todays date

Unacceptable Dates for Review/Survey
List any dates that would affect scheduling, such as national holidays, plant closures, or vacations.

Figure 82 - Non-BPV Application – Travel Tab – Form D

If you added a Corporate Extension to your application, at the bottom of the form there will be a button to **Add Additional Location Travel Information**. Clicking on this button will allow you to enter travel information for the corporate extension. When you are done, click on the **Next** button.

Note: If your corporate extension applies to the same address as your Plant location, you do not have to add additional location travel information.

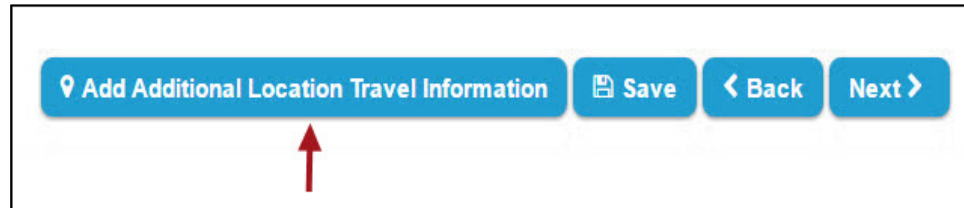


Figure 83 - Non-BPV - Add Additional Location for Corporate Extension

Note: If one or more of the required values are missing, a message alerting you that specific essential information is required will be displayed.



Figure 84 - Non-BPV Application – Required Information

Billing Tab

Enter the **Billing** information in the designated fields.

- If the **Billing Address** is the same as the **Plant Address**, click on the **Use Plant Address** link.
- If a **Mailing Address** was entered and the Mailing Address is the same as the Billing Address, click on the **Use Mailing Address** link.
- If the **Billing Address** is **not** the same as the **Plant Address or Mailing Addresses**, enter the billing address in the assigned fields.

After you enter the Billing information, enter the **Banking Details**. When done, click on the **Next** button to proceed to the next step (**Review tab**).

Figure 85 - Non-BPV Application – Billing Tab

If you enter or edit an address in the United States or Canada, you will be asked to choose between the valid USPS address and the address that you typed. Please choose the applicable address. If you are not located in the United States, your address will be saved without any additional pop up window.

Figure 86 - Billing Address

Review Tab

The **Review** step allows you the opportunity to review and edit the information you entered in the previous steps. To change any of the information, click on the **edit** link for the step you like to change. Update the information, click on the **Save** button, then click on the Review Tab to return to the Review step.

Review

Please review the details of your application

Certificates & Stamps [edit](#)

Certificate Number	Certificate	Designator	Type of Authorization
Pending	N		Certificate of Authorization

1/2" Stamps Requested: 1
3/4" Stamps Requested: 1

Travel [edit](#)

Division Information
Nuclear Training Company, Inc.
2 Park Avenue South
7th Floor
New York, New York 10016
United States

Emergency Contact
Angela Taylor 212-591-1111

Hotel Information
Marriott Courtyard
1248 West 48th Street, New York
Phone: 212-222-3333
Fax: 212-444-5555
Miles from Hotel to Review/Survey Location: 10

Airport Information
JFK, Queens
Miles from Airport to Hotel: 45
Transportation: Taxi

Review/Survey Information
Earliest Available Review/Survey Date:
10/10/2016
Acceptable Dates for Review/Survey:
10/10/2016 - 11/10/2016
Unacceptable Dates for Review/Survey:
12/1/2016 - 1/2/2017

Billing [edit](#)

Banking Details
Bank Name:
ABA Routing Number:
Canadian Clearing Code:
Account Number/IBAN #:
Swift Code:
Bank Transit Number:
Bank Account Name:
Tax ID Number:
Contact/Attention:

Billing Address
2 Park Avenue South
7th Floor
New York, New York United States 10016,
10016

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.

[Print Agreement](#)

Choose File [Browse...](#)

[Submit Application](#) [Back](#)

Figure 87 - Non-BPV Application – Review Tab

You will need to **download, print, sign, and upload** the **Accreditation/Certification Agreement Form**. Click on the **Print Agreement** button. The Agreement Form will be downloaded as a PDF file and saved on your local computer. The PDF file is displayed on the bottom left corner of the screen. Click on the **PDF** file to open the Agreement Form.

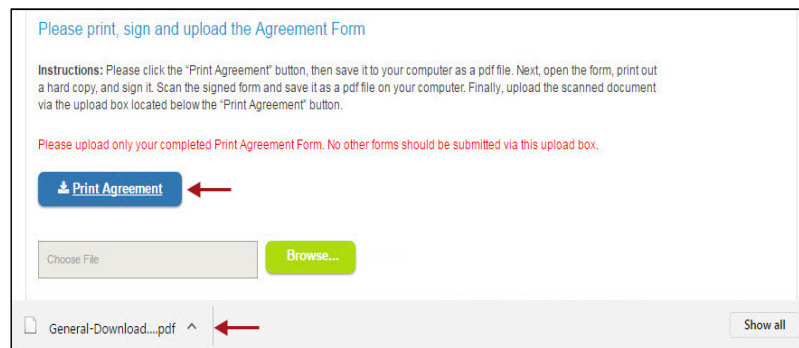


Figure 88 – Non-BPV Print Agreement

The **Accreditation/Certification Agreement** form is displayed. Enter the information on the bottom part of the form. When done, **Save** the completed form on your local computer.

Accreditation/Certification Agreement

The organization listed on this Application for Accreditation/Certification (the "Applicant") performs or subcontracts the design, fabrication, production, testing, assembly, construction and/or installation of items, or provides a service to the aforementioned activities, at the address given, and makes this application to The American Society of Mechanical Engineers (ASME) for the appropriate Certificate of Authorization or other conformity assessment certificate, which, if applicable, permits the use of the Certification Mark. The Applicant:

- (1) Agrees to use the Certificate and Certification Mark, if applicable, in accordance with the applicable ASME Code or Standard and supplemental conformity assessment requirements governing this application.
- (2) Agrees to return the Certification Mark Stamp and/or Certificate anytime ASME may so request, at the time the Applicant discontinues the work covered, or at the time the Certificate expires, if not renewed.
- (3) Accepts the conduct of announced or unannounced audits as required by the appropriate ASME accreditation/certification body. Access to the inspection site to conduct audits, reviews or surveys, including travel to and from the site, is the responsibility of the Applicant. If access to the site is blocked or impeded, or if the Applicant deliberately misrepresents information to ASME and its agents, then ASME is not responsible for the Applicant failing to receive or continue to have accreditation/certification.
- (4) Agrees to indemnify and hold harmless ASME and its agents from and against any costs (including legal fees and expenses) and any direct, indirect, incidental or consequential damages (including loss of profits or business opportunity) arising out of any claim or cause of action in any way related to this Agreement or the subject matter hereof, including but not limited to claims based on contract, tort (including negligence), strict liability or breach of warranty (express or implied).
- (5) Understands that the Applicant's use of the ASME Certification Mark may be allowed provisionally by ASME in its discretion until a decision is made on an appeal of an action of an ASME subcommittee, committee or board and accepts the obligation to pay all legal fees and expenses and ASME's cost for recovering the Certificate and stamp if not returned.
- (6) Agrees to pay ASME for all fees, expenses and expenditures associated with the Review/Survey/Audit conducted by ASME.

Legal Company Name: _____

Print Name: _____

Signature: _____
Signature must be by a Company Officer or Designee

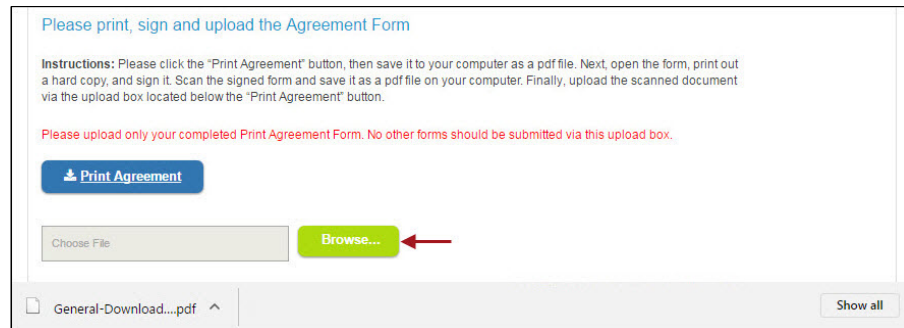
Title: _____

Date: _____

Company ID#: _____

Figure 89 - Non-BPV Application - Accreditation/Certification Agreement Form

Prior to uploading the **Agreement Form**, **print** and **sign** the Agreement Form. **Scan** the signed Agreement Form and save the signed Agreement Form on your local computer. To upload the Agreement form, click on the **Browse** button.



The screenshot shows a web interface for uploading an Agreement Form. At the top, it says "Please print, sign and upload the Agreement Form". Below this, there are instructions: "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." A red line of text below the instructions states: "Please upload only your completed Print Agreement Form. No other forms should be submitted via this upload box." There are two buttons: a blue "Print Agreement" button and a green "Browse..." button. A red arrow points to the "Browse..." button. Below the buttons is a file selection area showing "General-Download....pdf" and a "Show all" button.

Figure 90 – Non-BPV Locate Agreement Form

Locate the **signed Accreditation/Certification Agreement** form on your local computer then click on the **Open** button.

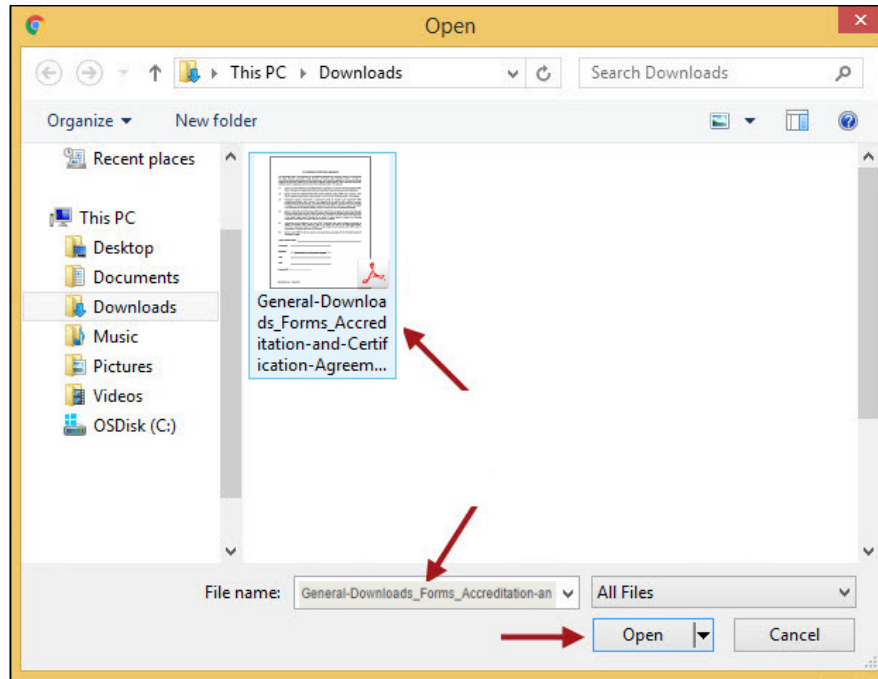


Figure 91 – Non-BPV Attach Agreement Form

Once you are sure that the information you entered in each tab is accurate and that you attached the signed Agreement form, click on the **Submit Application** button.

The screenshot displays the 'Review' tab of a web application, which is highlighted with a red box in the top navigation bar. The page contains several sections for reviewing application details:

- Certificates & Stamps**: Includes a table with columns for Certificate Number, Certificate, Designator, and Type of Authorization. The table shows 'Pending' for Certificate Number, 'N' for Certificate, and 'Certificate of Authorization' for Type of Authorization. It also lists '1/2" Stamps Requested: 1' and '3/4" Stamps Requested: 1'.
- Travel**: Contains 'Division Information' (Nuclear Training Company, Inc., 2 Park Avenue South, 7th Floor, New York, New York 10016, United States) and 'Emergency Contact' (Angela Taylor, 212-591-1111).
- Hotel Information**: Lists Marriott Courtyard, 1248 West 48th Street, New York, Phone: 212-222-3333, Fax: 212-444-5555, and Miles from Hotel to Review/Survey Location: 10.
- Airport Information**: Lists JFK, Queens, Miles from Airport to Hotel: 45, and Transportation: Taxi.
- Review/Survey Information**: Provides dates for the earliest available review/survey (10/10/2016), acceptable dates (10/10/2016 - 11/10/2016), and unacceptable dates (12/1/2016 - 1/2/2017).
- Billing**: Includes 'Banking Details' (Bank Name, ABA Routing Number, Canadian Clearing Code, Account Number/IBAN #, Swift Code, Bank Transit Number, Bank Account Name, Tax ID Number, Contact/Attention) and 'Billing Address' (2 Park Avenue South, 7th Floor, New York, New York United States 10016, 10016).

Below these sections, there is a 'Please print, sign and upload the Agreement Form' instruction. A red arrow points to the 'Submit Application' button at the bottom right of the page.

Figure 92 - Non-BPV Submit Application

You will receive a message confirming that your application was successfully submitted and requesting that you remit your payment to the address depicted below. Click on the **Close** button to return to your Company Dashboard.

The process for submitting a BPV application is complete. Skip to the **Viewing Applications** section on this documentation to view and obtain information on the application you entered.

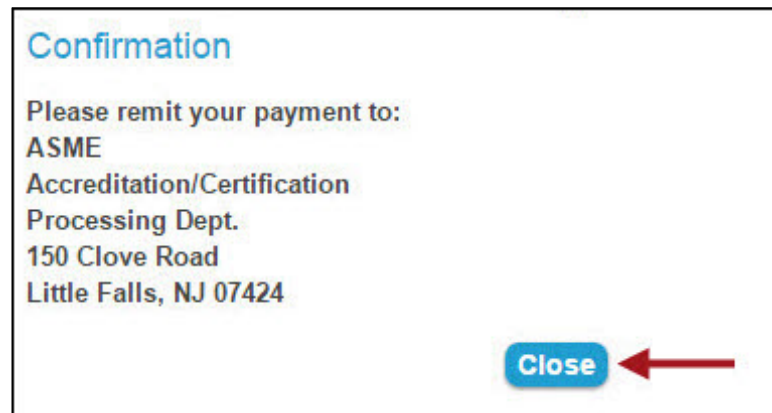


Figure 93 – Non-BPV Submit Application – Confirmation

14. Viewing Application

The following illustrations below shows information for a Boiler Program, however the Application data fields (with the exception of the data) are the same for Non-BPV Programs with associated information.

a. Application Number

To view the application displayed the Company Dashboard, click on the **Application Number**. You will be directed to the **Application Details** page.

The screenshot shows the ASME Company Dashboard for John A. Training. A red banner at the top contains an important notice about the ASME NJ Office moving to 150 Clove Road, Little Falls, NJ 07424. Below this, the "Certificates you hold" section displays details for Nuclear Training Company, Inc., including company ID, division, website, and legal name. A green button "Apply for New/Renewal Certificate" is present. To the right, contact information for the plant and mailing address is listed. A table at the bottom shows the application status for application number 122923, which is in a "Pending" state with a "Payment Due" status. A red arrow points to the application number 122923 in the table.

Application #	Program Type	Type	Status	Certificate Number	Designator	Status	Issuance Date	Expiration Date	Extension Date
122923	Nuclear	New	Payment Due	Pending	N	Pending			

Figure 94 - View Application - Application Number

b. Application Details Page

The information on the Applications Details page is divided into multiple sections. The top section of the page contains the following details:

- Company information
- Primary Contact Information
- Pending Certificate(s) associated with the application
- Prior Certificates
- Submit Change Requests
- Print Documents
- Change Request

[Company Dashboard](#) [Certificate Holder Search](#) [Impersonate](#) John A Training

Important Notice from ASME: Please note that the ASME NJ Office has moved. Payments should now be sent to 150 Clove Road, Little Falls, NJ 07424.

APPLICATION DETAILS

Application ID: 122923

Application Submitted Date: Tue, Oct 25th 2016

Print Documents

Company Name	Company ID	Type	Expedited Review Requested	Status	Program	AIA Agreement	Authorized Inspection Agency
Nuclear Training Company, Inc.	104573	New	No	Payment Due	Nuclear		MesteyE AIA

Additional Information

Primary Contact: John Training
catester@hotmail.com
1(718)654-9302

Legal Name: Nuclear Training Company, Inc.
Company Abbreviation: NTCIL

Plant Address: 2 Park Avenue South
7th Floor
New York, New York 10016
United States

Mailing Address: 1000 Main Street
New York, New York 10002
United States
[edit](#)

Billing Address: 2 Park Avenue South
7th Floor
New York, New York 10016
United States
[edit](#)

Website: <http://www.btcil.com>

Change Request

Certificates

Designator	Number	Scope	Status	Certificate Type	Original Issue Date	Issued Date	Expiration	Extension	Type of Authorization
N	Pending		Pending	New					Certificate of Authorization

Prior Certificates

Designator	Number	Scope	Status	Certificate Type	Original Issue Date	Issued Date	Expiration	Extension	Type of Authorization
------------	--------	-------	--------	------------------	---------------------	-------------	------------	-----------	-----------------------

Figure 95 - View Application - Application Details

The bottom section has multiple tabs and defaults to the **Billing** tab. This section provides information relating to the following:

- Billing Tab: Finance Information
- Schedules Tab: Review/survey scheduled details
- Documents Tab: Application related uploaded documents

c. Billing

The **Billing Tab** displays all finance related information. From here you can download and print your invoice. To view and/or print your invoice, click on the **Download** button displayed on the Invoices section.

The screenshot shows the 'Billing' tab selected. It contains three main sections: 'Finance', 'Refunds', and 'Invoices'. The 'Finance' section has a table with columns: Proforma Amount, Amount Due, Amount Received, and Balance Due. The 'Refunds' section states 'No Refunds were found.' The 'Invoices' section has a table with columns: Customer Number, Document Number, Comment, Document Sub Type, and Document Date. A 'Download' button is located to the right of the first row in the Invoices table, with a red arrow pointing to it.

Customer Number	Document Number	Comment	Document Sub Type	Document Date
104573	CRM122923	NUCLEAR	CACERTS	10/25/2016

Figure 96 – Application Details - Download Invoice

1) Invoice

The **Invoice** will be downloaded as a PDF file and saved on your local computer. The invoice **PDF file** is displayed on the bottom left corner of the screen. Click on the PDF file to open the invoice.

The screenshot shows the 'Invoices' section. It contains a table with columns: Customer Number, Document Number, Comment, Document Sub Type, and Document Date. A 'Download' button is to the right of the first row. Below the table is the 'Remittance Information' section. At the bottom of the screen is a file download bar showing 'CRM122938.pdf' with a red arrow pointing to it.

Customer Number	Document Number	Comment	Document Sub Type	Document Date
104573	CRM122938	NUCLEAR	CACERTS	10/26/2016

Remittance Information
 International Funds Transfer - Please remit payment in U.S. Dollars to:
JP Morgan Chase N.A.
ABA: 021000021, CHIPS Participant Number: 0002
 or **SWIFT: CHASUS33**
 Credit The American Society of Mechanical Engineers (ASME)
 Account #17065/110
 Reference: Invoice #

Figure 97 – Application Details – Invoice PDF File

The **Invoice** is displayed on the screen as a PDF file for you to view and print. When you are done, close the PDF file.

ASME
SETTING THE STANDARD

The American Society of Mechanical Engineers
150 Clove Road, 6th Floor, Little Falls, NJ 07424-2139
Attention: Conformity Assessment Finance

Phone: 1-800-843-2763
Fax: 973-882-4924
E.I.D. NO.: 13-1623899
GST NO.: 126148048

Proforma Invoice

Date: 10/26/2016
Company ID: 104573
Proforma Invoice #: CRM122938
Application #: 122938
Page - 1 of 1

Billing Address:
Nuclear Training Company, Inc.
James Smith
2 Park Ave Fl 7
7th Floor
New York, NY 10016
United States

Plant Address:
Nuclear Training Company, Inc.
John A. Training
2 Park Avenue South
7th Floor
New York, NY 10016
United States

Quantity	Description	Unit Price	Ext Price
1	Deposit to be applied to the cost of the review/survey	11,000.00	11,000.00
Subtotal			\$11,000.00

If applicable, Certificate(s)/Stamp(s) will be mailed upon receipt of payment of this invoice and with the approval of ASME.

An invoice will be rendered at the completion of the Review assessing under or overpayment as appropriate.

Subtotal \$11,000.00
Estimated Tax \$0.00
Advanced Payment \$0.00
Total Due \$11,000.00

Invoices will include applicable sales tax and shipping charges.

Remit Wire Transfer Payments in USD to:
JP Morgan Chase Bank N.A., 387 Passaic Avenue, Fairfield, NJ 07004, USA
CHIPS Participant Number 0002 or SWIFT: CHASUS33
JPMC ABA: 021-000-021

FOR FURTHER CREDIT:
American Society of Mechanical Engineers (ASME)
ASME ACCOUNT #170657110

PLEASE REMIT OTHER PAYMENT TYPES TO THE ADDRESS AT THE TOP OF THIS INVOICE

Figure 98 – Application Details – Invoice

d. Scheduling

The **Schedules** tab displays review/survey related information such as Review/Survey Start and End dates, Lodging, Airports, Hotels and Plant Location.

Billing **Schedules** Documents

Scheduling Information
No review/survey has been scheduled for this application.

Travel Recommendations

Division Information
NUC Division
2 Park Avenue South
7th Floor
New York, New York 10016
United States

Emergency Contact
Angela Taylor 212-591-1111

Hotel Information
Marriott Courtyard
1248 West 48th Street, New York
Phone: 212-222-3333
Fax: 212-444-5555
Miles from Hotel to Review/Survey Location: 10

Airport Information
JFK, Queens
Miles from Airport to Hotel: 45
Transportation: Taxi

Review/Survey Information
Earliest Available Review/Survey Date: Oct 10, 2016
Acceptable Dates for Review/Survey: 10/10/2016 - 11/10/2016
Unacceptable Dates for Review/Survey: 12/1/2016 - 1/2/2017

Finance
No documents in this folder

Figure 99 – Application Details - Schedules Tab

e. Documents

The **Documents** tab shows documents that have been uploaded to the application, such as the Agreement Form. You can download the document by clicking on the **Download File** link associated with the document.

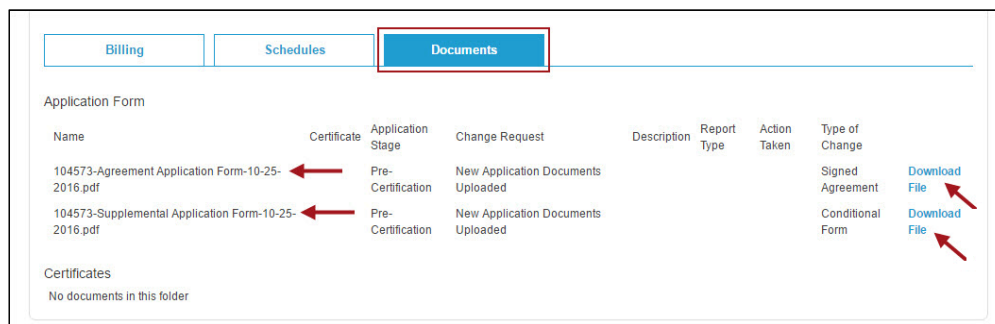


Figure 100 – Application Details - Documents Tab

15. Print Documents

The following 3 printing choices appear under the Print Documents option:

a. Print Application

To print the application, click on the **Print Documents** button then click on the **Print Application** link. The completed application will be displayed on the screen as a PDF file for you to view and print.

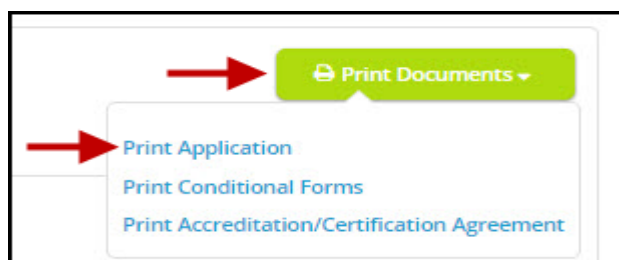


Figure 101 - Print Application

b. Print Conditional Forms

To print the conditional form, do not select the Print Conditional Forms link depicted below. Instead, open the application and go to the **Documents** tab.

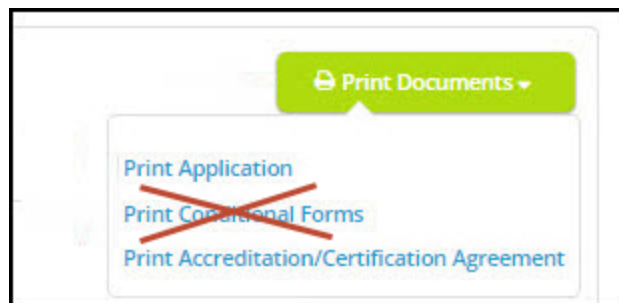


Figure 102 - Print Conditional Forms

Click on the **Download File** link for the Supplemental Application Form to download, open, and print the form.

Name	Certificate	Application Stage	Change Request	Description	Report Type	Action Taken	Type of Change	
104573-Agreement Application Form-10-25-2016.pdf		Pre-Certification	New Application Documents Uploaded				Signed Agreement	Download File
104573-Supplemental Application Form-10-25-2016.pdf		Pre-Certification	New Application Documents Uploaded				Conditional Form	Download File

Certificates
No documents in this folder

Figure 103 - Download Conditional Form

c. Print Accreditation/Certification Agreement

Click on the **Print Accreditation/Certification Agreement** link to download a **blank copy** of the **Accreditation/Certification Agreement** Form. Print and complete the form. **Sign** and **scan** the signed Agreement Form and emailed the Agreement Form to ca@asme.org.

Figure 104 - Print Accreditation/Certification Agreement

16. Change Request

To submit a change request for the application, click on the **Change Request** button.

APPLICATION DETAILS

Application ID: 118491
Application Submitted Date: Mon, July 20th 2015

Company Name	Company ID	Type	Status	Program	AIA Agreement	Authorized Inspection Agency
ABC Training Company	106444	New	Pending	Boiler		

Additional Information

Primary Contact: Jane Doe
doe@gmail.com
212-591-1000

Change Request

Figure 105 - Change Request

A **Change Request** window is displayed for you to provide the specifics for the change. Click on the **dropdown** option to choose the type of change request (see Figure 102). Enter your search criteria in the designated textboxes (see Figure 103). When done, click on the **Submit Change Request** button.

Figure 106 - Change Request Window

Figure 108 - Change Request Search Criteria

17. Email Notifications

Email notifications are automatically sent to you by the system relating to applications and certifications. To access your email notifications, click on the **envelope** icon on the upper right-hand side of your dashboard. You will be directed to your mailbox which contains a list of all your notifications.

To open and read the email, click on the **Subject** email link. You can also click on the **Application Number** to view the application details.

Application	Company Name	Company ID	Plant Location	From	Date
110127	Boiler AE2 Inc	104439	Glass City	ca@asme.org	11/19/2014

Figure 108 - Email Notification

a. Email Notification Search

You can **Search** the system for a particular email by

- Subject
- Application Number
- Company Name
- Company ID
- Past Location
- From
- Sent Date

Click on the **down arrow key** and select one of the search options listed. Enter the search criteria that is affiliated with the selected option in the **Find** text box to begin the search. The search results is displayed on the window.

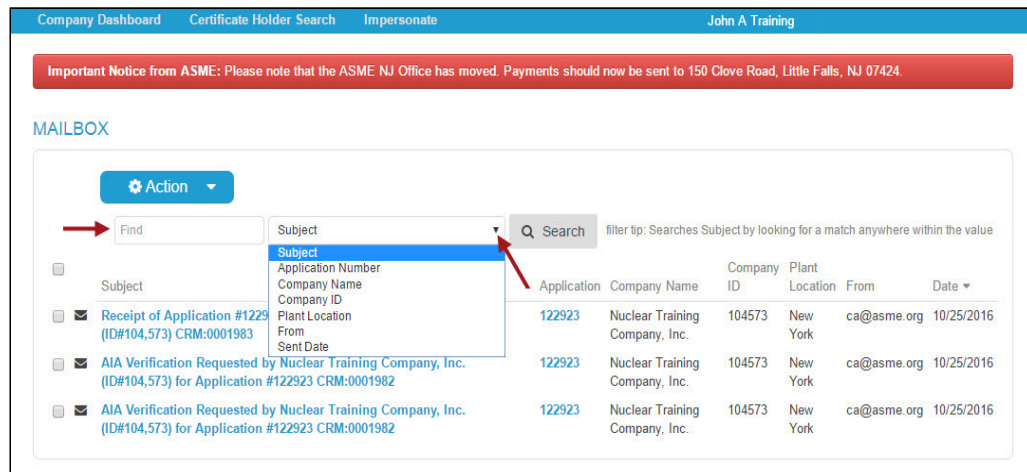


Figure 109 - Email Notification Search

18. Online Help

The **Go To Help** provides you with descriptions of features, links, and step-by-step instructions about the user interface components. The **Question Mark** on the upper right hand side of your dashboard is the icon that will direct you to **Go To Help** content. Click on the **?** symbol to access the online help.

There are also training videos available that will provide you with an overview of CA Connect, step-by-step instructions on how to submit an application, and much more. To access these videos, click on the **Training Videos** link.

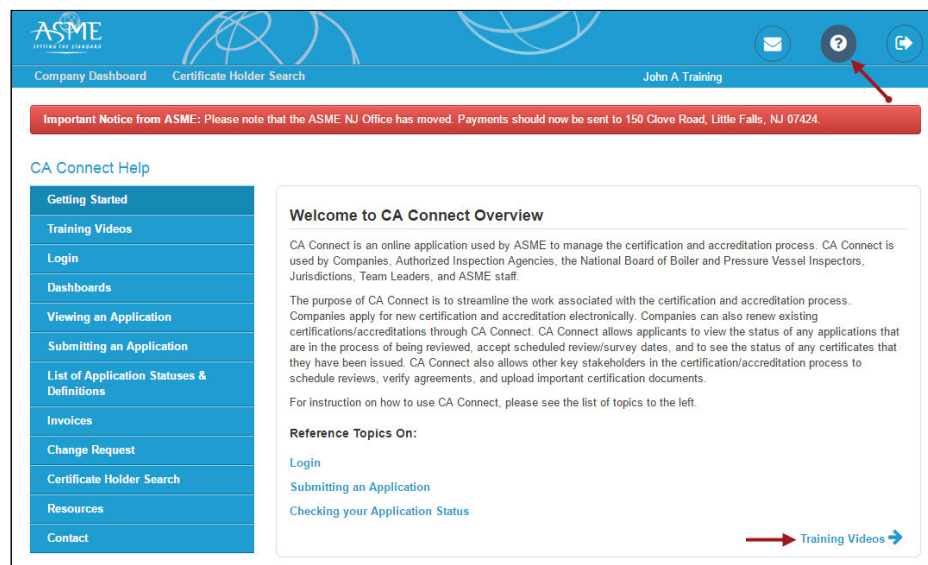


Figure 110 - Online Help

19. Logout

To logout of the system, click on the **Logout** icon depicted below. You will receive a confirmation message stating **you have been successfully logged out**.



Figure 111 - Logout

20. Customer Support

For problems Logging In call (212) 591-7575. For any concerns regarding your applications and certificates send an email to ca@asme.org.