

ASME Conformity
Assessment
AIA Change

To the right of the **Company Dashboard Home** page is a section for **Change Requests**. This is where you can apply for a change request.

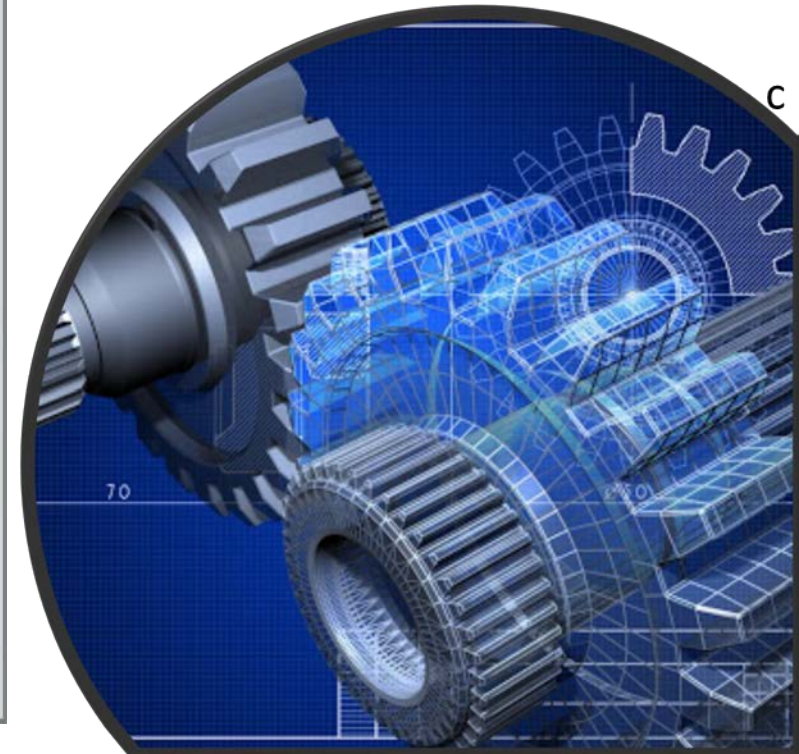
To begin a new **Change Request**,

1. From the **Company Dashboard Home Page**, you can select either the **New Change Request link** displayed under the **Actions** box or the **Change Requests blue (+) circle icon** to submit a change request.



The screenshot displays the ASME Company Dashboard Home page. At the top, there is a navigation bar with tabs for Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The Home tab is selected. Below the navigation bar, there is a section for company information for 'ASME CA Connect Training Company'. A red arrow points to the 'Actions' menu, which contains 'New Change Request' and 'New Company'. Another red arrow points to the 'CHANGE REQUESTS' section, which has a blue circle with a white plus sign. Below this, there is a form to create a new change request, including a 'Select process...' dropdown menu, an 'Application' field, and 'Create' and 'Cancel' buttons. A progress indicator shows 'Change Request: Company Name Change' is 'In Progress on 06/12/2019' with a 50% completion status. At the bottom, there is a table of Applications.

Type	Status	Activities
Application: FAB-131534 Type: Boiler	Open	0

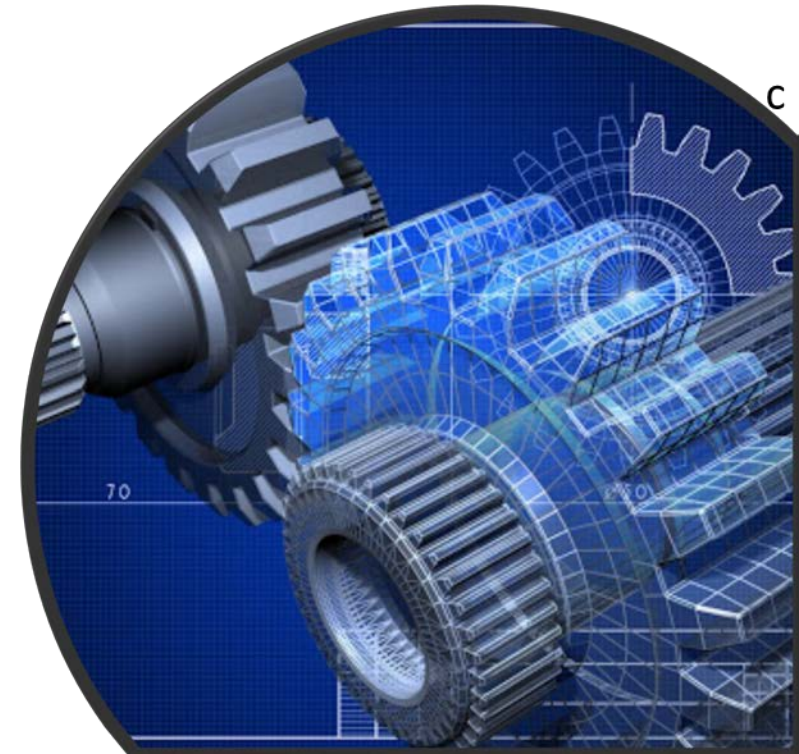




2. The following is a list of change requests you can apply. The steps and information required to complete the submission of any of the change requests is provided in this User Guide. To be directed to the details relating to a specific change request, click on the assigned link below.

- [Additional Building](#)
- [Additional Stamps](#)
- [AIA Change](#)
- [Cancellation](#)
- [Company Location Change](#)
- [Company Name and Location Change](#)
- [Company Name Change](#)
- [Contact Change](#)
- [Extension Request](#)
- [Financial Information Change](#)
- [Other Change Request](#)
- [Postal Re-Designation Change](#)
- [Scope Change](#)
- [Temporary Shop Request](#)

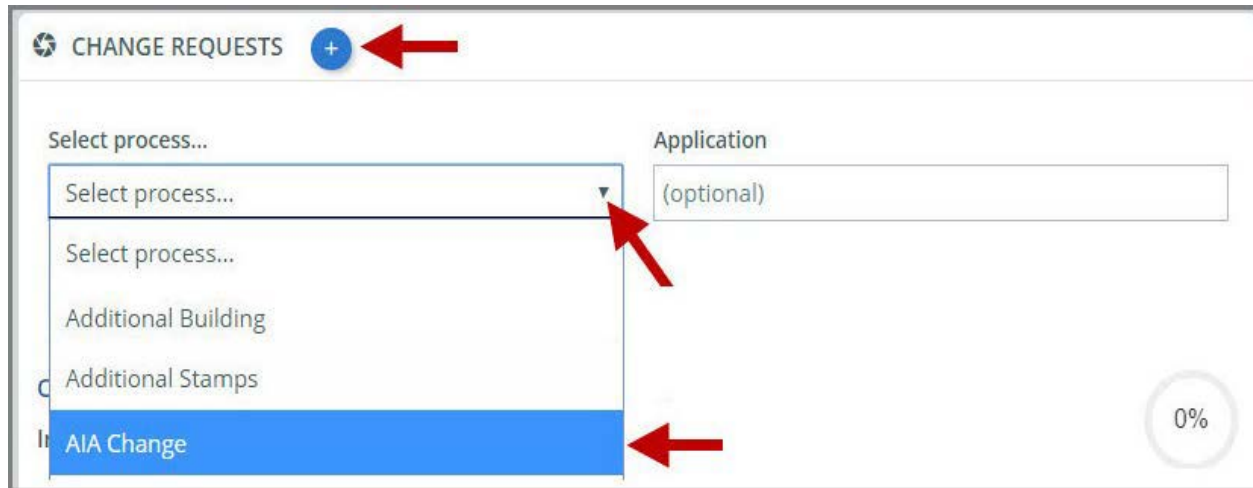
This session will focus on AIA Change



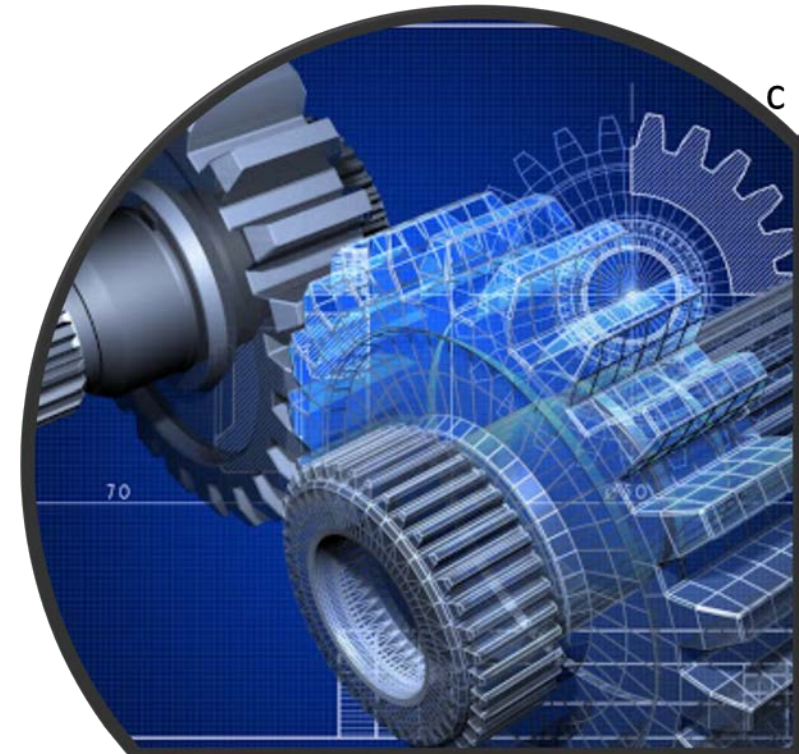
AIA Change

To change the AIA assigned to your organization,

1. Click the **Change Request blue (+) icon**.
2. Under **Select Process**, click the **down arrow icon** to display a selection list for the change request.
3. Scroll through change request list and select **AIA Change**.



4. Click **Create**.



CHANGE REQUESTS +

Select process...
AIA Change

Application
(optional)

Create

5. The system will direct you to the **Processes** page. Under the Submission and Initial Review section of the page, select the Create Form link.

Submission and Initial Review

Status	Item	Assignee
🕒	Submission Data	
🕒	Change Request Detail	--

Change Request Detail

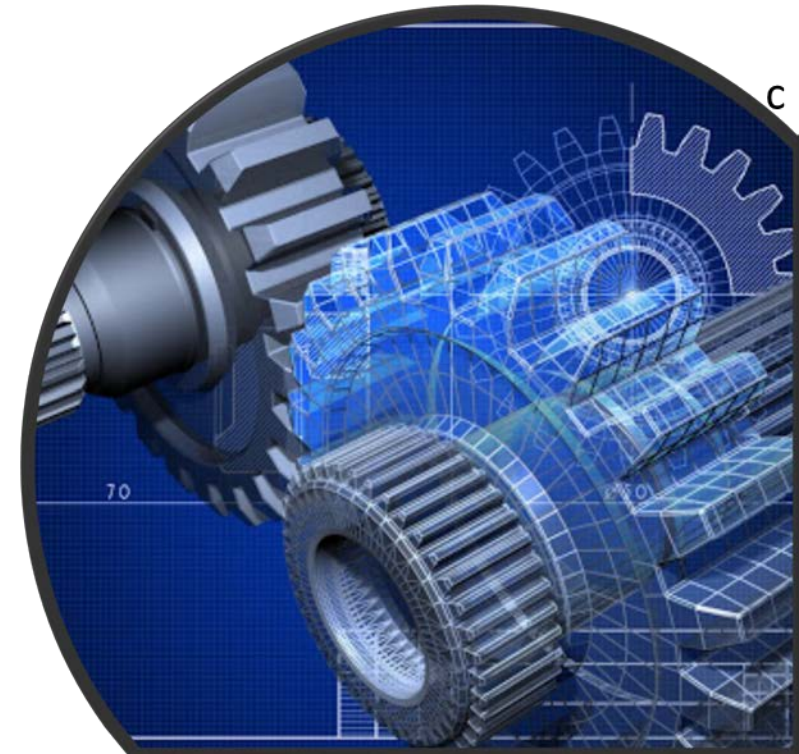
Overview Comments

Due by 07/14/2019

Please submit all requested information.

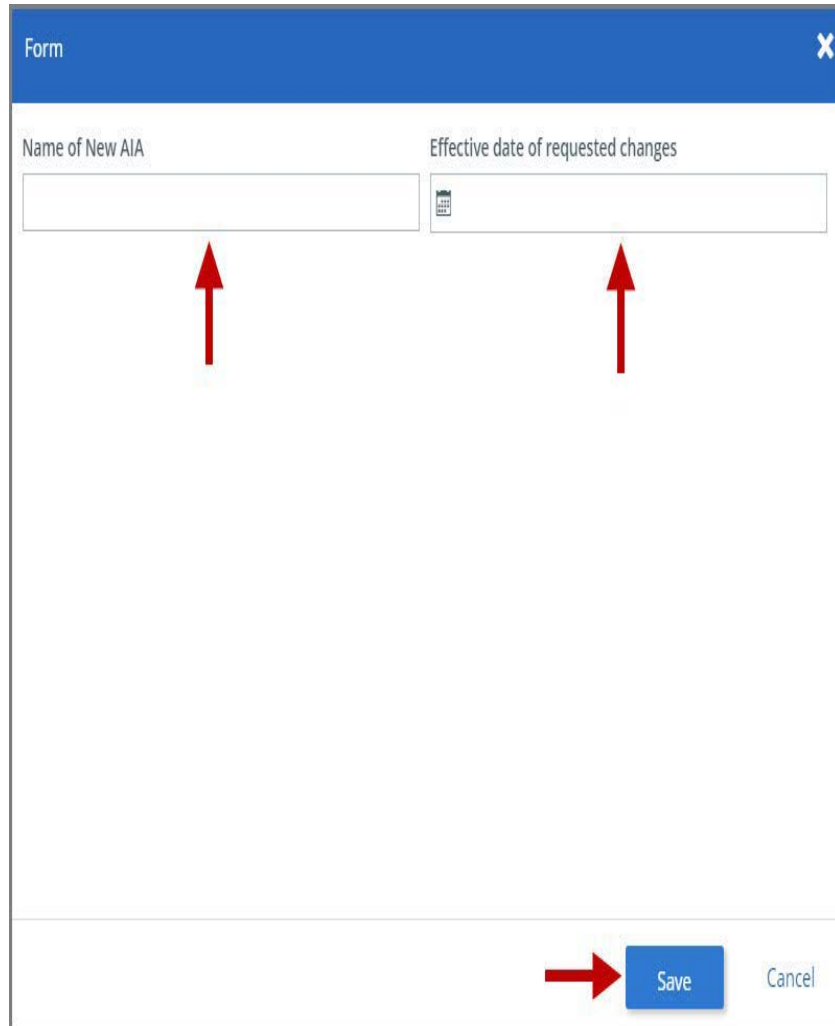
Item	Form
AIA Change Form - Required	Create Form

In Progress



6. A form is displayed for you to enter the details relating to the **AIA change** request you are applying for.

- Enter the name of the new AIA
- Enter the Effective Date of the requested change
- When done, click **Save** to continue.

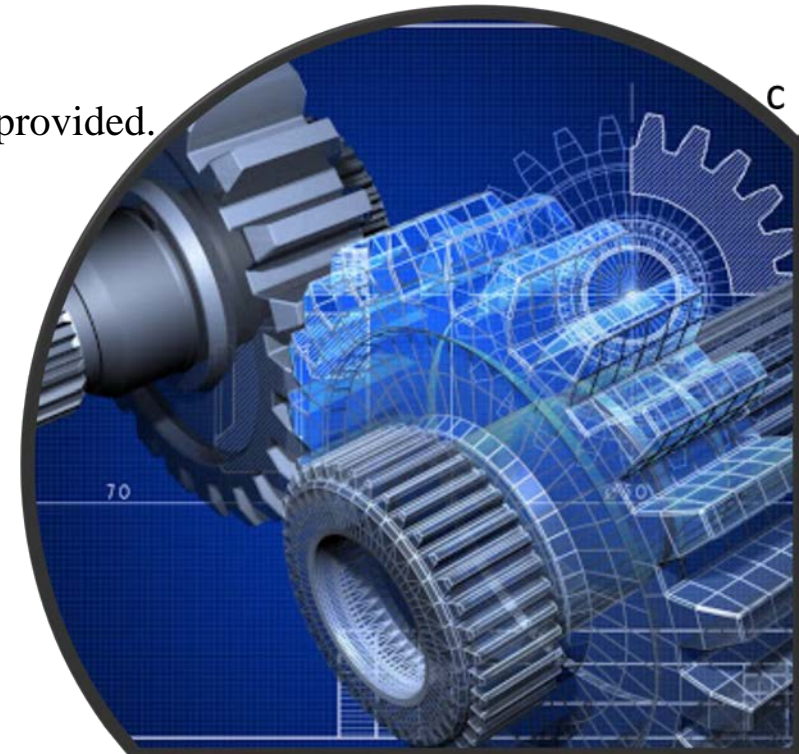


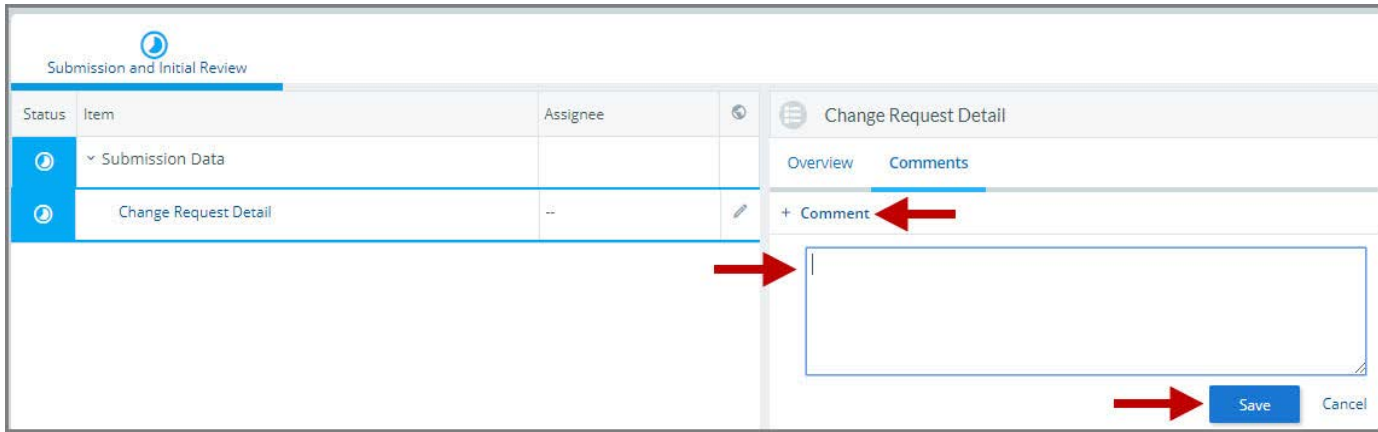
The screenshot shows a web form titled "Form" with a close button (X) in the top right corner. The form contains two input fields: "Name of New AIA" and "Effective date of requested changes". The "Effective date" field includes a calendar icon. Two red arrows point upwards to the input fields. At the bottom right, there are two buttons: "Save" (highlighted with a red arrow) and "Cancel".

7. You will be directed back to the previous page where the information you entered on the form is displayed.

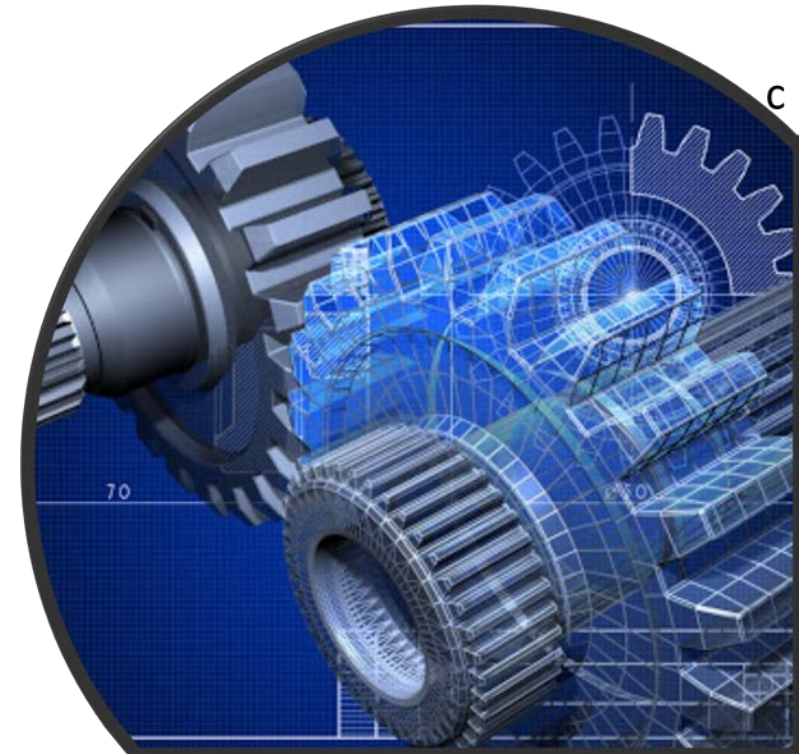
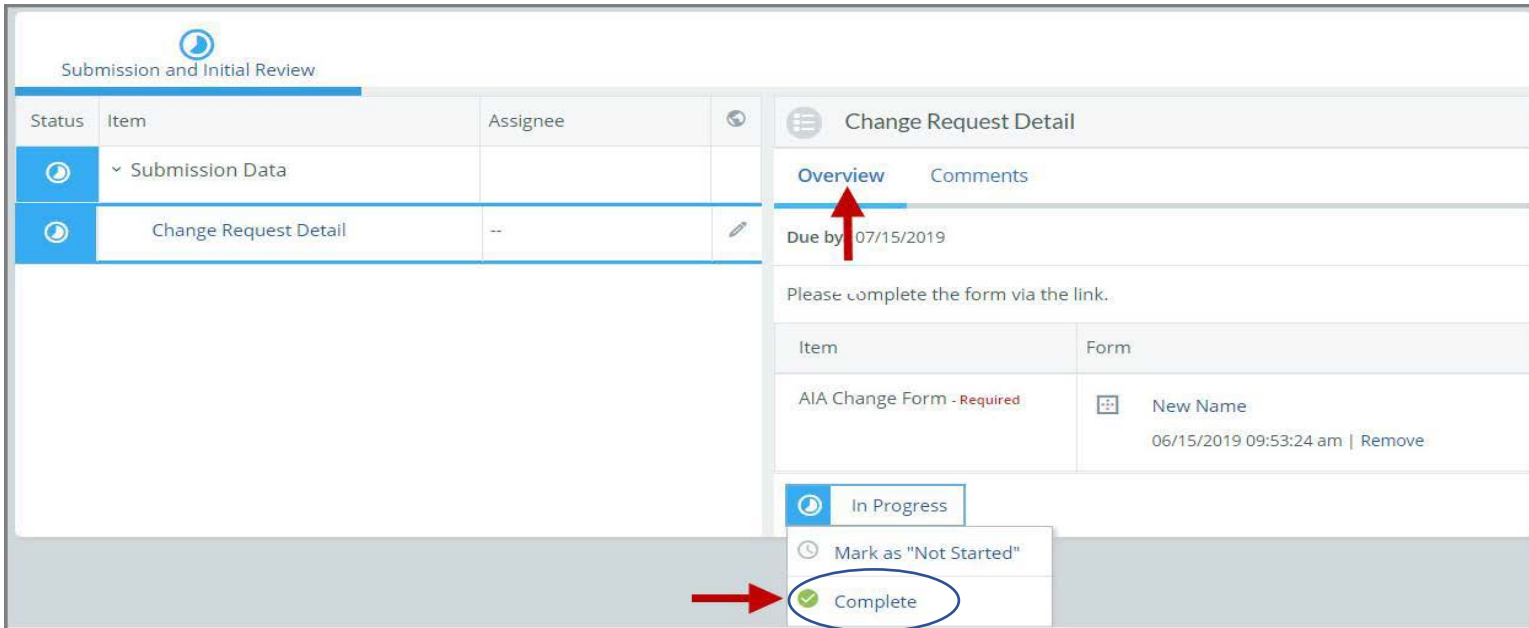
8. **Optional:** If you want to enter a comment follow the steps below. Otherwise, skip this step.

- a. Select the **Comments** link.
- b. Click the **+Comment** link.
- c. Enter the Comments in the text box provided.
- d. When done, click **Save** to continue.





9. Initially the status of the change request will be **In Progress**. Once you complete entering all the required information for the change request,
- Click the **In Process** blue half-moon icon.
 - Select **Complete**.





For Additional Support Please email
ca@asme.org

