



ASME Conformity
Assessment

Company Name &
Location 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.

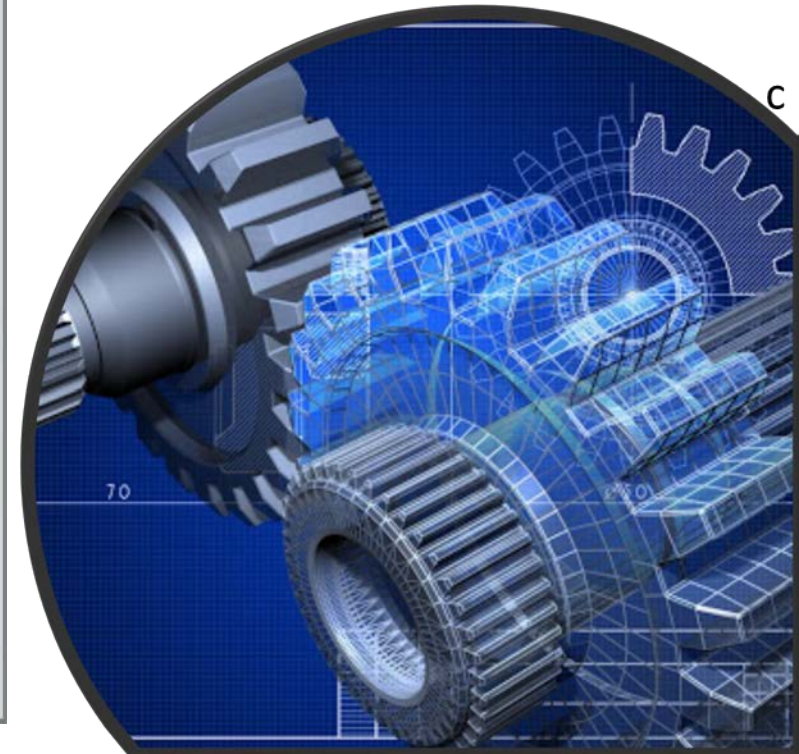
To begin a new **Change Request**,

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 next to it. 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

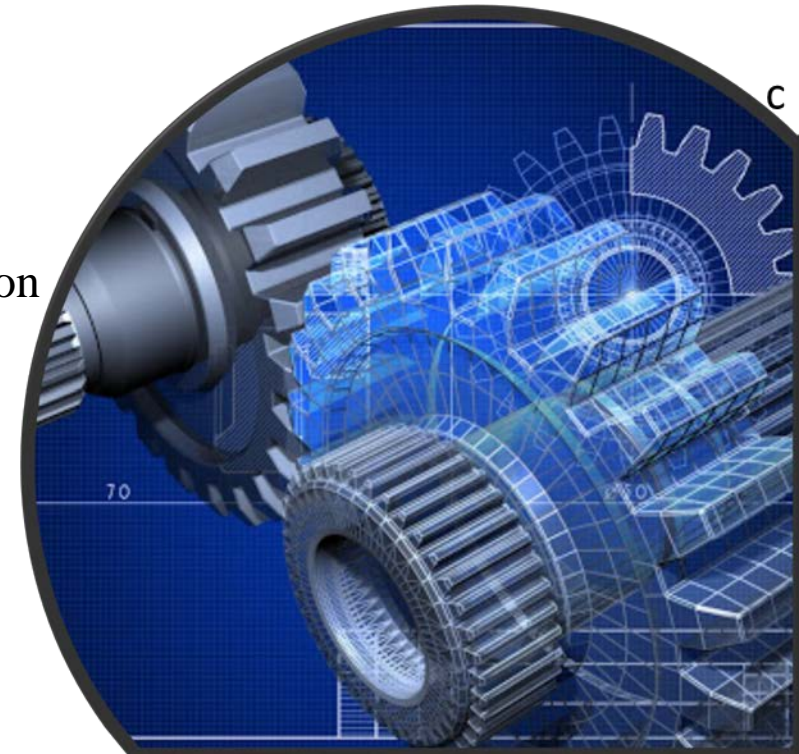




2. The following is a list of change requests you can apply. The steps and information required to complete the submission of any of the change requests is provided in this User Guide. To be directed to the details relating to a specific change request, click on the assigned link below.

- [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](#)

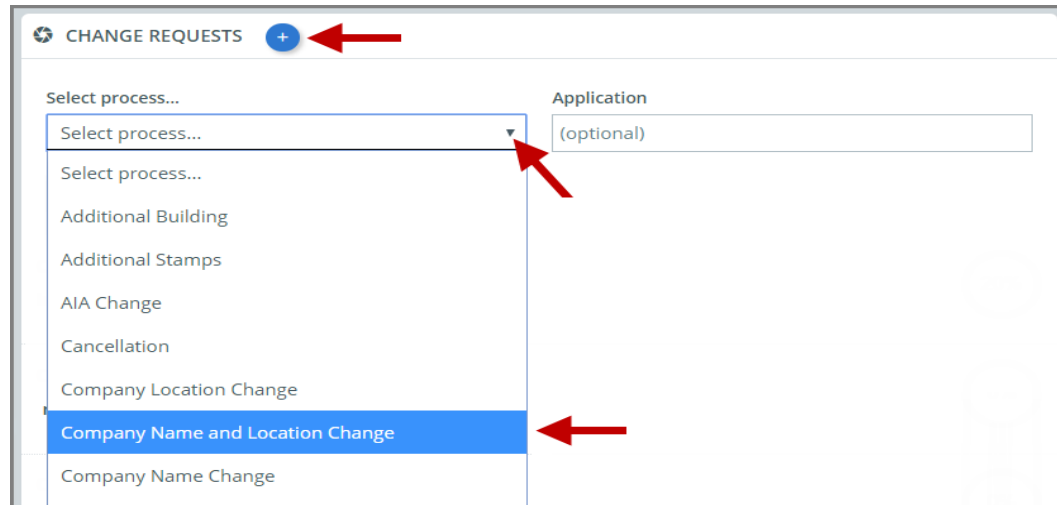
This session will focus on
Company Name and Location
Change



Company Name and Location Change

If the name and location of your organization changes, select the **Company Name and Location Change** request process.

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



CHANGE REQUESTS +

Select process... Application (optional)

Select process...

Additional Building

Additional Stamps

AIA Change

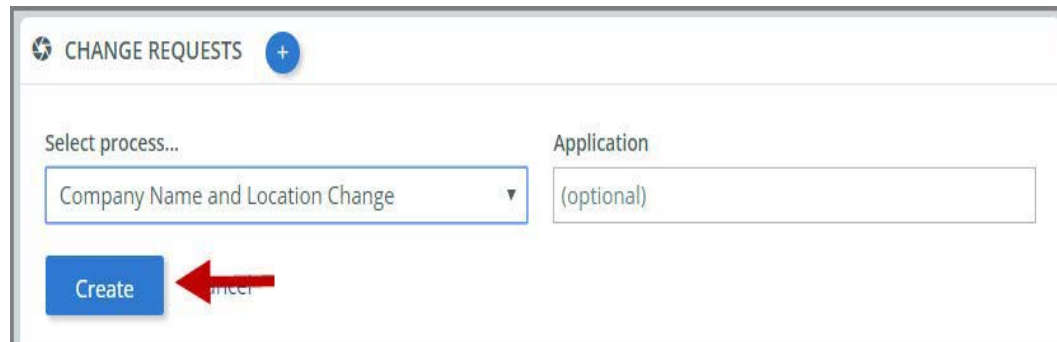
Cancellation

Company Location Change

Company Name and Location Change

Company Name Change

4. Click **Create**.

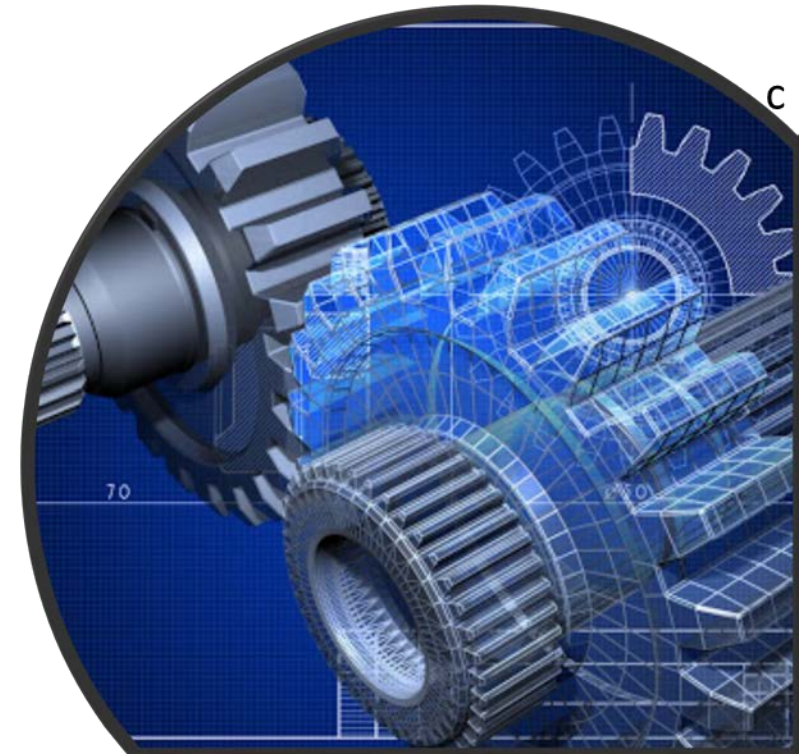


CHANGE REQUESTS +

Select process... Application (optional)

Company Name and Location Change

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

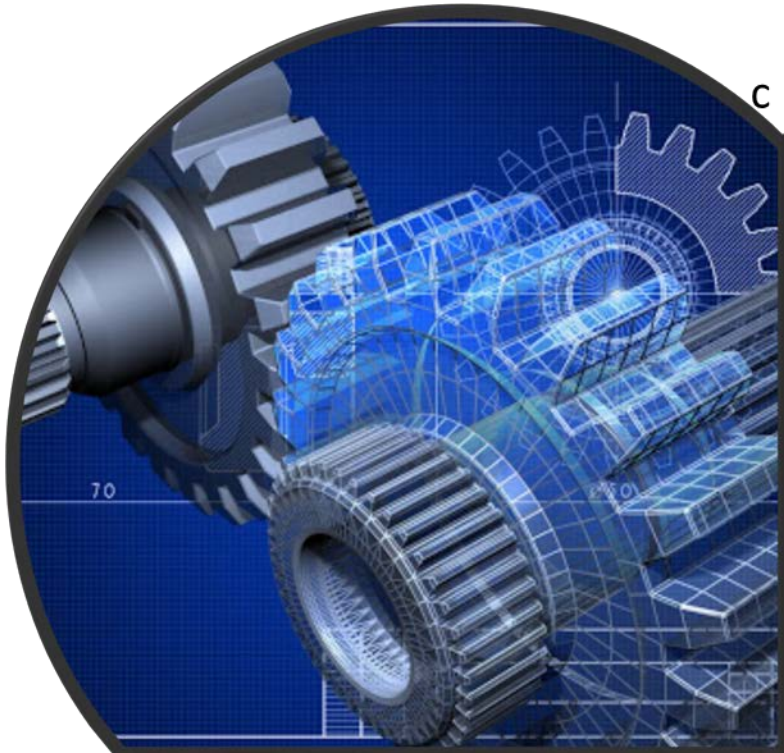
Overview Comments

Due by 07/15/2019

Please complete the form via the link.

Item	Form
Company Name and Location Change - Required	Create Form

In Progress



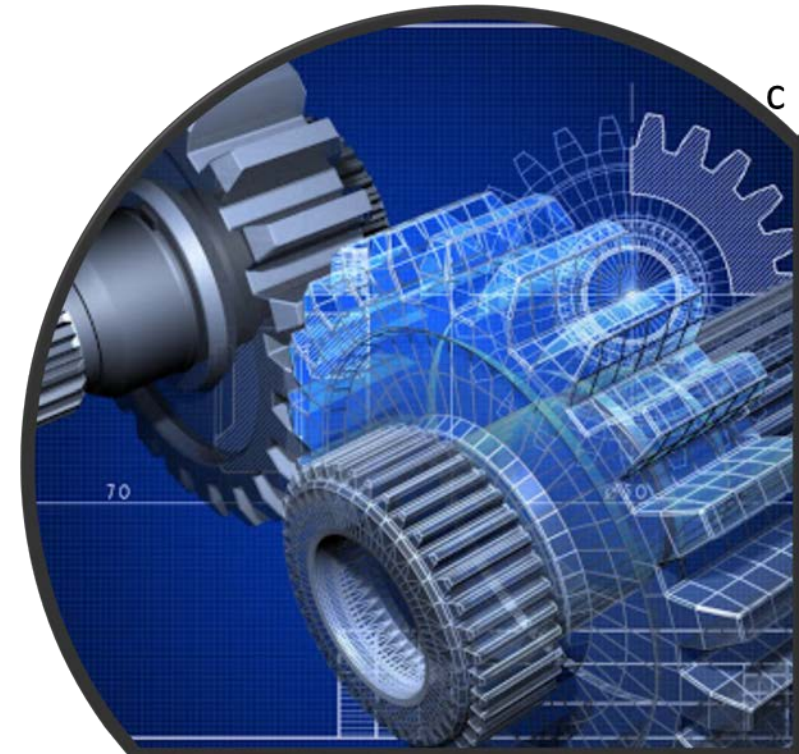
6. A form is displayed for you to enter the details relating to the change request you are applying for. Enter the following information:

- a. Effective date of the Requested Change
- b. New Legal Company Name
- c. Distance from the old address and the new address (in miles)
- d. New Address

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

The screenshot shows a 'Form' window with the following fields and elements:

- Effective Date of Requested Change:** A date picker field with a calendar icon and a red arrow pointing to it.
- Name Change Policy:** A text area containing the text "Please review the ASME Name Change Policy, availab".
- New Legal Company Name:** An empty text input field with a red arrow pointing to it.
- New Address:** A rich text editor field with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x₂), Superscript (x²), Text color (T), and a dropdown arrow. Below the toolbar is a text area with the text "Start Typing" and a red arrow pointing to it.
- Distance from old address (in miles):** A text input field containing the number "0" with a red arrow pointing to it.
- Buttons:** At the bottom right, there is a blue "Save" button with a red arrow pointing to it, and a "Cancel" button next to it.

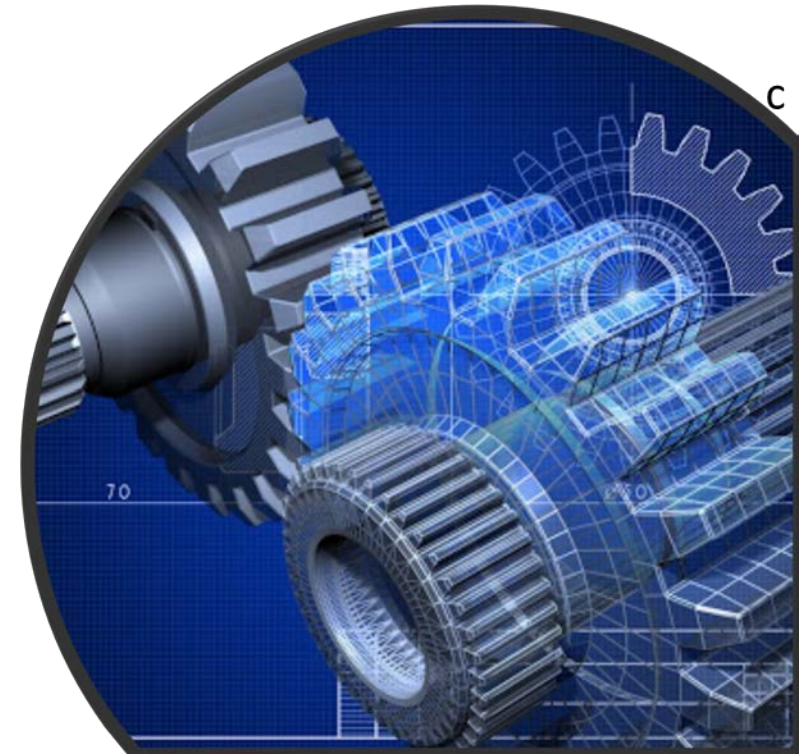
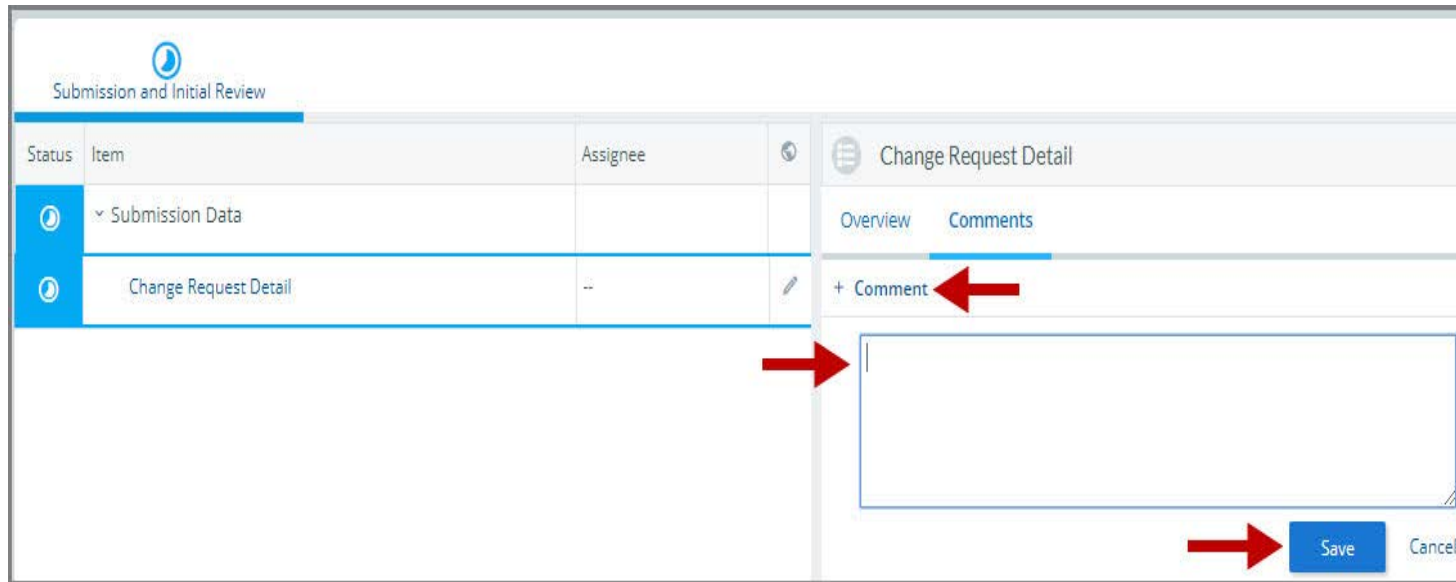


8. You will be directed back to the previous page where the information you entered on the form is displayed.

9. **Optional:** If you want to enter a comment follow the steps below.

Otherwise, skip this step.

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



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

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

b. Select **Complete**.

Submission and Initial Review

Status	Item	Assignee	
	Submission Data		
	Change Request Detail	--	

Change Request Detail

Overview Comments

Due by 07/15/2019

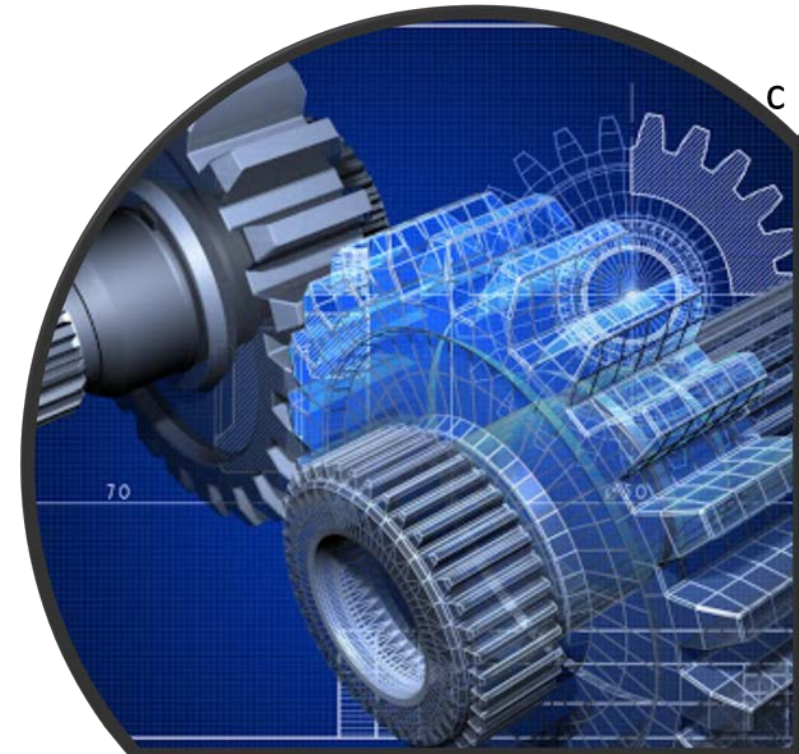
Please complete the form via the link.

Item	Form
Company Name and location Change <small>Required</small>	2019-06-17 06/15/2019 10:45:01 am Remove

In Progress

Mark as "Not Started"

Complete





For Additional Support Please email
ca@asme.org

