



CA Connect

ASME
Quality Process Suppliers (QPS)
Customer User Guide

February 7, 2022

Version 1.0

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About CA Connect & Quality Process Suppliers (QPS)

The CA Connect System is used for managing the ASME Conformity Assessment certification and accreditation process. Certificates issued under the Quality Process for Suppliers standard are required to be audited by ASME on an annual basis. After the initial issuance of the QPS Certificate, CA Connect will automatically generate an application for the annual audit 7 months from the anniversary date of the certificate. Dates shown under fields labelled as an expiration date are provided as target dates identifying when an annual audit is to be completed.

This User Guide is for the Primary Company Contact seeking to obtain or maintain the ASME QPS certificate. It contains images to illustrate the system and walk you through the process of creating a contact, completing and submitting an application, receiving notifications, acceptance of scheduled events, uploading of documents, and the initiation of change requests.

Who uses CA Connect?

The CA Connect System is used by the following individuals:

- Company Certificate Holders
- Primary Company Contacts
- Trusted Company Contacts
- ASME Consultants
- ASME Conformity Assessment Administrative and Technical Staff

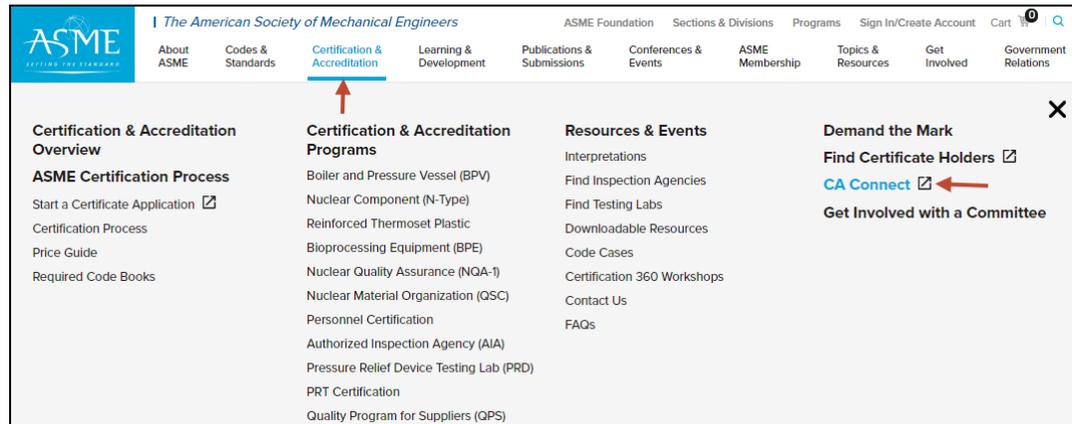
CA Connect Access

Before you start using CA Connect, you must to be register an account. Doing so will let you begin the application submittal process. In general, there are two ways to access the system and register your account.

1. To gain direct access to CA Connect, open your web browser and type <https://caconnect.asme.org>.



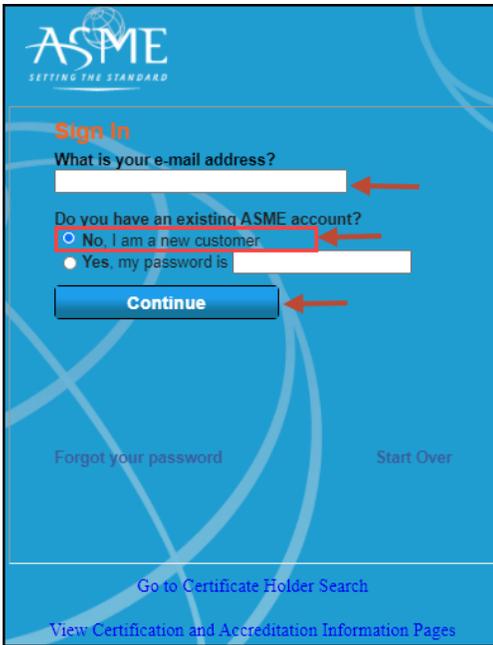
2. You can also access the system via the ASME.ORG website.
 - a. Open your web browser and type ASME.ORG
 - b. Click Certification & Accreditation
 - c. Click Start a Certificate Application



Create New Primary Contact Account

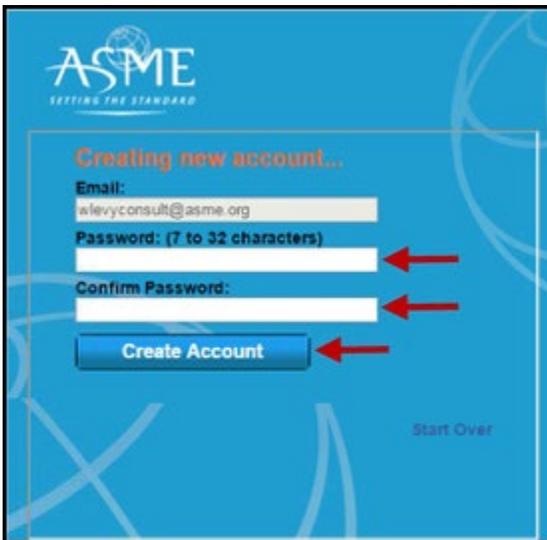
If you are **not a registered user** of CA Connect and are creating a new account for a Primary Contact, follow the steps listed below.

1. Open your browser and enter <https://caconnect.asme.org> in the address bar.
2. Enter the **email address** you would like to use to register for CA Connect.
3. Select No, I am a new customer.
4. Click Continue



The image shows the ASME Sign In page. At the top left is the ASME logo with the tagline "SETTING THE STANDARD". Below the logo, the heading "Sign In" is displayed. The form contains the following elements: a text input field for "What is your e-mail address?" with a red arrow pointing to it; a question "Do you have an existing ASME account?" with two radio button options: "No, I am a new customer" (which is selected and has a red arrow pointing to it) and "Yes, my password is" followed by a text input field; a blue "Continue" button with a red arrow pointing to it; a link "Forgot your password" on the left; a link "Start Over" on the right; and at the bottom, two links: "Go to Certificate Holder Search" and "View Certification and Accreditation Information Pages".

5. You will then be prompted to choose a password. Enter and confirm your **password** then click **Create Account**.



The image shows the ASME "Creating new account..." page. At the top left is the ASME logo with the tagline "SETTING THE STANDARD". The heading "Creating new account..." is displayed. The form contains the following elements: a text input field for "Email:" with the value "wlevyconsult@asme.org"; a text input field for "Password: (7 to 32 characters)" with a red arrow pointing to it; a text input field for "Confirm Password:" with a red arrow pointing to it; a blue "Create Account" button with a red arrow pointing to it; and a link "Start Over" on the right.

6. You will be directed to the **Create Contact Information** page.
7. Enter the Primary Contact information in the designated fields. The mandatory fields listed below must be completed to move to the next page.
 - a. Salutation

- b. First Name
- c. Last Name
- d. Business Phone number
 - i. Country Code
 - ii. Area Code
 - iii. Phone number (no dashes)

8. When done, click Next to continue.

ASME
SETTING THE STANDARD

Contact Registration

Create Contact Information

Primary Email Address
hudsony@gmail.com

Salutation Choose Salutation

First Name

Middle Name

Last Name

Title

Phone

Business + [] [] [] Phone Number ext. []
Country Code Area Code Phone Number (No Dashes)

Mobile + [] [] Phone Number

Fax + [] [] Phone Number

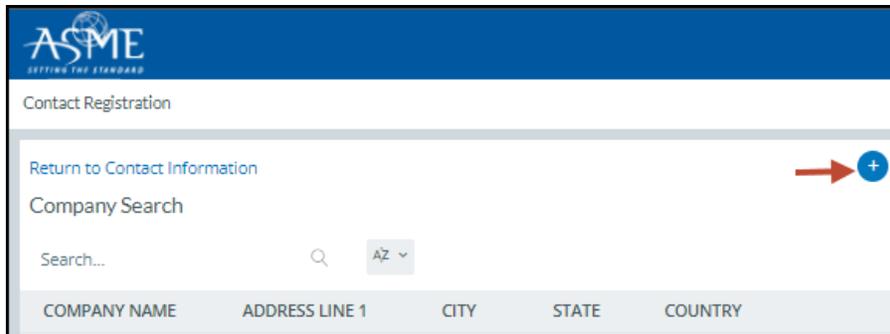
Next

9. You will be directed to the **Company Search** where you can either:

- a. [Associate your new account with an existing company](#)
- b. [Create a new company account](#)

Create New Company Account

1. On the **Company Search** page, click the blue circle (+) **Add** icon used to add a new company.



2. On the **Create New Company** page, enter the required fields:

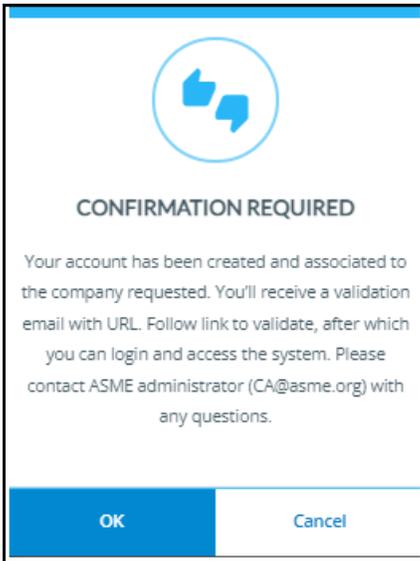
- a. Company Information
 - i. Company Name
 - ii. Program Types – **Select QPS**
- b. Plant Address
 - i. Address Line 1
 - ii. Address Line 2 & 3 (if applicable)
 - iii. Country
 - iv. City
 - v. State (if applicable)
 - vi. Zip/Postal Code

3. When done, click **Register**.

- a. In the United States Postal Service (USPS) address validation is systematically performed for domestic and Canada address only.
- b. Verify the accuracy of the address to ensure the correct address is displayed.
 - i. You may be presented with an alternate address from the USPS. You can choose to use the USPS address, or the one you entered, by checking or unchecking the Use Valid USPS Address checkbox. Click Save to continue.

4. Once the system finishes adding the company information, you will see a confirmation message instead indicating that your account has been created and a validation email has

been sent.

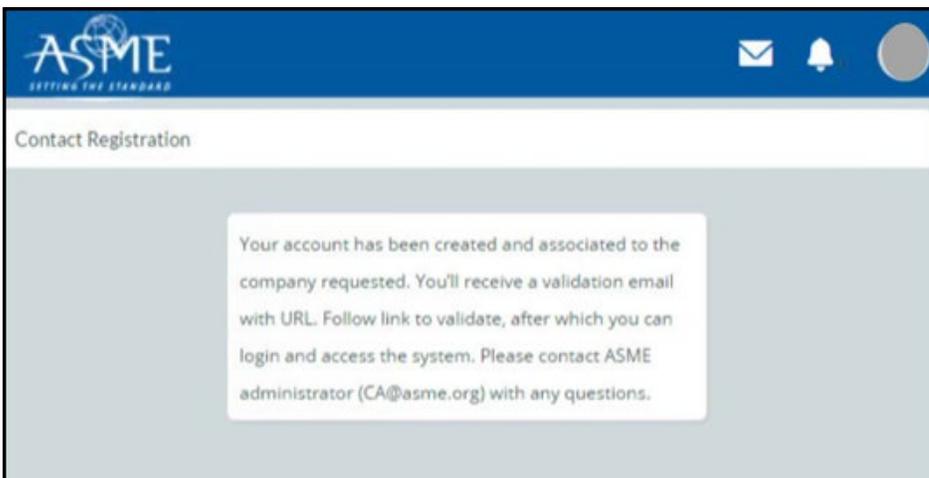


5. Next, you will proceed with the [New Contact Email Verification](#) process.

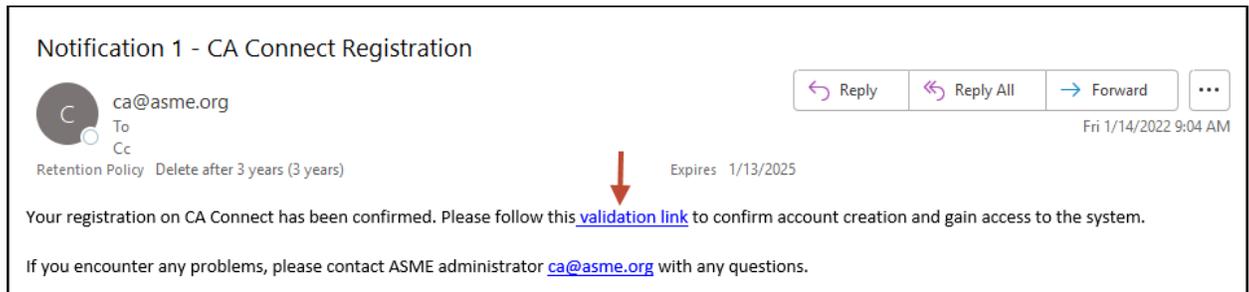
New Contact Email Verification

When you register as a New Contact for an organization, a validation email message is automatically sent to your registered email address. It contains a link used to validate the new account and email address. This also applies for Trusted Contacts accounts that are created by the Primary Contact of the organization.

1. CA Connect will display the Contact Registration page which contains a validation email message. This message is sent to your registered email address.



2. Locate and open the email that was sent to you – be sure to check your spam and junk folders.
3. Click the validation link contained in the email to authenticate your account.
4. It will contain text like this:



5. Once you validate your email address, return to CA Connect and [log in as a registered contact](#).

Log in As Registered Contact

1. Open your browser and enter caconnect.asme.org/ in the address bar.
2. Enter your email address.
3. Select Yes, my password is and enter your password.
4. Click Continue.

The screenshot shows the ASME Sign In page. The page has a blue background with the ASME logo at the top left. The main heading is "Sign In". Below the heading, there is a form with the following elements: "What is your e-mail address?" followed by a text input field; "Do you have an existing ASME account?" followed by two radio button options: "No, I am a new customer" and "Yes, my password is" followed by a text input field; and a "Continue" button. Red arrows point to the email input field, the "Yes, my password is" radio button and its input field, and the "Continue" button. At the bottom of the page, there are links for "Forgot your password", "Start Over", "Go to Certificate Holder Search", and "View Certification and Accreditation Information Pages".

Create New Contact – Associate to Existing Company

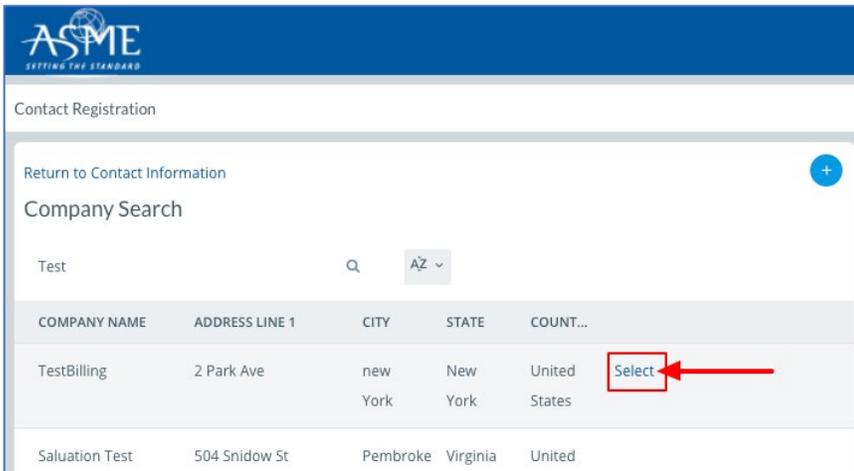
If you are **not a registered user** of CA Connect and are creating a new Primary Contact account to associate with an already established company account, follow the steps listed below.

1. Create a new contact account (see [Create New Primary Contact Account](#)).
2. When done, return to the next step.
3. On the Company Search page,
 - a. enter a full or partial company name in the Search (1) to search for the company by name (for example “QPS”),
 - b. use the sort functionality (2) to help find the company or magnifying glass.

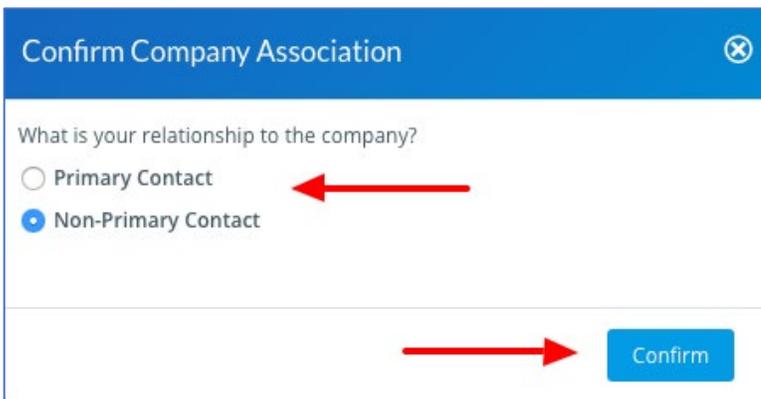
COMPANY NAME	ADDRESS LINE 1	Organization Name	Created Date	COUNTRY
My QPS Test Case 3	1 Plant St	Sanita Cruz		Aruba
My QPS 2021 Company	2 park ave	new york	New York	United States
Henry QPS LLC	500 West 41st	New York	New York	United States

4. Companies matching your search term will appear in the **Search Results**.

5. Hover over the name of the company you would like to select and click the **Select** link that appears.



6. The Confirm Company Association page is displayed which allows you to choose your relationship with the company. Select the applicable contact relationship option and click **Confirm**.



- a. If **Primary Contact** is selected, a second page is displayed where you must provide company ID and certification number as verification.
7. Enter the Company ID.
 8. Enter the Certificate Number.
 9. Click **Confirm** to continue.

Confirm Company Association

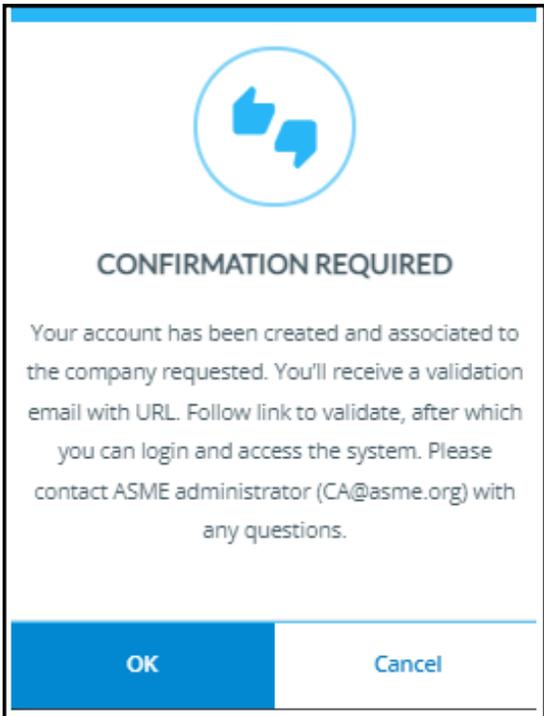
Please provide company ID and certification number as verification.

Company ID

Certificate Number

Back Confirm

10. Once the system finishes adding the company information to your account, you will see a confirmation message indicating that your account has been created and a validation email has been sent.



11. Next, you will proceed with the [New Contact Email Verification](#) process.

Choose your Persona

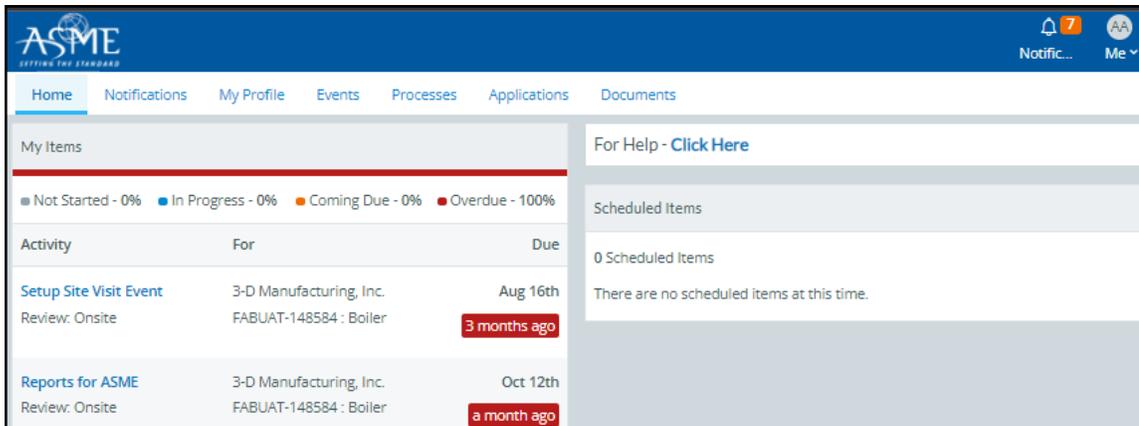
After you log into CA Connect, the **Choose your Persona** window where contacts can select the type of activities they will be performing. The company will be directed to their Company's Dashboard.

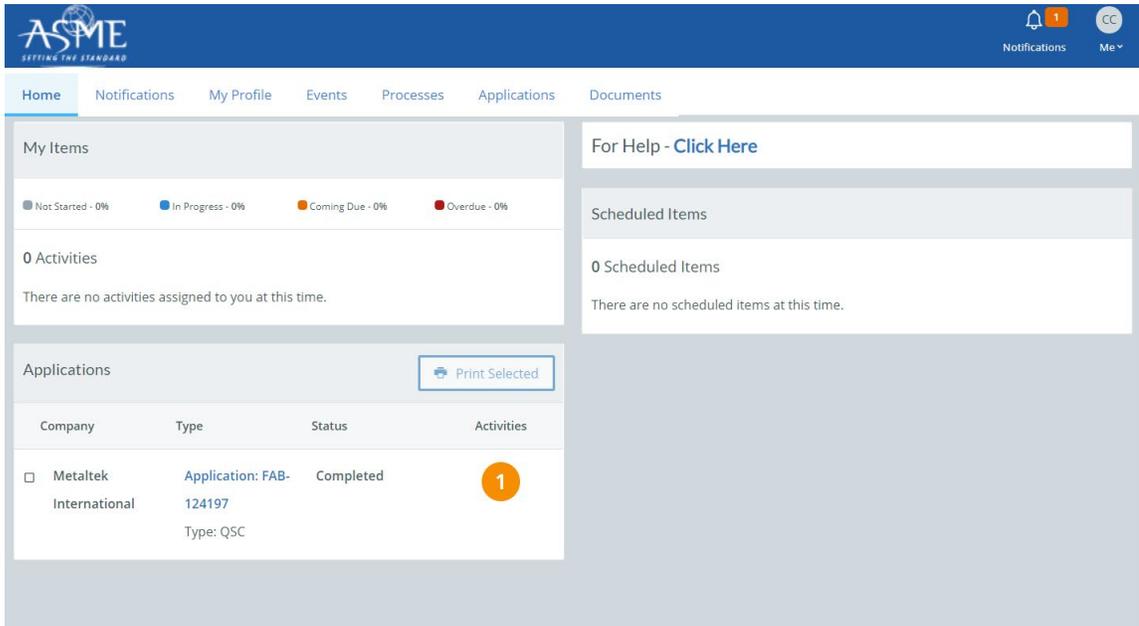
Two Persona Options available are:



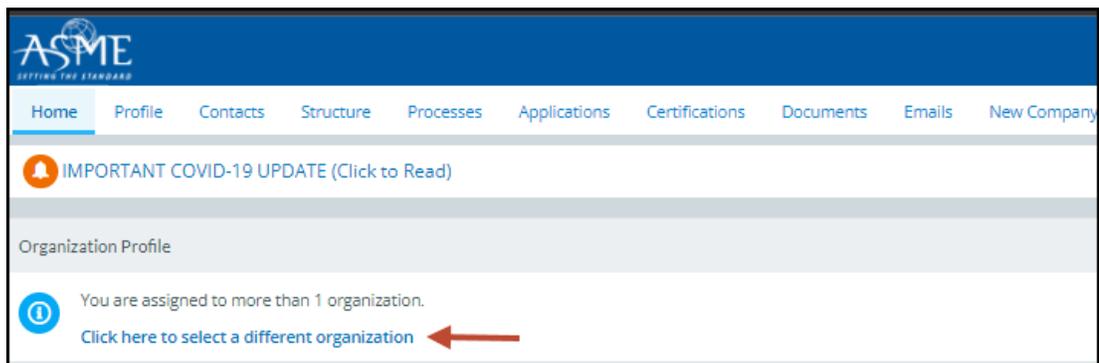
1. **My Items** selection:

- a. a list of the Contact's activities and scheduled items.
- b. access to your notifications, Profile, Processes, Applications, and documents that had been uploaded



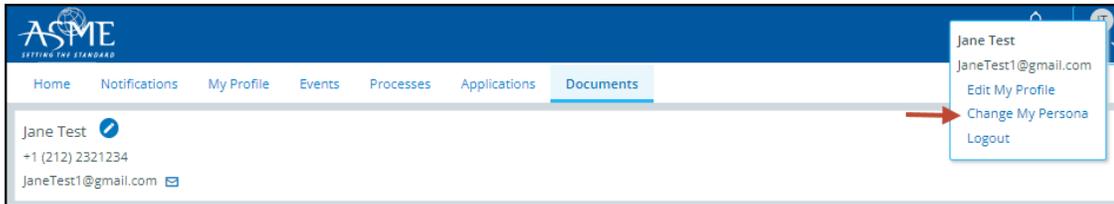


2. **Organization Representative** will take you to the [Company Dashboard](#) which provides you with all related Company related events and activities pertaining to application for certification.
 - a. **Note:** If you are a contact for more than one company, you will be prompted to select which company you are representing prior to landing on the Company Dashboard. You can change companies at any time from the **Home** tab.



Select a Different Persona

1. Click the blue icon with your initials on the upper-right hand side of the page.
2. Select the Change My Persona link.



Forgot/Change your Password

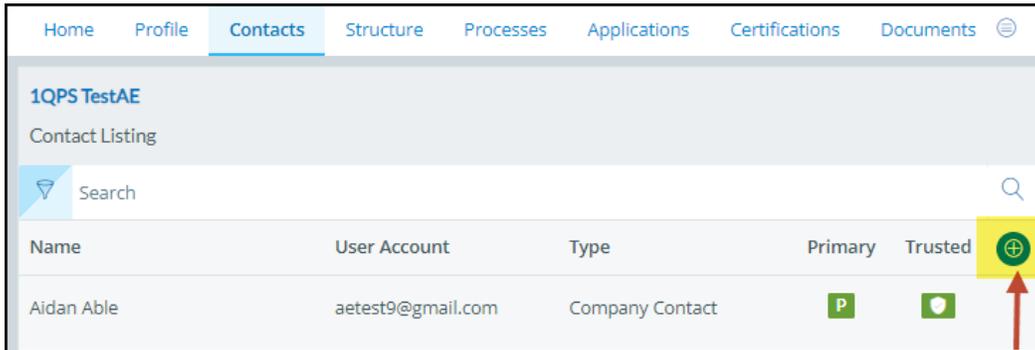
1. Access caconnect.asme.org
2. Enter the email address registered in CA Connect on the **Sign In** page.
3. Click Forgot your password.
4. Follow the instructions for resetting your password.



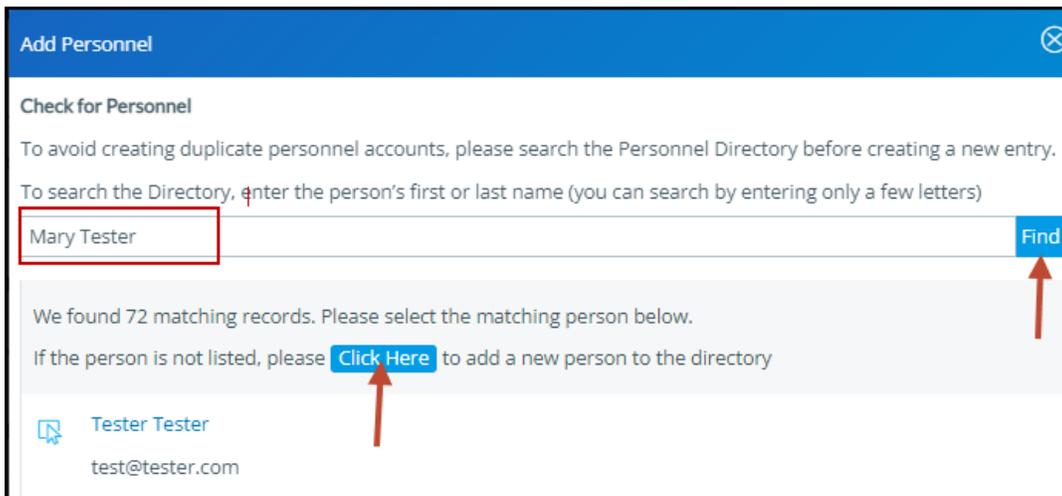
Create New Trusted Contact Account

Primary Contact can create an account for a user associated with the organization to have access to CA Connect and the Company Account as **trusted contact**.

1. Select the Contacts tab.
2. Select the blue + on the right side.



3. Find the person's name to ensure there are no duplications. If a match is found, the name and email must be the same, select it. But if no match is found, **Click Here** to add a new person.



4. Enter the information in the designated fields for the new trusted contact form. Required fields include:
5. First name, Last name, Email address and Primary phone.
6. The checkbox for User may login with this email and This contact may act on behalf of the organization should be checked.
7. The check box for This contact may act on behalf of the organization will be assigned as Trusted to allow what is states. This action will not trigger a systematic email notification, the primary contact should contact the new User.

8. Click Save.
9. The new contact will appear on the list of company contacts and will access via the portal.

Company Dashboard

The CA Connect Dashboard serves as the hub to create and manage information about your company, contacts, and application(s). The Dashboard allows you to move through the system using the links in the top navigation bar.

- **Home**
Serves as the main page of the CA Connect. It provides a starting point with many elements and directions for the user to interact with the system, obtain information, conduct Conformity Assessment accreditation/certification application and certification issuance and processes.
- **My Profile**
Displays various elements of the Company and Primary Contact Profile data such as Company Name, Location, Program related details, contact information. It allows the Primary Contact to add trusted contact also associated with the company.
- **Processes**
Shows a list of work-in-progress and completed processes pertaining to a pending and/or active application for certification.
- **Applications**
Presents a list of pending and active applications and their status.
- **Certifications**
Directs you to the Certifications page where all related certificate details can be obtained.

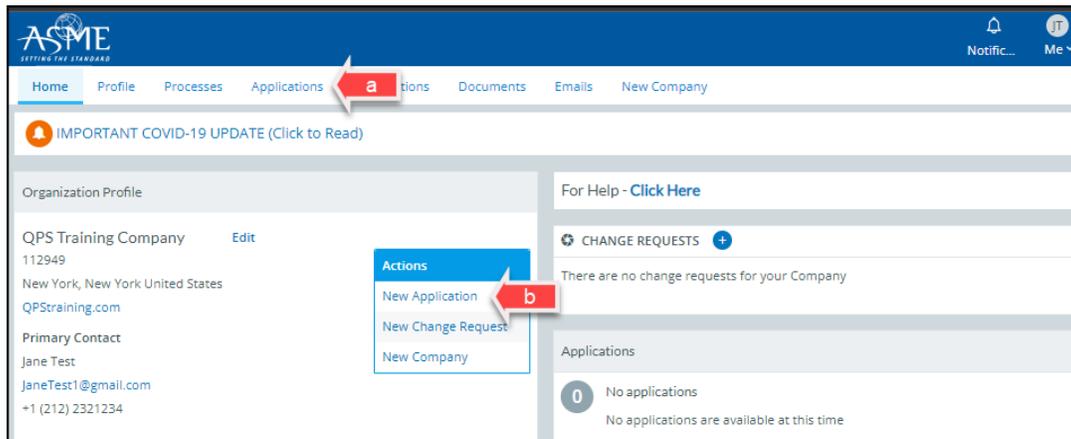
- **Documents**
Houses documents that have been uploaded.
- **Emails**
Retains email notifications sent from CA Connect that are related to specific tasks.
- **New Company**
Allows the ability to create a new company record directly from the Company Dashboard.

Create Application

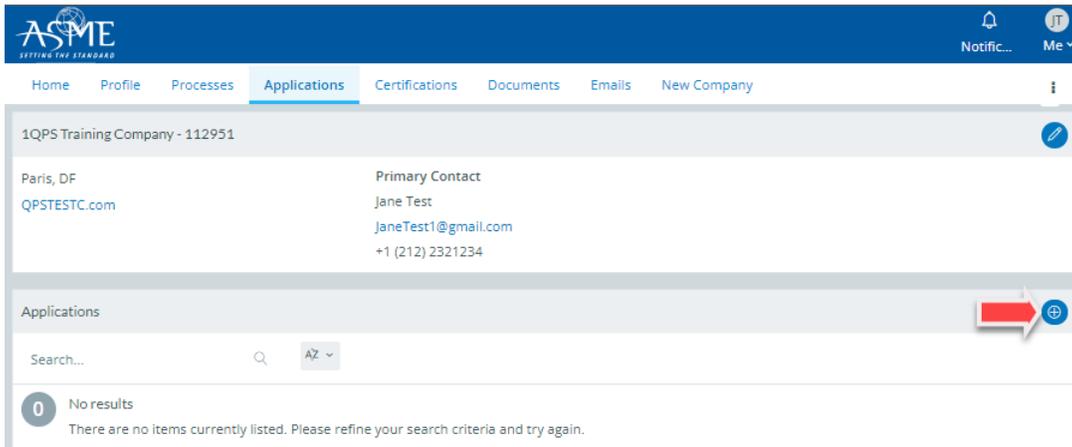
The information required to apply for certification / accreditation is grouped and divided into multiple tabs and steps. The application tabs are **Profile, Certifications, Stamps, Travel, Billing, and Review**. Each tab consists of specific application details and download/uploading of files that are required and driven by the **QPS Program Type**. To apply, you must complete all required information for your program as outlined in each tab.

Application Process

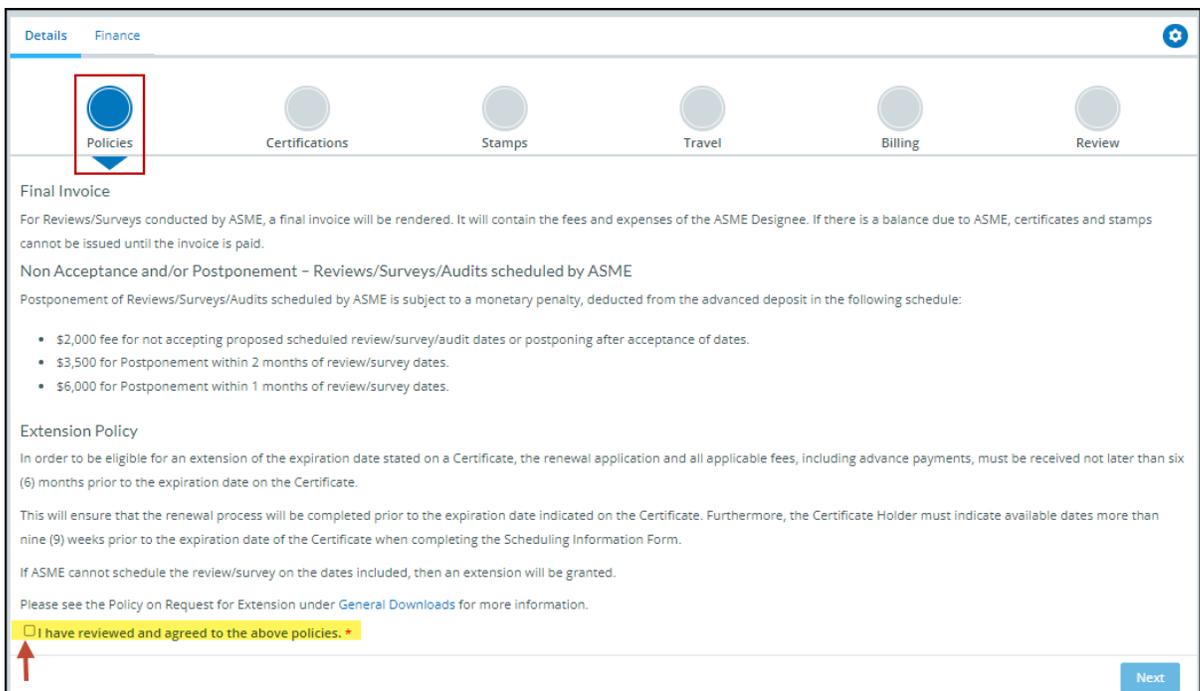
1. To begin the process of applying for certification, you must be logged into CA Connect as the company's Primary Contact.
2. Two methods to begin the application process:
3. Select the Applications tab found on the Company Dashboard menu bar or
4. Select New Application link that is in the Actions box.



5. On the right side of your Applications page, click the blue circle (+) icon to create a new application.

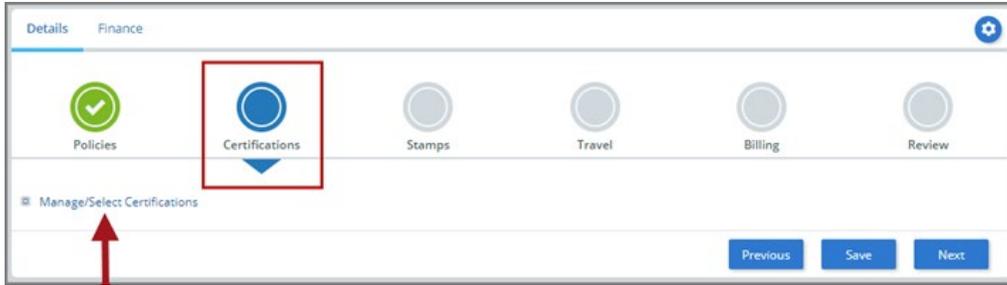


6. The first application tab is the Policies tab. Review all information displayed on the tab.
7. The Extension Policy section does not apply to the QPS Program; QPS certificates are issued without an expiration date.
8. Click I have reviewed and agreed to the above policies checkbox.
9. Click Next to continue.



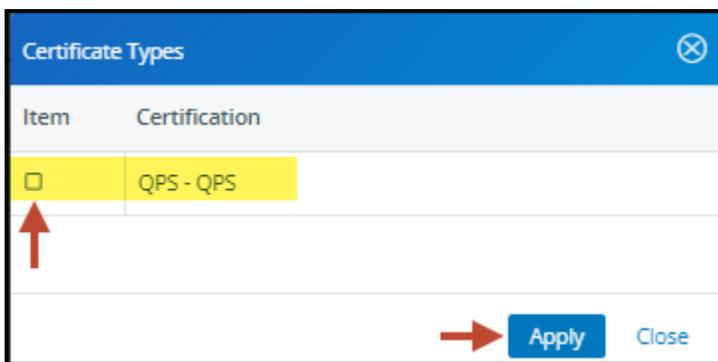
10. The Policies tab is updated to reflect a green checkmark. The application data processing will advance to the Certifications tab.

11. Click the Manage/Select Certifications link.



12. The Certificate Types form is displayed. Select QPS.

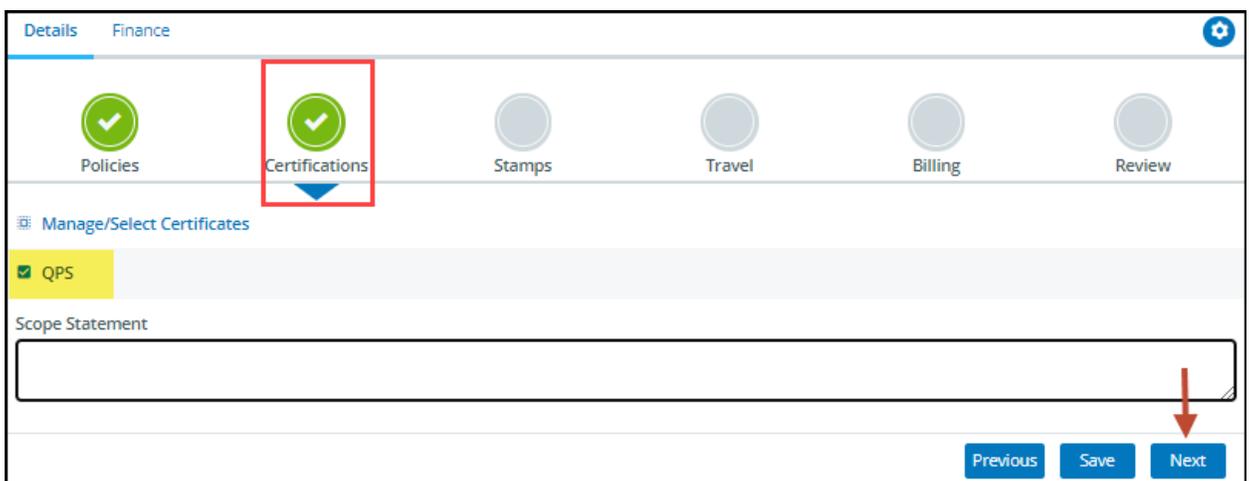
13. Click Apply to continue.



14. The Certificate Type(s) will be added to the Certifications tab. Click Apply to continue.

15. Ensure QPS is applied, check mark and click Next. (The Scope Statement will be manually applied by staff later.)

16. The Certifications tab is updated to reflect a green checkmark. The application data processing will advance to the Stamps tab.



17. Click on the Number of Employees drop down.
18. There are 6 selections, select the appropriate choice based on the number of employees working at your company.
19. Click on the Download Supplemental Form link.
20. The Supplemental Application Form V is downloaded to your local drive.
21. Complete the supplemental form.
22. Save the completed form on your local drive.
23. Click the Upload Supplemental Form (PDF) link.
24. Locate the completed supplemental form on your local drive and upload the form.
25. When done, click Next to continue.

The screenshot shows a web application interface with a top navigation bar containing 'Details' and 'Finance'. Below this is a progress indicator with five tabs: 'Policies', 'Certifications', 'Stamps', 'Billing', and 'Review'. The 'Stamps' tab is currently selected and highlighted with a blue circle and a red box. A dropdown menu is open for the 'Number of Employees' field, showing six options: '1 to 20', '21 to 50', '51 to 100', '101 to 250', '251 to 500', and '501+'. The '251 to 500' option is selected and highlighted in blue. Below the dropdown, there is a red arrow pointing to the 'Number of Employees' field, which has a red error message: 'Number of Employees is required'. Further down, there are two links: 'Download Supplemental Form' and 'Upload Supplemental Form (PDF)', both with red arrows pointing to them. At the bottom right, there are three buttons: 'Previous', 'Save', and 'Next', with a red arrow pointing to the 'Next' button.

26. The Stamps tab is updated to reflect a green checkmark. Your application process will advance to the Travel tab.
27. The **Company Name** is displayed as a link under the **Location Name** label. Click on the link.

Details Finance

Policies Stamps **Travel** Billing Review

Instructions

Please complete the below Travel Recommendations form by clicking on the blue hyperlinked (Bold Hyperlink) location name. The Travel Recommendations form will pop up on your screen. Please complete all fields marked with an asterisk, and click the Save button. Please note that depending on your screen resolution, you may need to scroll down to see all fields on the Travel Recommendations form. Applicants that have Site Extensions should add these addresses below.

Travel Recommendation

Location Name	Status
1QPS Training Company Rue de Rivoli Paris, DF 75001 France	Not Complete

Previous Next

28. The Travel Recommendation Detail form is presented.
29. The **Company Plant Address** is pre-populated and displayed in each of the designated fields.
 - a. **Note:** The **Plant Address** is required to complete the application. If the **Plant Address** is not pre-populated on the form, you will need to exit the application and contact CA Connect Customer Support.
30. You must enter the information for all required fields which are denoted with a red **asterisk** (*).
31. Do not include dashes when entering Phone Numbers throughout the entire application. Be sure to include the 3-digit area code.
32. Enter the Hotel, Airport, and Emergency Contact information in the assigned fields.
33. When done, click **Save** to continue.

Travel Recommendation Detail ✕

* Indicates required fields 

Location Details Division Name <input type="text" value="1QPS Training Company"/> Address Line 1 <input type="text" value="Rue de Rivoli"/> Address Line 2 <input type="text"/> Country <input type="text" value="France"/> City <input type="text" value="Paris"/> Zip/Postal Code <input type="text" value="75001"/>	Hotel  Name * <input type="text" value="W Hotel"/> Miles from hotel to site * <input type="text" value="2"/> Address * <input type="text" value="Rue de Le"/> Country * <input type="text" value="France"/> City * <input type="text" value="Paris"/> Zip/Postal Code <input type="text" value="75000"/> Phone * + <input type="text" value="0"/> <input type="text" value="001"/> <input type="text" value="125678"/> ext. <input type="text"/> Fax + <input type="text"/> <input type="text"/> <input type="text"/>	Airport Name * <input type="text" value="DeGual"/> City * <input type="text" value="Pairs"/> Miles from airport to hotel * <input type="text" value="9"/> Transportation * <input type="text" value="Taxi"/>	Emergency Contact Name * <input type="text" value="John Test"/> Phone * + <input type="text" value="0"/> <input type="text" value="001"/> <input type="text" value="123456"/> ext. <input type="text"/>
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34. The United States Postal Service (USPS) address validation is systematically performed for domestic and Canada addresses only. You may choose the USPS Validated address that is displayed or uncheck the Use Valid USPS Address checkbox to use the address you entered.

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

Below address(s) have been validated by USPS with recommendations. Please review.

Plant USPS Validated <input type="text" value="500 W 42nd St"/> New York, NY 10036 United States	You Entered 500 W 42 street  New York, NY 10036 United States
---	--

Use Valid USPS Address

When unchecked, the use of a non-validated USPS address may cause postal mail to be delayed or undeliverable.

36. You will be redirected back to the **Travel** tab. Confirm that the **Status** shows as **Complete** and that the Travel tab is green and includes a checkmark.

- a. If the Travel tab is gray, this indicates that required information is missing. Return to the **Travel Recommendation Details** page by clicking on the **Company Name link**. Review the information previously entered and enter the missing information.

37. Confirm that the status for all location is **Complete**, then click **Next** to continue.

The screenshot shows a web interface with a navigation bar at the top containing five tabs: Policies, Stamps, Travel, Billing, and Review. The 'Travel' tab is highlighted with a green checkmark icon and a red rectangular box. Below the navigation bar, there is an 'Instructions' section followed by a 'Travel Recommendation' section. This section contains a table with two columns: 'Location Name' and 'Status'. The table has one row with the following data:

Location Name	Status
1QPS Training Company Rue de Rivoli Paris, DF 75001 France	Complete

At the bottom right of the form, there are two buttons: 'Previous' and 'Next'. A red arrow points down to the 'Next' button.

38. The **Travel** tab is updated to reflect a green checkmark. The application will advance to the **Billing tab**.

39. A **Use Plant Address** link is displayed under the Billing Address. If a Mailing Address and/or Billing Address was previously entered for the company, you will also see **Use Mailing Address** and **Use Billing Address** links. You can elect to use any one of these addresses to auto-populated the address for the Billing Address or you can enter a different address. This information is required and must be entered for the application to be submitted.

40. In the **Company Banking Details** section. Enter the banking details in the fields provided on the tab. This will allow ASME to refund any left over remittance.

41. When done, click **Next** to continue.

Details Finance

Policies Stamps Travel Billing Review

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

Billing Address
[Use Plant Address](#)

Address Line 1 *
Address Line 1

Address Line 2
Address Line 2

Address Line 3
Address Line 3

Country *
Select Country

City *

Zip/Postal Code

Contact/Attention *

Billing Contact Email *

Phone Number *
+ ext.

Company Banking Details
Please provide the following information to allow ASME to refund any left over remittance.

Bank Name

Bank Account Name / Beneficiary

Account Number / IBAN #

SWIFT Code / BIC

ABA Routing Number

VAT ID Number

Tax ID Number

Previous Save Next

42. The **Billing** tab is updated to reflect a green checkmark. The application data processing will advance to the **Review tab**.

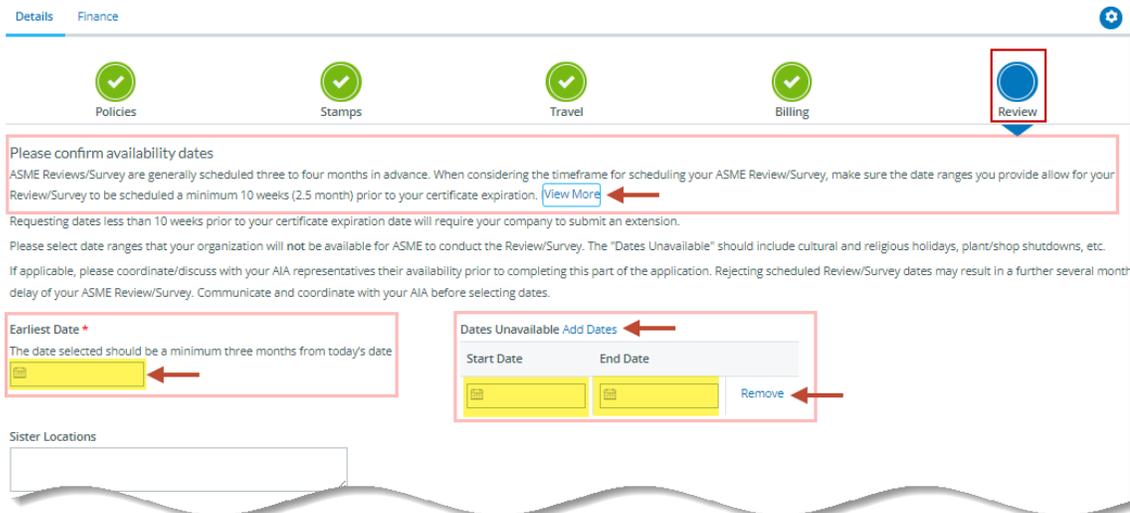
43. The **Review tab** displays a summary of the information that was entered in each of the tabs.

44. Click the **View More** link to display additional information on how to select availability dates.

45. Enter the **Earliest Date** that your company will be available for the review. Please note the dates you enter must be a minimum of three months in the future.

46. Select the **Add Dates** link to enter your unavailable **Start Date** and **End Date**. Please note the dates you enter must be a minimum of three months in the future. It may be a range or on the same date.

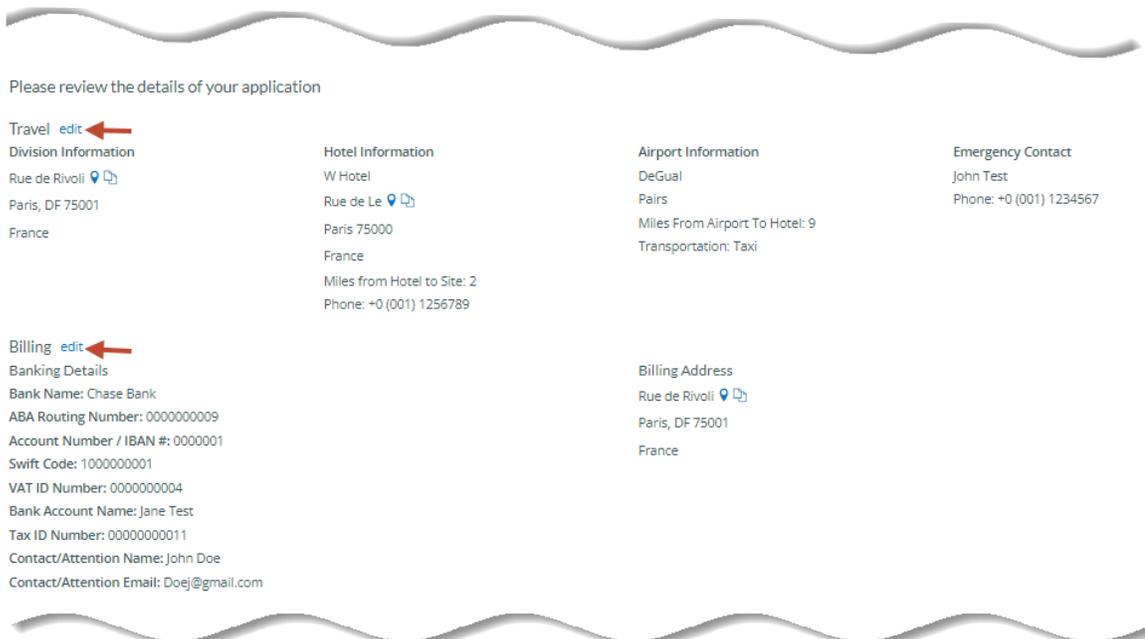
47. To remove the dates, click on the **Remove** link.



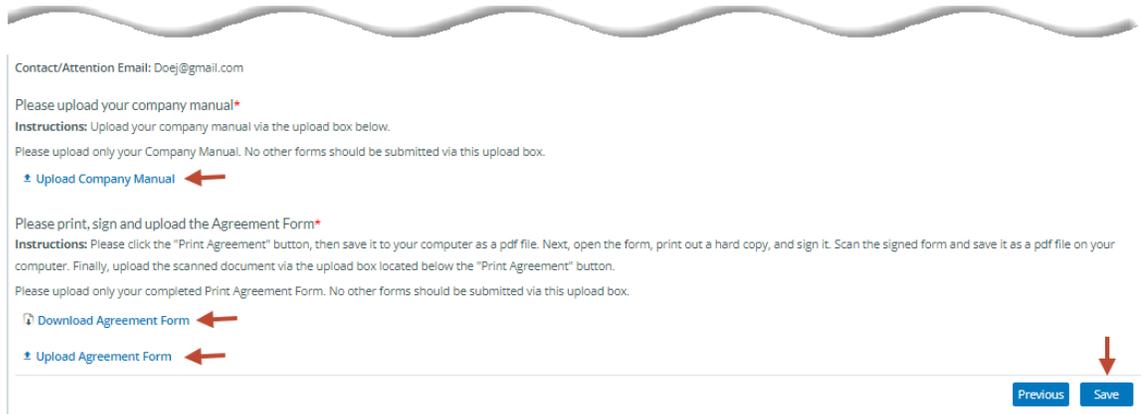
48. Prior to submitting the application, confirm the information appearing on the **Review** tab is accurate and all previous tabs are green with a checkmark.

49. If any tab is still blue, return to it using the **Previous** button or clicking on the tab itself. The submit button will not appear and the application will not progress until all the tabs are green with a checkmark.

50. Select the **Edit** links for any incomplete / incorrect section to modify any of the information you entered.



51. Scroll down the tab and select the **Upload Company Manual** link. Locate the manual on your local computer and upload the file.
52. Select the **Download Agreement Form** link. The form will be downloaded and saved to your local computer.
53. Locate the file and complete, sign, and save the completed Agreement Form on your local computer.
54. Select the Upload Agreement Form link.
55. Locate the signed agreement form on your local computer and upload the file.
56. If you need to replace the agreement form that you uploaded, you can remove the agreement form and upload another agreement form. The agreement form is required.
57. Click Save to continue.



58. Once your application is complete and all tabs display a green checkmark, the **Submit** button will be presented for application submission. Click the **Submit** option.

IMPORTANT: This is the only opportunity you will have to alter any of the information prior to submission of the application. After the application is submitted, to make any changes, you will need to submit a change request to ASME.



59. You will be redirected to the **Application Details** section of the Applications tab. On the top right side of the tab, there is a blue gear icon that lets you **Print** the application.
60. Click the blue gear icon and select the **Print Document** link.



Financial Statement

QPS PAYMENT REQUIREMENTS

1. Company is required to pay 50% of the initial price upon application submittal.
2. Annual Program Audit is required to pay the full price upon application submittal.

REVIEW AND PRINT INVOICE

1. Locate the Application (see Application Details).
2. The **Finance** tab will show order details.
3. To print the Proforma/Invoice click on the icon **Download Invoice** for a PDF file.

The screenshot displays the 'Finance' tab of an application management interface. It is divided into two main sections: 'Orders' and 'Order Detail'.

Orders Section:

Application Process - QPS	
FABUAT148925	02/01/2022
Proforma Amount	\$4,035.00
Balance Due	\$4,035.00

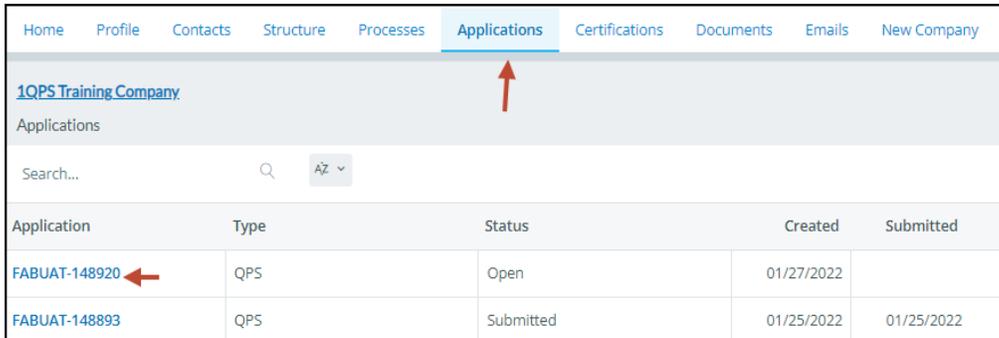
Order Detail Section:

Application Process - QPS			
Order Number	GFI Date	Created Date	GP Sync Date
FABUAT148925		02/01/2022	02/01/2022
Proforma Amount	Amount Received	Balance Due	Deposit Due
\$4,035.00	\$0.00	\$4,035.00	\$0.00
Final Invoice Number			
Remittance of advance payment required, download invoice to view.			
* Final Invoices will include sales tax and shipping charges where applicable			

A 'Download Invoice' button with a document icon is located on the right side of the Order Detail section.

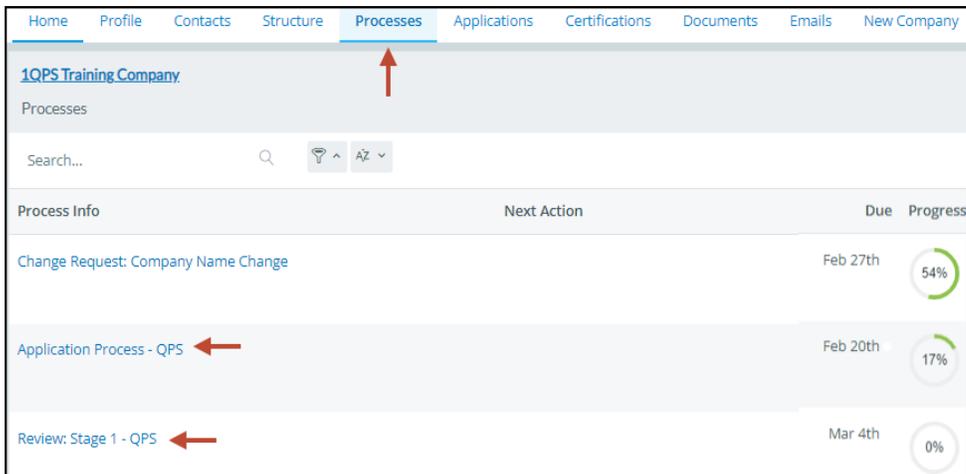
Review Application Process

1. Once an application has been submitted, you may review the application/certification details and status while it is in process. The following information may be obtained via the Home page.
2. Click on the Applications tab, locate the appropriate Application list for additional details.



Application	Type	Status	Created	Submitted
FABUAT-148920	QPS	Open	01/27/2022	
FABUAT-148893	QPS	Submitted	01/25/2022	01/25/2022

3. Click on Processes, review Progress percentages for a quick view or click on the Process info for additional details.



Process Info	Next Action	Due	Progress
Change Request: Company Name Change		Feb 27th	54%
Application Process - QPS		Feb 20th	17%
Review: Stage 1 - QPS		Mar 4th	0%

Expectations: Stage-1 Virtual Visit

1. An email notification will alert company contact to review the assigned Team Leader and date range. Please review the email for guidance.
 - a. To locate the information, follow the above to [Review Application Process](#) tab.
 - b. Select the appropriate FAB #####, at the Details Tab, scroll down the application.
 - c. At the bottom of the Details Tab, the date range and the Team Leader assigned will be available.
 - d. The Team Leader will contact the company directly.

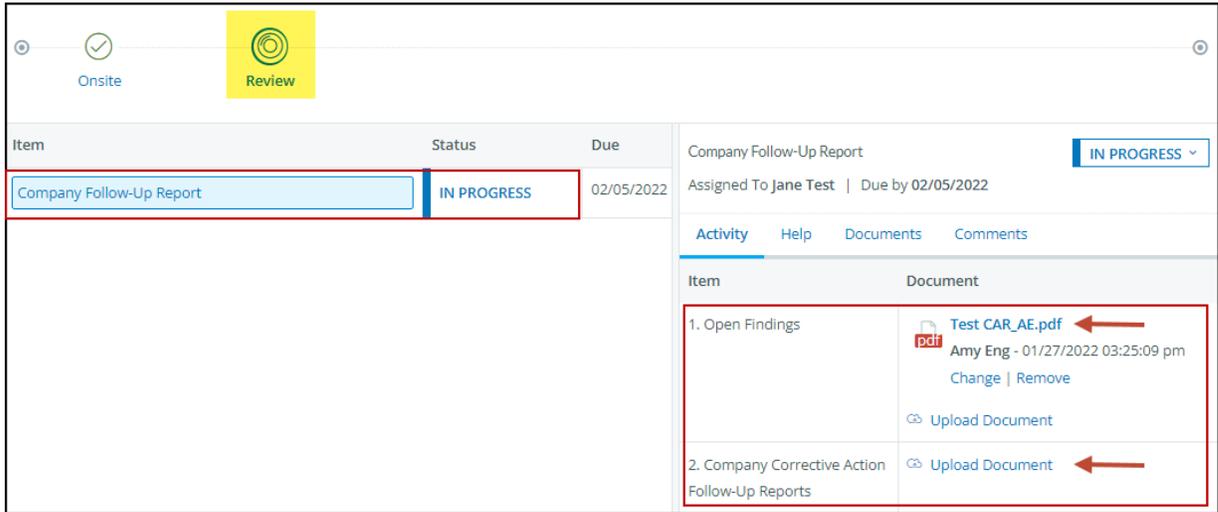
Event
Review/Survey Type: Onsite / Virtual QPS Stage 1 -
Start Date: 03/01/2022
End Date: 03/31/2022
Participants
Rachel Raven - Test - Team Leader

2. ASME staff will create a secure folder ASME-Share file platform to allow confidential and sensitive documents to be transmitted.
3. After the Team Leader's report is documented and reviewed, ASME will notify the company of the decision made on the Team Leader's recommendation.

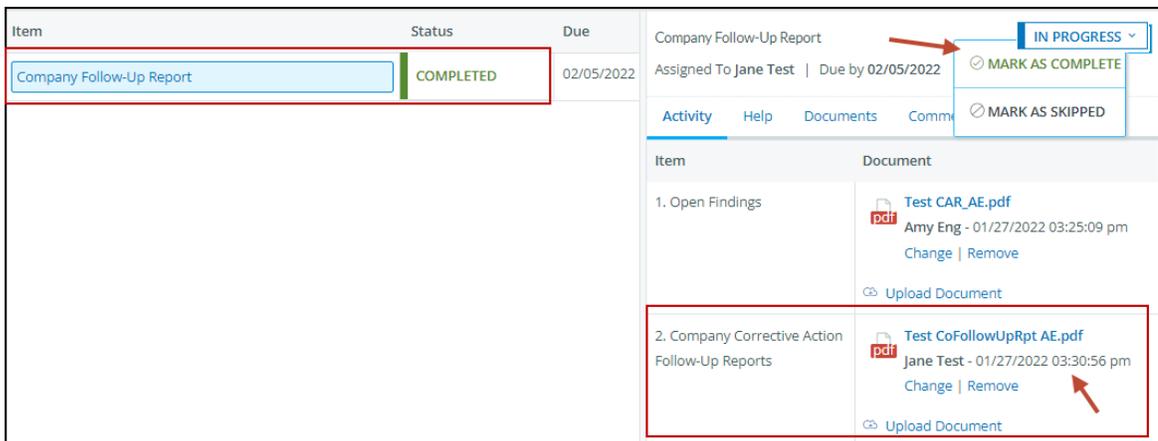
Company Follow-up Reports

1. An email notification will alert the company contact, if a Company Follow-up Report is required to be completed and uploaded.
2. To access, follow the Review Application Process steps above, find the company's Processes tab to click on Review: Stage 1-QPS.
3. On Review, Company Follow-Up Report, it will contain a file(s) under the section labeled, Open Findings. Appended to the back of each file is a Corrective Action Follow-Up Report

form that will need to be completed and uploaded to the section labeled, Company Corrective Action Follow-Up Reports.



4. To upload a **Company Follow-up Report**. Locate the report on your local drive and drag and drop to the section **Upload Document**. Or click on 'Upload Document' and locate the report on your local drive. If you are not able to upload the document, please contact Gerardo Moino, moinog@asme.org. If you received notification that a company follow report is required and do not see the **Company Follow-Up report** process item.
5. Company may change or remove the document as required.
6. To complete, on the upper right, click **In Progress** and **Mark as Complete**. Afterward, you will not have access to change or remove the submitted document. For assistance after marking **Complete**, you may contact Gerardo Moino, moinog@asme.org.



Expectations: Stage-2 In-Person Visit

1. An in-person review will be scheduled, Company will get an email notification to accept or decline the dates for the Stage 2 event. Non-Acceptance and/or Postponement of survey dates will be subjected to a penalty as stated in the Policies tab. Please review the email for guidance.
2. To Confirm the dates, click on the blue Confirm button and be sure the **Review Date Approval Status** is Completed.

Item	Status	Due	
Setup Site Visit Event	COMPLETED		Review Date Approval IN PROGRESS Due by 02/15/2022
Review Date Approval Notifica...	COMPLETED		Activity Help Documents Comments
Review Date Approval	IN PROGRESS	02/15/2022	CONFIRMATION REQUEST On behalf of the company I confirm the onsite dates for review. <input type="button" value="Confirm"/>

Annual QPS Audit (Application Renew)

1. The annual QPA audit application is system initiated. A new application number e.g. FAB-##### will trigger 7 months from the anniversary date of certificate. This will be performed on a yearly basis.
2. The company contact will receive an email notification to alert the contact that an action is pending prior to the annual program audit.
3. **IMPORTANT:** Company contact should read the email for detailed instructions. Review and complete the new application before submittal of the application to qualify for the annual audit each year.

<<<<This Is An Automated Email. Please Do Not Reply To This Email.>>>>

Dear Jane Test,

ASME has created an application, Application #FABUAT-148935, for your annual QPS audit. The application was created on 2/4/2022 9:00:34 PM and requires your review and submission. Prior to submitting the application please make the necessary changes to the application to ensure all information is correct and accurate. If you do not wish to maintain your certification proceed to the Application to remove, (1) the checkmark from the policy checkbox and (2) the signed ASME Agreement, and kindly notify ASME of your decision to not renew the certificate.

To view and update the application:
Click on the link (<https://>)

4. Follow the Log in Process to access CA Connect and the new application # as mentioned in the email.
5. Locate on the Home page under Applications.
6. Find Application FAB-#####, Status: Open and Activities: Zero.

Applications		
Type	Status	Activities
Application: FABUAT-148935 Type: QPS	Open	0
Application: FABUAT-148925 Type: QPS	Submitted Submitted: 02/01/2022	1

7. The application tabs are the same as previous initial application, **Policies**, **Stamps**, **Travel**, **Billing**, and **Review**. Each tab consists of specific application details.
 - a. Once logged in, locate the company and the **new** application number, FAB-### as indicated from the email.
 - b. All fields are pre-populated with the previous application information except for the **Review** tab.
 - c. The company contact is required to review all the tabs and provide any new information prior to submittal.

Policies

1. Check mark reviewed confirmation to agreed Policy.

Details Finance

Policies 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.

Non Acceptance and/or Postponement – Reviews/Surveys/Audits scheduled by ASME
Postponement of Reviews/Surveys/Audits scheduled by ASME is subject to a monetary penalty, deducted from the advanced deposit in the following schedule:

- \$2,000 fee for not accepting proposed scheduled review/survey/audit dates or postponing after acceptance of dates.
- \$3,500 for Postponement within 2 months of review/survey dates.
- \$6,000 for Postponement within 1 months 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 not 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 included, 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

Stamps

1. Please update **Number of Employees** if changes occur from the last application.
2. Upload **Supplemental Forms V**, system will automatically copy over the previous form. If changes occur, please **Remove** and reload a new form.
3. When done, click **Next** to continue.

Policies Stamps

Program Type
QPS

Number of Employees *
21 to 50

Upload Supplemental Form *
Instructions: Please click the "Download Supplemental Form" button, then save it to your computer. Please upload the completed form via the "Upload Supplemental Form" button located below.

Download Supplemental Form

Conditional Form
ASME Integration - 01/04/2022 09:01:58 pm

Add a tag...

Remove Previous Save Next

Travel

1. Review and update Travel tab if required. **Hotel and Transportation information must be reviewed and when necessary corrected to provide current information.**

Travel

Instructions

Please complete the below Travel Recommendations form by clicking on the blue hyperlinked (Bold Hyperlink) location name. The Travel Recommendations form will pop up on your screen. Please complete all fields marked with an asterisk, and click the Save button. Please note that depending on your screen resolution, you may need to scroll down to see all fields on the Travel Recommendations form. Applicants that have Site Extensions should add these addresses below.

Travel Recommendation

Location Name	Status
Final QPS Company 1 2 Park Ave New york, NY 10016 United States	Complete

Previous Next

Billing

1. Review and update **Billing** information if required.

Billing

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

Billing Address
Use Plant Address

Address Line 1 *
Rue de Rivoli

Address Line 2
Address Line 2

Address Line 3
Address Line 3

Country *
France

State *
Choose a State

City *
Paris

Zip/Postal Code
75001

Contact/Attention *
Jane Doe

Billing Contact Email *
jand@gmail.com

Phone Number *
+ 1 222 1111111 ext.

Company Banking Details
Please provide the following information to allow ASME to refund any left over remittance.

Bank Name

Bank Account Name / Beneficiary

Account Number / IBAN #

SWIFT Code / BIC

ABA Routing Number

VAT ID Number

Tax ID Number

Previous Save Next

Review

1. Confirm Earliest Date & Dates of Unavailable

Details Finance

Policies Certifications Stamps Travel Billing Review

Please confirm availability dates
ASME Reviews/Survey are generally scheduled three to four months in advance. When considering the timeframe for scheduling your ASME Review/Survey, make sure the date ranges you provide allow for your Review/Survey to be scheduled a minimum 10 weeks (2.5 month) prior to your certificate expiration. [View More](#)

Earliest Date * Dates Unavailable [Add Dates](#)

The date selected should be a minimum three months from today's date No unavailable dates provided

Sister Locations

2. Confirm all application information is correct and if required, company may update the **Manual** or **Signed Agreement** form, remove it and upload new documents.
3. Once your application is complete and all tabs display a green checkmark, click the Save button.

a. The **Submit** button will be presented for application submission.

Details Finance

Policies Certifications Stamps Travel Billing Review

Please review the details of your application

Travel [edit](#)

Division Information Rue de Rivoli 📍 ABC Paris, OTH 75001 France	Hotel Information New Hotel Rue de Rivi 📍 Pairs 75001 France Miles from Hotel to Site: 8 Phone: +1 (222) 1111111	Airport Information New Airport Paris Miles From Airport To Hotel: 9 Transportation: Taxi	Emergency Contact Jane Bold Phone: +1 (222) 1111111
---	---	--	--

Billing [edit](#)

Banking Details Bank Name: ABA Routing Number: Account Number / IBAN #: Swift Code: VAT ID Number: Bank Account Name: Tax ID Number: Contact/Attention Name: Jane Doe Contact/Attention Email: jand@gmail.com	Billing Address Rue de Rivoli 📍 Paris 75001 France
---	--

Please upload your company manual*

Instructions: Upload your company manual via the upload box below.

Please upload only your Company Manual. No other forms should be submitted via this upload box.

[📄](#) **Proposed Manual**
ASME Integration - 02/04/2022 09:00:44 pm

[Remove](#)

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.

[📄](#) **Signed Agreement**
ASME Integration - 02/04/2022 09:00:44 pm

[Remove](#)

[Previous](#) [Save](#)

4. Click the Submit option to complete the Annual QPS Audit.

[Previous](#) [Save](#) [Submit](#)

Certification Details

Go to Company Dashboard or click the **Certificate Type**.

For an Active certificate, the Certificate Type, a Pending certificate, or the Certifications tab on the menu bar.

Home Profile Contacts Structure Processes Applications **Certifications** Documents Emails New Company

IMPORTANT COVID-19 UPDATE (Click to Read)

Organization Profile

You are assigned to more than 1 organization.
Click here to select a different organization

1QPS Training Company Edit
112951
Paris, Federal District
France
QPSTESTC.com

Primary Contact
Jane Test
JaneTest1@gmail.com
+1 (212) 2321234

Certifications
Show Active Only

Certification Type	Status	Effective	Expires
QPS - QPS-18	Active	06/28/2021	02/01/2022

For Help - Click Here

CHANGE REQUESTS +

Change Request: Company Name Change
In Progress on 01/26/2022 54%

Applications

Type	Status	Activities
Application: FABUAT-148920 Type: QPS	Open	0
Application: FABUAT-148893 Type: QPS	Submitted Submitted: 01/25/2022	1

Change Requests

1. To the right of the Company Dashboard is a section for Change Requests. You may apply for a change request.
2. From the **Company Dashboard** Home Page, you may select either the **New Change Request** link in the Actions box or the **Blue (+)** circle icon in the Change Requests section.

Home Profile Processes Applications Certifications Documents Emails New Company

You are assigned to more than 1 Company.
Click here to select a different Company

ASME CA Connect Training Company Edit
111011
New York, New York, United States
www.training.com

Primary Contact
Jane Smith
jsmith@training.com
+1 (212) 5911111

Certifications
0 No Certifications
No certifications available at this time

CHANGE REQUESTS +

Select process...
Select process... Application (optional)

Create Cancel

Change Request: Company Name Change
In Progress on 06/12/2019 50%

Applications

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

3. The following is a list of change requests for which the company may apply. The overall process for each change request is similar and outlined below.
4. If a company needs to request a change to their account, certificate or application that is not included in one of the pre-defined change request processes, select the Other Change Request process option.
 - a. Cancellation
 - b. Company Location Change
 - c. Company Name and Location Change
 - d. Company Name Change
 - e. Contact Change
 - f. Financial Information Change
 - g. Other Change Request
 - h. Postal Re-Designation Change
 - i. Scope Change

Change Request Process

1. On the Home Page, 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 the process associated with the change request you wish to make.
4. Add the application FAB ##### to enable speedier process. (Optional)

The screenshot shows a web interface for 'CHANGE REQUESTS'. At the top, there is a header with a refresh icon and a plus sign. Below the header, there is a 'Select process...' dropdown menu that is open, displaying a list of options: Cancellation, Company Location Change, Company Name and Location Change, Company Name Change, Contact Change, Financial Information Change, Other Change Request, Postal Re-Designation Change, and Scope Change. To the right of the dropdown menu, there is an 'Application' field with the text '(optional)'. Below these elements, there is a table with columns for 'Status' and 'Activities'. The 'Status' column shows 'Open' and the 'Activities' column shows a circular icon with the number '0'.

5. Click **Create**.

CHANGE REQUESTS +

Select process... Application

Company Name Change (optional)

Create Cancel

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

Item	Status	Due
Submission Data	IN PROGRESS	
Change Request Detail	IN PROGRESS	03/04/2022

Change Request Detail IN PROGRESS

Due by 03/04/2022

Activity Help Comments

Item	Form
Company Name Change - Required	+ Create Form

7. A form is displayed for the company to enter the details related to the change request you are applying for.

8. Enter the requested information and acknowledge any statements that are presented.

- Note:** The information required changes based on the change request you were seeking, but the process remains the same – enter information in all fields shows on the form.

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

Form

Effective Date of Requested Change Name Change Policy

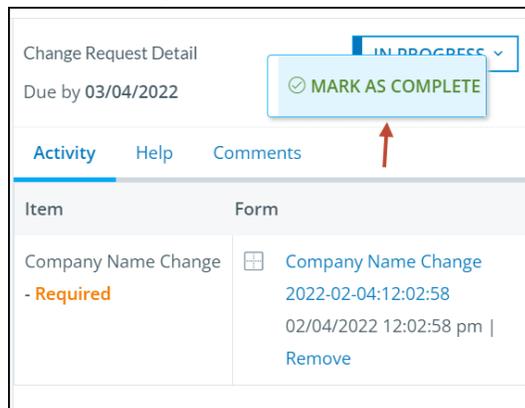
New Legal Company Name

Save Cancel

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

Item	Form
Company Name Change - Required	 Company Name Change 2022-02-04:12:02:58 02/04/2022 12:02:58 pm Remove

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



Change Request Detail
Due by 03/04/2022

IN PROGRESS ▼

 **MARK AS COMPLETE**

[Activity](#) [Help](#) [Comments](#)

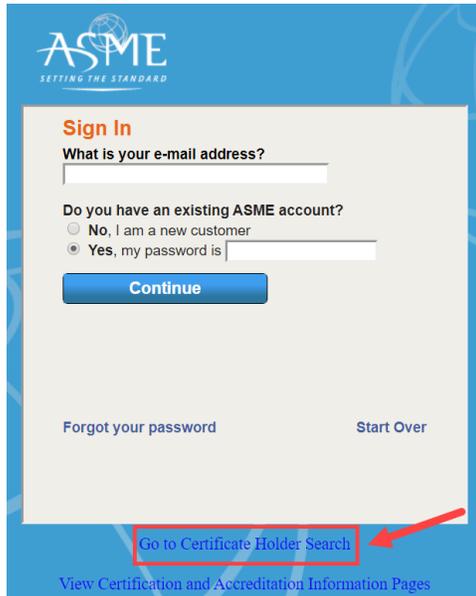
Item	Form
Company Name Change - Required	 Company Name Change 2022-02-04:12:02:58 02/04/2022 12:02:58 pm Remove

12. Your change request will be submitted to the ASME staff.
13. Once the change request has been submitted and the process is in progress, it will appear in the Change Requests section of the Dashboard Home Page.

Search Certificate Holders

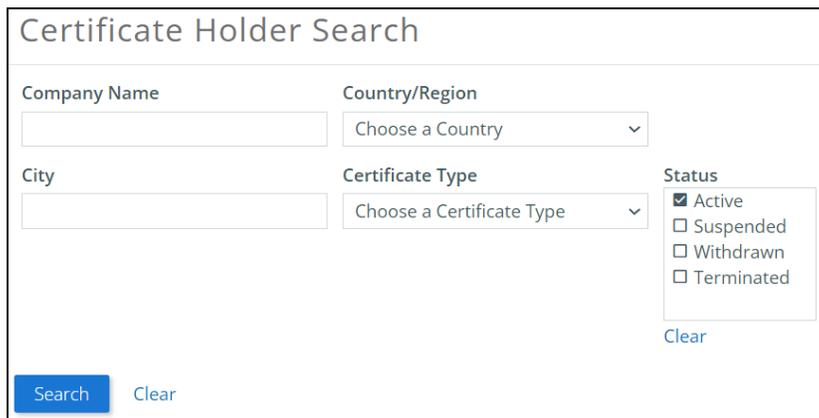
You can use the Directory to find companies that have been evaluated and approved by ASME.

To locate information on a Certificate Holder and bypass the login, click the **Go to Certificate Holder Search** link.



The image shows the ASME Sign In page. At the top left is the ASME logo with the tagline "SETTING THE STANDARD". Below the logo is a "Sign In" section with a form for "What is your e-mail address?" and "Do you have an existing ASME account?". The "Do you have an existing ASME account?" section has two radio buttons: "No, I am a new customer" and "Yes, my password is". Below the form is a blue "Continue" button. At the bottom of the form are two links: "Forgot your password" and "Start Over". At the bottom of the page, there is a blue bar with the text "View Certification and Accreditation Information Pages" and a link "Go to Certificate Holder Search" which is highlighted with a red box and a red arrow pointing to it.

You can locate a company and certificate-related information by entering the corresponding information in the search fields illustrated below. When done, click the Search option to initiate the search.



The image shows the "Certificate Holder Search" form. It has the following fields and options:

- Company Name**: Text input field.
- Country/Region**: Dropdown menu with "Choose a Country" selected.
- City**: Text input field.
- Certificate Type**: Dropdown menu with "Choose a Certificate Type" selected.
- Status**: Checkboxes for "Active" (checked), "Suspended", "Withdrawn", and "Terminated".
- Clear**: A link to clear the search.
- Search**: A blue button to initiate the search.
- Clear**: A link to clear the search.

Once you have located the certificate holder, select the checkbox to the left of the Company Name. Click the Print Details for Selected Items link.

Certificate Holder Search

Company Name: Country/Region: City:

Certificate Type:

Status: Active Suspended Withdrawn Terminated

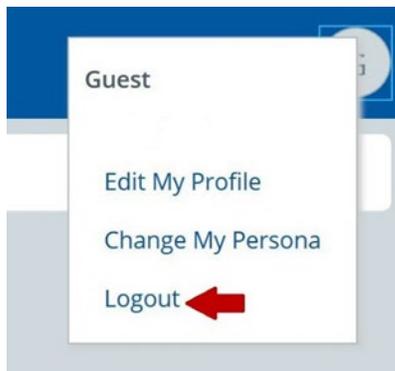
[Print Details for Selected Items](#)

	Company Name	Division Name	Abbrev.	Plant Address	City	State/Province	Country/Region	Type	Certificate	Status
<input type="checkbox"/>	TESTQPS		TQPS	1415 Grand Falls Blvd	Larchwood	IA	United States	QPS	QPS-1	Active
<input type="checkbox"/>	QPS Test C			33 New Road Test Company	Behadd		Bahamas	QPS	QPS-10	Active

A PDF document, containing the Certificate Holder Details, will be downloaded to your local computer for you review and print.

Logout

To log out of the system, look in the upper right corner of the screen for a circle with your initials. Click on the circle and then select Logout. You will be redirected to the Sign In screen.



ASME Program Administrator Assistance

For support with login issues and concerns regarding applications and certificates, contact:

Angela Holmes
 Program Administrator, CA Operations
 (212) 591-8531
HolmesA@asme.org