Adding a collaborator to a CSP application

Note

- **Only the primary owner can add or remove collaborators to applications.**
- **Collaborators can access and make edits to applications.**
- **Only the primary owner can submit applications, pay application fees, add additional collaborators, and change the application owner.**

(1) Log onto the CSP platform
(2) Go to Complete or Incomplete applications.

- Depending on its submission status, find the application you want to add a collaborator to through either Complete or Incomplete under My Applications.

(3) Click View or Edit next to the desired application.

- Complete applications will have a View link.
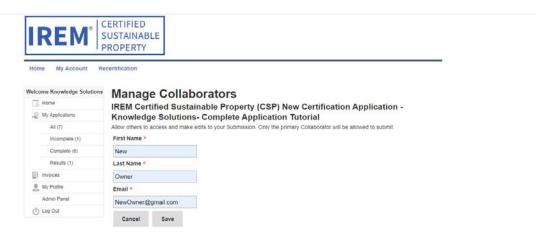- Incomplete applications will have an Edit link.

(4) Once the application is open, click the Manage Collaborators button at the top right of the screen.

(5) On the next page, enter the first and last name and email of the person you wish to add as a collaborator on the application. Once you have entered that information, select Save.

The collaborator you entered will be emailed instructions on logging into the platform.

(6) The collaborator can make edits to the application.
- You can make a collaborator have "primary access" – the collaborator will become the new owner of the application and be able to submit the application, pay the application fee, add additional collaborators, and change application ownership.
- A collaborator can also be removed from the application by clicking Remove Access.

Manage Collaborators

IREM Certified Sustainable Property (CSP) New Certification Application - MF Test Application

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

Back to Submission	Add Collaborator				Search:

Name ▲	Email	Primary	Last Logged In	Action
Doe, Jane	jdoe@irem.org	No	Never	Make Primary | Remove Access
		Yes	4/20/2023 10:54 AM	