

## 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.



The screenshot shows the IREM CSP platform dashboard. On the left is a navigation menu with options: Home, My Applications (with sub-items: All (13), Incomplete (3), Complete (10)), My Profile, Admin Panel, and Log Out. A red bracket highlights the 'Incomplete (3)' and 'Complete (10)' sub-items. The main content area is titled 'Welcome to the IREM Certified Sustainable Property (CSP) platform'. Below the title, it says 'On this platform, you will:' followed by a list of actions: 'Complete first-time and recertification applications for your properties', 'Submit and pay fees for your property applications', and 'Enroll in the CSP volume program, if your company qualifies'. At the bottom, there are three buttons: 'Start a new application', 'Start a recertification', and 'Work on an application in progress'.

### IREM CSP Volume Program

If your company plans to certify at least 10 properties, participates in ESG reporting, and has a portfolio-wide sustainability strategy, you can enroll in the volume program at no charge.

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

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

Welcome Knowledge Solutions **Complete**

Program	Round	Application #	Category	Title	Last Updated	Action
IREM Certified Sustainable Property (CSP) New Certification Application	Application	5655	Multifamily Community	Knowledge Solutions - Complete Application Tutorial	1/18/2024 10:44 AM	<a href="#">View</a>   <a href="#">Copy Application</a>   <a href="#">Print</a>

Welcome Knowledge Solutions **Incomplete**

Last Updated	Program	Round	Application #	Category	Title	Action
1/18/2024 11:59 AM	IREM Certified Sustainable Property (CSP) Volume Certification Application	Application	5693	Self Storage	My Storage	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Print</a>

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

Welcome | Home / My Applications / 3993 - MF Test Application

### IREM Certified Sustainable Property (CSP) New Certification Application

Applicant & Property Information → Certifications & Prerequisites → ENERGY STAR → Baseline Requirements → **Manage Collaborators**

Energy Points → Water Points → Health Points → Recycling Points → Purchasing Points → Signature

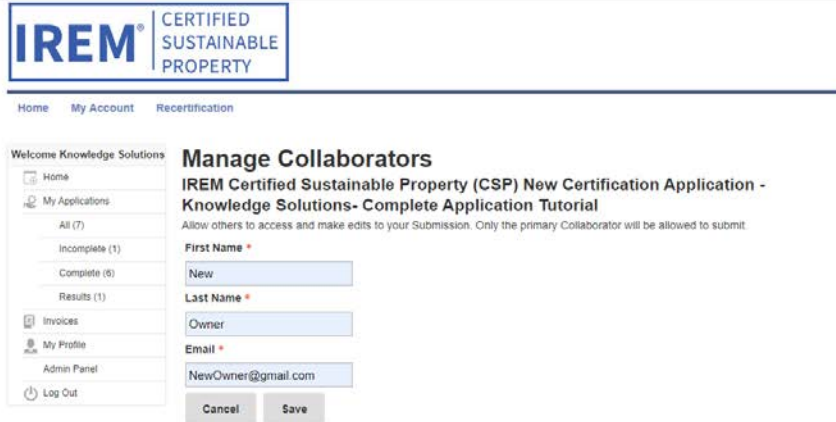
#### Basic Information

**IREM CSP Checklist** \*

Upload the final IREM CSP Checklist for the property.

(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	<a href="#">Make Primary</a>   <a href="#">Remove Access</a>
		Yes	4/20/2023 10:54 AM	