

## Changing the owner of a CSP application

\*\*\*Note: Once you switch the owner, you will be a collaborator on the application and only able to make edits to it. Only the primary owner of an application has the ability to add collaborators, change ownership, submit the application, and pay the application fee.

(1) Log into your account on the CSP website, <u>irem.org/cspplatform</u>. The following page will come up.

none my Account in	ecertification						
Welcome Knowledge Solutions	Welcome to the IREM Certifi	ed Sustainable Property	(CSP) platform				
j Horna							
My Applications	On this platform, you will:						
All (7)	Complete first-time and recertification as	polications for your properties					
Incomplete (1)	<ul> <li>Submit and pay fees for your property applications</li> </ul>						
Complete (6)	<ul> <li>Enroll in the CSP volume program, if you</li> </ul>	r company qualifies					
Results (1)							
Invoices				]			
My Profile	Start a new application	Start a recertification	Work on an application in progress				
Admin Panel							
() Log Out							
	IREM CSP Volume Program						
	If your company plans to certify at least 10 can enroll in the volume program at no cha	properties, participates in ESG report rge.	ing, and has a portfolio-wide sustainability str	ategy, you			
	Benefits of the volume program include CSI irem.org.	P credits for portfolio initiatives and d	iscounts on application fees. View more inform	nation at			
	Enroll in the volume program						

## (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.

Welcome	Welcome to the IREM Certifi	ed Sustainable Property	(CSP) platform
G Home			
Ny Applications	On this platform, you will:		
All (13)	- Camplete first time and recentification of	n li sati ana fan nann mananti as	
Incomplete (3)	<ul> <li>Complete first-time and recertification applications for your properties</li> <li>Submit and pay fees for your property applications</li> </ul>		
Complete (10)	<ul> <li>Enroll in the CSP volume program, if your</li> </ul>	company qualifies	
My Profile			
Admin Panel			

## **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, y can enroll in the volume program at no charge.

(3) Click View or Edit on the application you want to change ownership for.

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

Velcome Knowledge Solutions	Complete											
Home												
My Applications	1						17	1000	-			
All (7)	Program	-	Round	App	prication #	Category	2	Tibe	-	Last Opdated	1	Action
Incomplete (1)	IREM Certified Sustainable		Application	5655		Multifamily Community		Knowledge Solutions-		1/10/2024 10.4 AM	4	Application I Print
Complete (6)	Property (CSP) New Certification					0.4201240240		Complete Application Tutoria	S.			000000000000000000000000000000000000000
	Application								2			
Nelcome Knowledge Solutions	Incomplete	2										
2 My Applications												
@ My Applications All (11)	Last Updated	*	Program	0	Round	Application #	¢.	Category	1	Title	ġ.	Action
My Applications     All (11)     Incomplete (8)	Last Updated	*	Program IREM® Certified Sustainable	0	Round Application	Application #	•	Category (		Title My Storage	0	Action Edit   Remove   Print
2 My Applications All (11) Incomplete (5) Complete (3)	Last Updated	*	Program IREM® Certified Sustainable Property (CSP) Volume	0	Round Application	Application #	¢.	Category ( Self Storage	3	Title My Storage	¢	Action Edit   Remove   Print

(4) Once you are in the application, select the Manage Collaborators button.



(5) On the next page, select Add Collaborator.

		ERTIFIED USTAINABLE PROPERTY			
Hom felco	e My Account Re me Knowledge Solutions Home My Applications	Manage Colla IREM Certified Sus Knowledge Solutio	aborators stainable Property (CSF ons- Complete Applicat	P) New Certifi ion Tutorial	cation Application -
	All (7)	Allow others to access and m	ake edits to your Submission. Only th	e primary Collaborat	tor will be allowed to submit.
	Incomplete (1)	Dack to Submission	Add Collaborator		Search:
	Complete (6)	back to submission	Add Collaborator		
	Results (1)	Name	<ul> <li>Email</li> </ul>	<ul> <li>Primary </li> </ul>	Last Logged In
Ø	Invoices	Cabillana Manufadaa	austale shift (Classes and	Maa	100000110-00-011
2	Invoices My Profile	Solutions, Knowledge	sustainability@irem.org	Yes	1/10/2024 10:48 AM
2	Invoices My Profile Admin Panel	Solutions, Knowledge	sustainability@irem.org	Yes	1/10/2024 10:48 AM

- (6) On the next page, enter the first and last name and email of the person you wish to make the owner of the application. Once you have entered that information, select Save.
  - The collaborator you entered will be emailed instructions on logging into the platform.

	ERTIFIED USTAINABLE ROPERTY
Home My Account Re	certification
Welcome Knowledge Solutions	Manage Collaborators
Home	IREM Certified Sustainable Property (CSP) New Certification Application -
P My Applications	Knowledge Solutions- Complete Application Tutorial
All (7)	Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.
Incomplete (1)	First Name *
Complete (6)	New
Results (1)	Last Name *
Invoices	Owner
. My Profile	Email *
Admin Pariel	NewOwner@amail.com
( <sup>1</sup> ) Log Out	Cancel Save

(7) You will then be directed back to the Manage Collaborators page. From here you will be able to see the newly added account as a collaborator.

To make this new account the primary owner, select Make Primary (highlighted in the image below). Once you confirm, the new account will be the primary owner of the application and the only user with the ability to submit, pay the application fee, add additional collaborators, and change application ownership.

Home My Account Re	certification				
elcome Knowledge Solutions	Manage Coll	aborators			
B Home	IREM Certified Sus	stainable Property (C	CSP) New Certif	fication Applic	ation -
2 My Applications	Knowledge Solutio	ons- Complete Appli	cation Tutorial		
All (7)	Allow others to access and m	ake edits to your Submission. O	nly the primary Collabor	ator will be allowed to s	ubmit.
Incomplete (1)	Back to Submission	Add Collaborator		Search:	
Incomplete (1) Complete (6)	Back to Submission	Add Collaborator		Search.	
Incomplete (1) Complete (6) Results (1)	Back to Submission	Add Collaborator	Primary	Search:	6 Action
Complete (5) Results (1) Invoices	Back to Submission	Add Collaborator	† Primary	Search:	Action
Incomplete (1) Complete (6) Results (1) Invoices My Profile	Back to Submission Name Owner, New	Add Collaborator  Email  NewOwner@gmail.com	<ul> <li>Primary</li> <li>No</li> </ul>	Search: Last Logged In Never	Action     Action     Action     Remove Access
Incomplete (1) Complete (5) Results (1) Invoices My Profile Admin Panel	Back to Submission Name Owner, New Solutions, Knowledge	Add Collaborator   Email  NewOwner@gmail.com sustainability@irem.org	Primary  No  Yes	Search: Last Logged In Never 1/10/2024 10:48 AM	Action     Action     Masse Permany       Remove Access