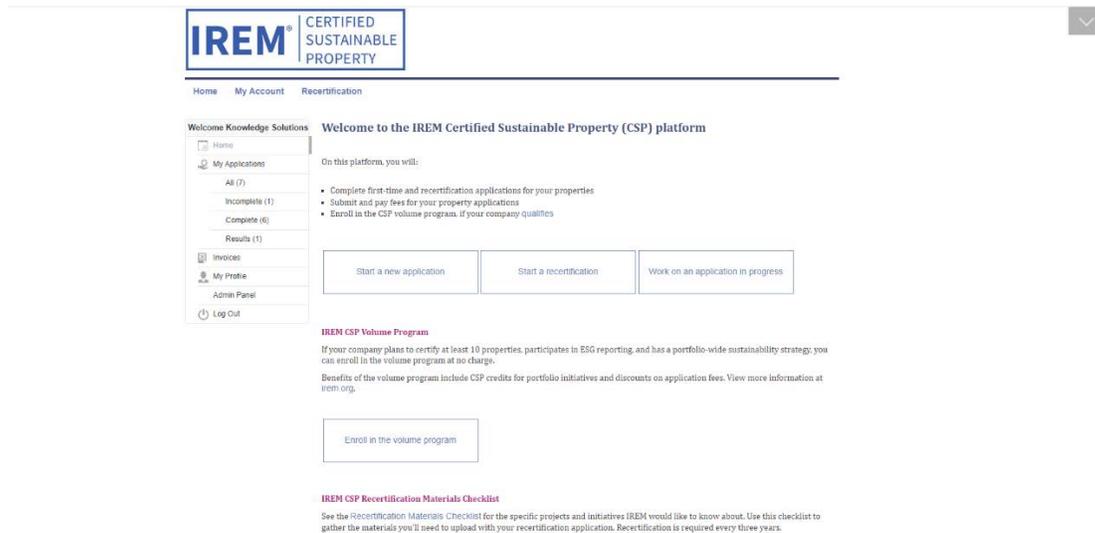


## Changing the owner of a CSP application

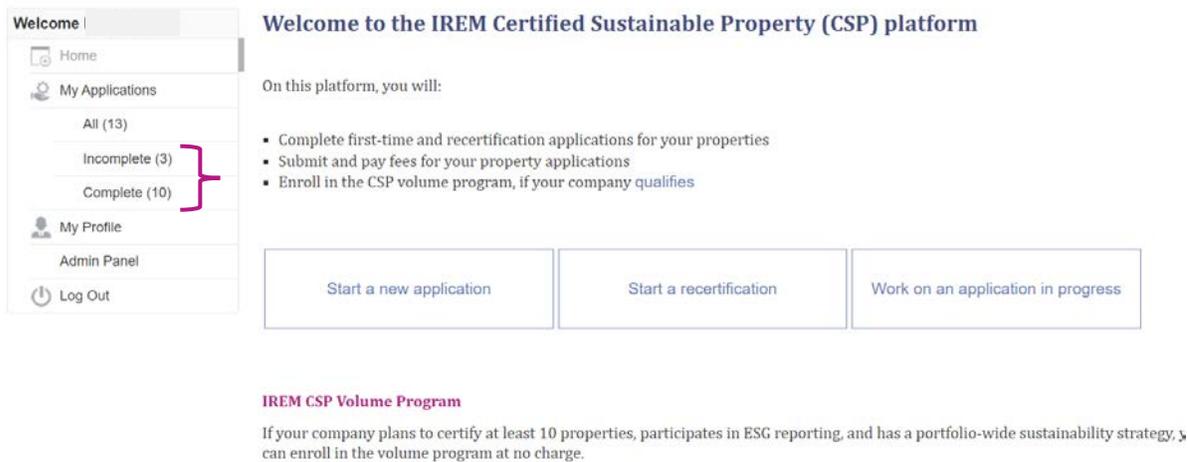
**\*\*\*Note:** Once you switch the owner, you will be a collaborator on the application and only able to make edits to it. Only the primary owner of an application has the ability to add collaborators, change ownership, submit the application, and pay the application fee.

- (1) Log into your account on the CSP website, [irem.org/cspplatform](http://irem.org/cspplatform). The following page will come up.



- (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 on the application you want to change ownership for.

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

**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	1/10/2024 10:44 AM	<a href="#">View</a>   <a href="#">Copy Application</a>   <a href="#">Print</a>

**Incomplete**

Last Updated	Program	Round	Application #	Category	Title	Action
1/19/2024 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 you are in the application, select the Manage Collaborators button.

**IREM CERTIFIED SUSTAINABLE PROPERTY**

Home / My Account / Recertification

Welcome Knowledge Solutions

Home / My Applications / 5655 - Knowledge Solutions- Complete Application Tutorial

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

Your Submission has been received, the information below is read only

[Applicant & Property Information](#) → [Certifications & Prerequisites](#) → [ENERGY STAR](#) → [Baseline Requirements](#) → [Energy Points](#) → [Water Points](#) → [Health Points](#) → [Recycling Points](#) → [Purchasing Points](#) → [Signatures](#)

[Manage Collaborators](#)

**Basic Information**

**IREM CSP Checklist**

Upload the final IREM CSP Checklist for the property.

multifamilycommunitychecklist (1).xls

Purchasing points	Minimum 2 points	Possible points: 11	Yes	No	F
R1 Use green-certified products in common areas (1 pt.)			X		
R2 Use sustainable products for copier operations (1 pt.)			X		
R3 Use reusable or compostable kitchen products (cups, forks, etc.) for management operations (1 pt.)			X		
R4 Use sustainable paper for marketing materials or establish a paperless marketing and leasing program (2 pts.)			X		
R5 Work with vendors to decrease packaging materials for orders (2 pts.)				X	
R6 Purchase green power, carbon offsets, or renewable energy credits for common area energy (3 pts.)				X	

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

IREM CERTIFIED SUSTAINABLE PROPERTY

Home My Account Recertification

Welcome Knowledge Solutions

Home  
My Applications  
All (7)  
Incomplete (1)  
Complete (6)  
Results (1)  
Invoices  
My Profile  
Admin Panel  
Log Out

### Manage Collaborators

#### IREM Certified Sustainable Property (CSP) New Certification Application - Knowledge Solutions- Complete Application Tutorial

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
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.

IREM CERTIFIED SUSTAINABLE PROPERTY

Home My Account Recertification

Welcome Knowledge Solutions

Home  
My Applications  
All (7)  
Incomplete (1)  
Complete (6)  
Results (1)  
Invoices  
My Profile  
Admin Panel  
Log Out

### Manage Collaborators

#### IREM Certified Sustainable Property (CSP) New Certification Application - Knowledge Solutions- Complete Application Tutorial

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

**First Name \***

**Last Name \***

**Email \***

[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.

**IREM** CERTIFIED SUSTAINABLE PROPERTY

Home My Account Recertification

Welcome Knowledge Solutions

**Manage Collaborators**

**IREM Certified Sustainable Property (CSP) New Certification Application - Knowledge Solutions- Complete Application Tutorial**

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
Owner, New	NewOwner@gmail.com	No	Never	<a href="#">Make Primary</a> <a href="#">Remove Access</a>
Solutions, Knowledge	sustainability@irem.org	Yes	1/10/2024 10:48 AM	

My Applications: All (7), Incomplete (1), Complete (6), Results (1)

Invoices, My Profile, Admin Panel, Log Out