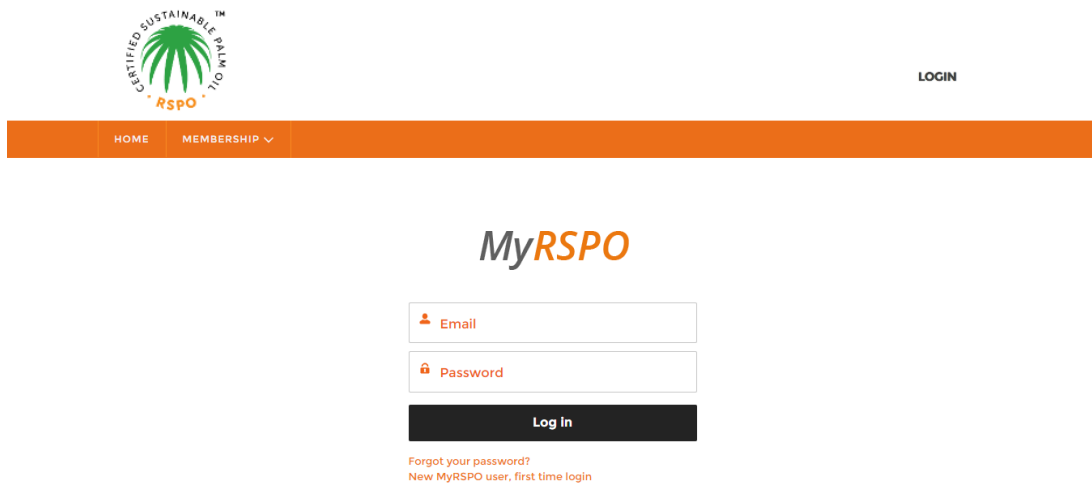
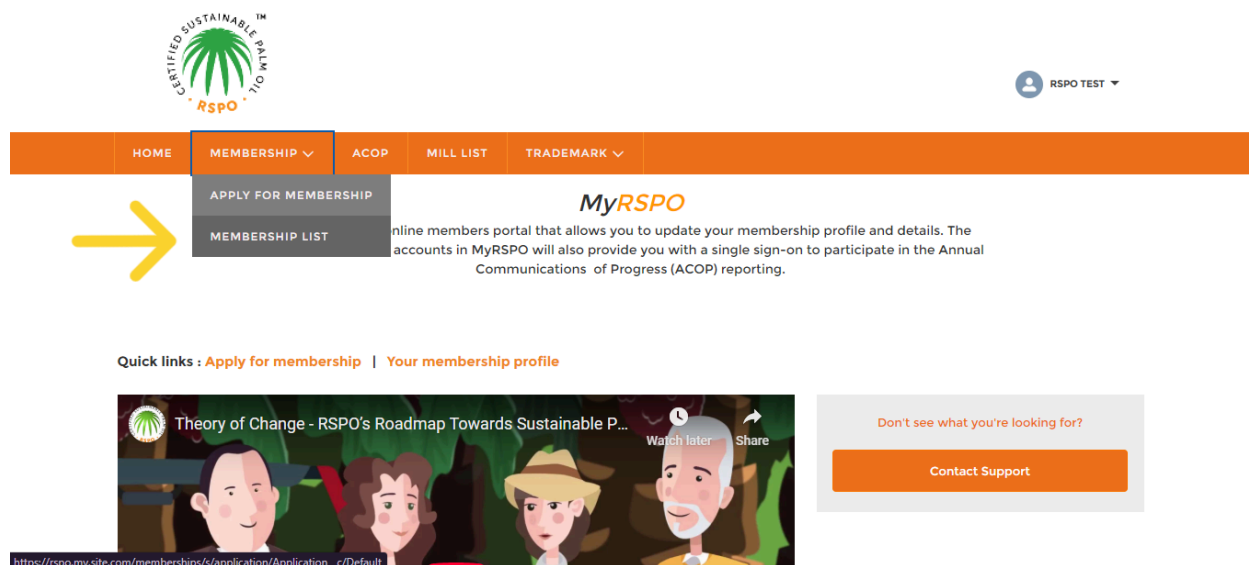


# Guidelines to Update Corporate Communications / Corporate Contact in MyRSPO

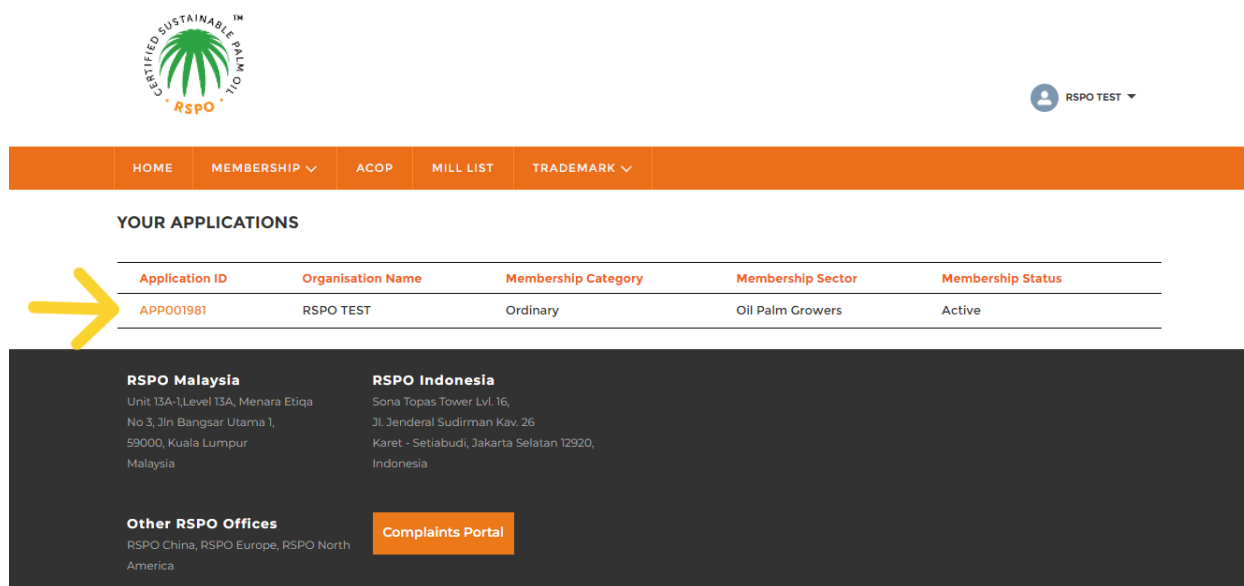
1. **Login** to the MyRSPO portal <https://rspo.my.site.com/memberships/s/>



2. To access your account view, hover over the **Membership** tab in the top navigation menu and click on **Membership List** from the dropdown.



3. You will see the **Your Applications** list, which includes details of your past and ongoing membership applications. Click on the **Application ID number** to proceed.



**CERTIFIED SUSTAINABLE PALM OIL**  
RSPO

HOME MEMBERSHIP ▾ ACOP MILL LIST TRADEMARK ▾

**YOUR APPLICATIONS**

Application ID	Organisation Name	Membership Category	Membership Sector	Membership Status
APP001981	RSPO TEST	Ordinary	Oil Palm Growers	Active

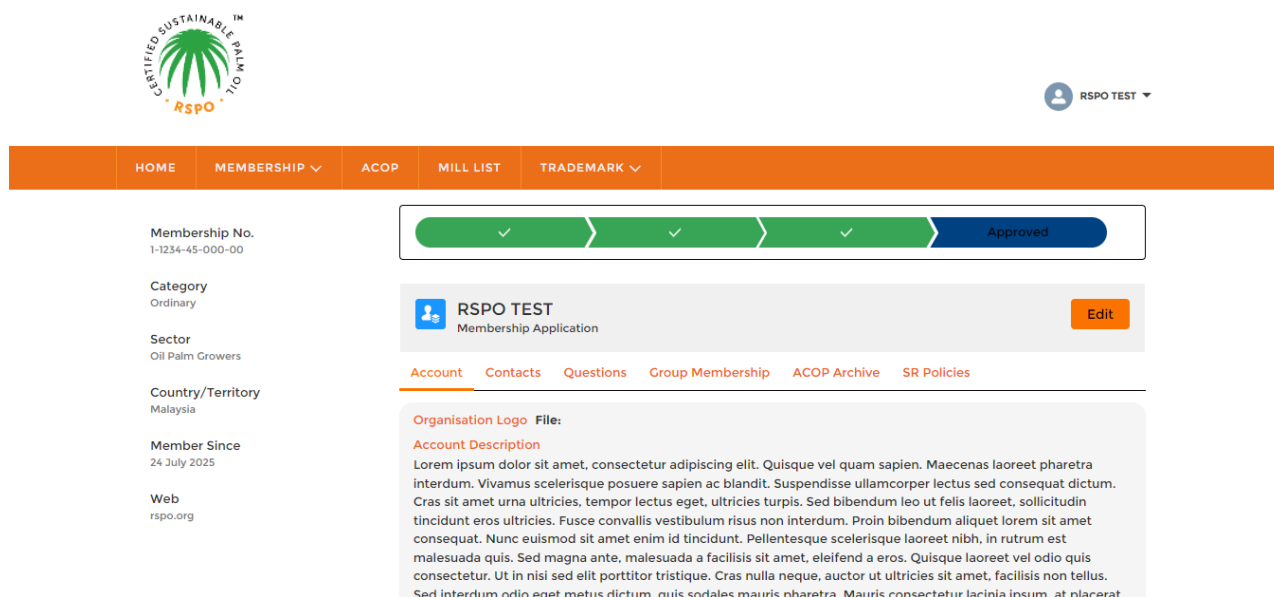
**RSPO Malaysia**  
Unit 13A-1, Level 13A, Menara Etiqa  
No 3, Jln Bangsar Utama 1,  
59000, Kuala Lumpur  
Malaysia

**RSPO Indonesia**  
Sona Topas Tower Lvl. 16,  
Jl. Jenderal Sudirman Kav. 26  
Karet - Setiabudi, Jakarta Selatan 12920,  
Indonesia

**Other RSPO Offices**  
RSPO China, RSPO Europe, RSPO North  
America

**Complaints Portal**

4. After clicking the Application ID, you will be directed to the account details page. Here, you can view and edit the relevant information associated with your membership application.



**CERTIFIED SUSTAINABLE PALM OIL**  
RSPO

HOME MEMBERSHIP ▾ ACOP MILL LIST TRADEMARK ▾

Membership No.  
1-1234-45-000-00

Category  
Ordinary

Sector  
Oil Palm Growers

Country/Territory  
Malaysia

Member Since  
24 July 2025

Web  
rspo.org

Approved

**RSPO TEST**  
Membership Application

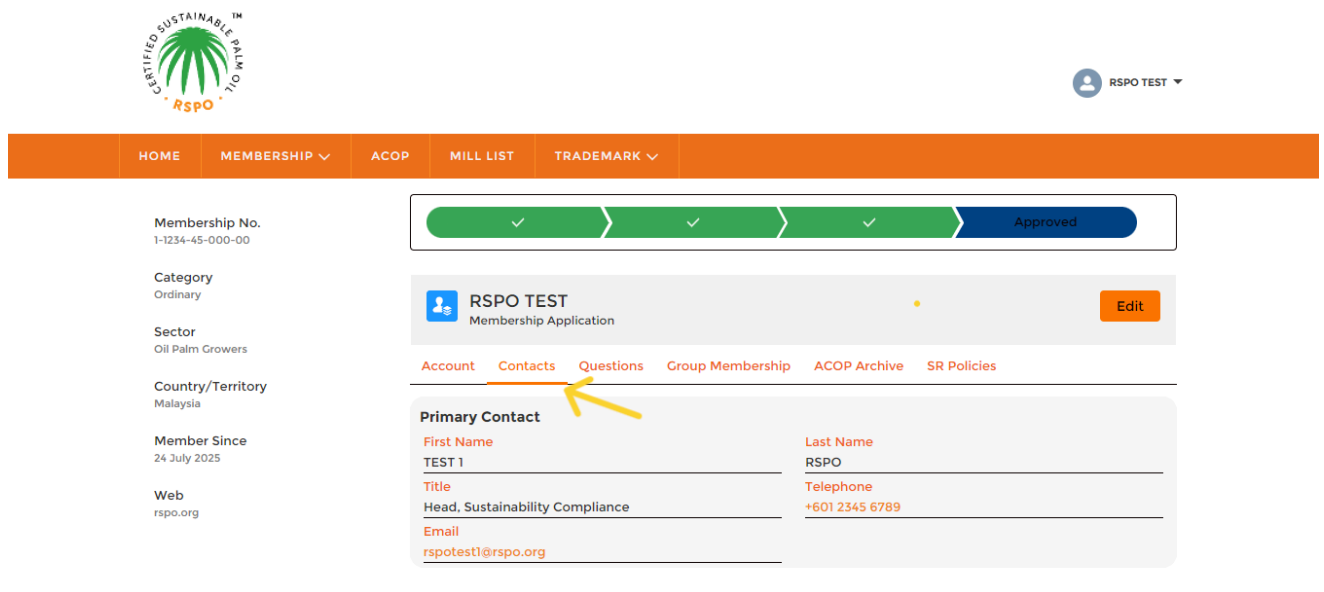
**Edit**

[Account](#) [Contacts](#) [Questions](#) [Group Membership](#) [ACOP Archive](#) [SR Policies](#)

**Organisation Logo File:**

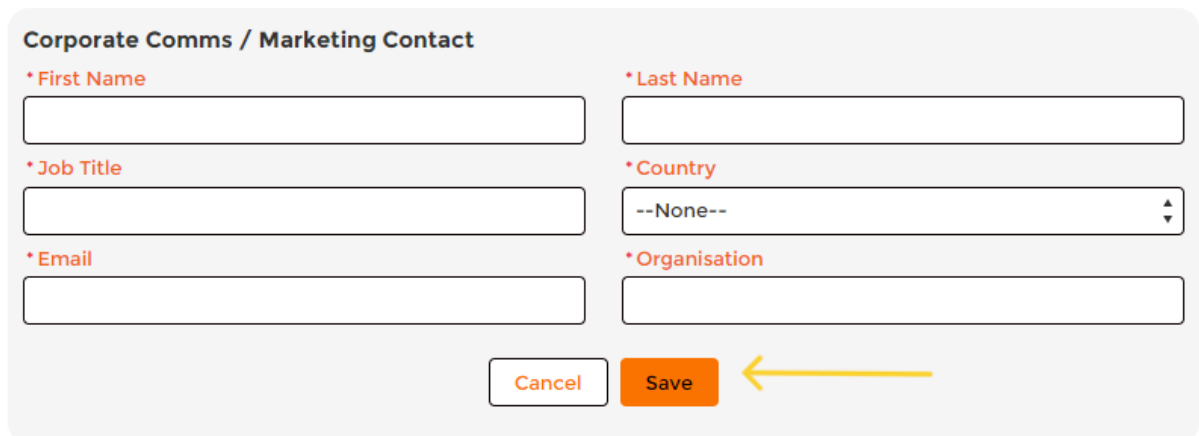
**Account Description**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque vel quam sapien. Maecenas laoreet pharetra interdum. Vivamus scelerisque posuere sapien ac blandit. Suspendisse ullamcorper lectus sed consequat dictum. Cras sit amet urna ultricies, tempor lectus eget, ultricies turpis. Sed bibendum leo ut felis laoreet, sollicitudin tincidunt eros ultricies. Fusce convallis vestibulum risus non interdum. Proin bibendum aliquet lorem sit amet consequat. Nunc euismod sit amet enim id tincidunt. Pellentesque scelerisque laoreet nibh, in rutrum est malesuada quis. Sed magna ante, malesuada a facilisis sit amet, eleifend a eros. Quisque laoreet vel odio quis consectetur. Ut in nisi sed elit porttitor tristique. Cras nulla neque, auctor ut ultricies sit amet, facilisis non tellus. Sed interdum odio egestas metus dictum. quis sodales mauris pharetra. Mauris consectetur lacinia iusum. at placerat

- Click on **Contacts**.



- Scroll down until you see the section labeled **Corporate Comms / Marketing Contact**. Complete this field with the appropriate contact details.

Once you've entered the information, click **Save** at the bottom of the page to ensure your changes are recorded.



- You will then see a confirmation view indicating that your changes have been successfully saved — and you're all set!

