



RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

# Guide on First Time Login at MyRSPO

## STEP 1

- Go to MyRSPO portal (<https://rspo.my.site.com/memberships/s/login/>)
- Then, click on “New MyRSPO user, first time login”

MyRSPO

[Forgot your password?](#)  
[New MyRSPO user, first time login](#)

## STEP 2

- Type your company name in the box.
- A drop-down menu will appear with the list of member(s).
- Please select your company name.
- Input your membership number and click on “Submit”.

(Click [here](#) to find your membership number)

### MyRSPO Registration

Welcome to MyRSPO Registration.

MyRSPO is an online members portal that allows you to update your membership profile and details. The creation of a user accounts in MyRSPO will also provide you with a single sign-on to participate in the Annual Communications of Progress (ACOP) reporting.

Please contact [RSPO](#) for assistance on creating the MyRSPO user account.

Please enter your organisation name and RSPO membership number. The two must match before you can proceed.

Organisation name  
Start typing on the box below and select your organisation's name from the dropdown.

RSPO membership number



### STEP 3

- a. A list of nominated email addresses would be listed (email addresses are partially masked).
- b. Please input your full email address at the provided box.
  - If your email address is 'greyed', you are already a registered user prior to this exercise. Kindly login [here](#) or click "Forgot Password" to reset your password.
  - If your email address is 'green', please proceed to click "Verify".

Please enter your organisation name and RSPO membership number. The two must match before you can proceed.

Organisation name  
Start typing on the box below and select your organisation's name from the dropdown.

RSPO membership number  
4-1216-20-000-00

The following 4 emails are listed under your organisation, but only the Contact Person's email (in green) can be used to create the single sign-on account. They are masked for security purposes.

Please type in the complete address below and click "verify".  
If you don't recognize the email or it's no longer active, please contact [RSPO Membership](#).

Contact Person  
e\*\*\*\*\*k@a\*\*o.com,  
Email Already Registered, [Forgot Password](#)

Primary Contact  
m\*\*\*\*\*a@a\*\*o.com,

Secondary Contact  
e\*\*\*\*\*k@a\*\*o.com,  
Email Already Registered, [Forgot Password](#)

Finance Contact  
k\*\*\*\*\*c@a\*\*o.com,

Enter the complete email address that you like to register



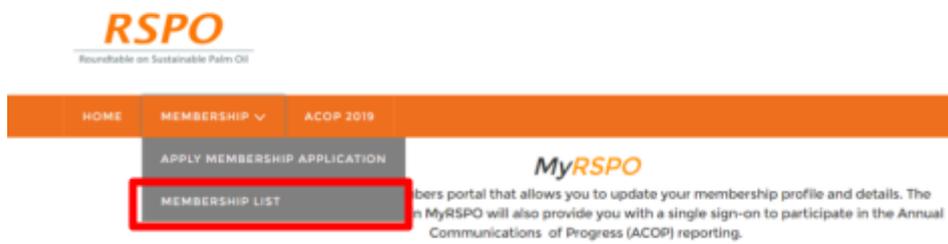
Input your email address

### STEP 4

- a. A verification email will be sent to your inbox. Do check your Spam or Junk folders.
- b. Click on the link in the email to input your new password and click "Submit".
- c. Congratulations, you are now accessing the MyRSPO portal as a registered user.

## STEP 5

- a. To access your membership profile, please click on Membership tab > Membership List.



## STEP 6

- a. Thereafter, click on the APP under the Application ID.

### YOUR APPLICATIONS

Application ID	Organisation Name	Membership Category	Membership Sector	Membership Status
APP012195	Burger Queen	Ordinary	Consumer Goods Manufacturers	Active

Membership helpdesk email: [membership@rspo.org](mailto:membership@rspo.org)