



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 Managing Designated Contacts at MyRSPO

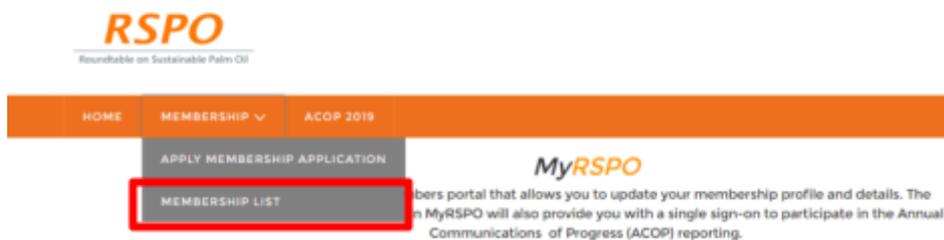
(Only the Contact Person may manage other designated contacts)

STEP 1 : Login

- a. Login to MyRSPO (<https://rspo.my.site.com/memberships/s/login/>) with your credentials. *(Please ensure you have activated your MyRSPO credentials via [First-Time-Login](#))*

STEP 2 : Membership Profile

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



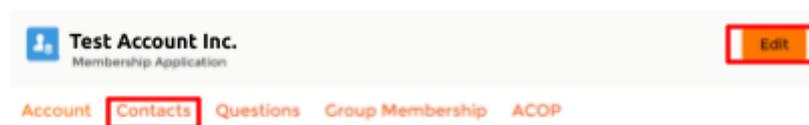
- b. Thereafter, click on the APP under the Application ID.

YOUR APPLICATIONS

Application ID	Organisation Name	Membership Category	Membership Sector	Membership Status
APP012196	Burger Queen	Ordinary	Consumer Goods Manufacturers	Active

STEP 3 : Manage Other Designated Contacts

- a. Go to the "Contacts" tab and click "Edit".



- b. Thereafter, you may start to edit/update the designated contacts of your organisation. You may edit one contact at a time.
- c. Click on "Save" when the details have been updated.
- d. You may repeat the process (b), (c) and (d) to continue updating other contacts.
- e. If you need to change the designated Contact Person, please contact RSPO at membership@rspo.org

