



# **Guide on**

## **Managing Designated Contacts at MyRSPO**

(Only the Contact Person may manage other designated contacts)

### **STEP 1 : Login**

YOUR APPLICATIONS

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

## STEP 2 : MEMBERSHIP PROFILE

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

RSPO Roundtable on Sustainable Palm OF								
	APPLY MEMBERSHIP APPLICATION		MyRSPO					
	MEMBERSHIP LIST		bers portal that allows you to update your membership profile and details. The n MyRSPO will also provide you with a single sign-on to participate in the Anno Communications of Progress (ACOP) reporting.					

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

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

#### **STEP 3 : Manage Other Designated Contacts**

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

	2. Test Account Inc. Membership Application						
Account	Contacts	Questions	Group Membership	ACOP			

- 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 <u>membership@rspo.org</u>.