

# Guide on

## Managing Designated Contacts at MyRSPO

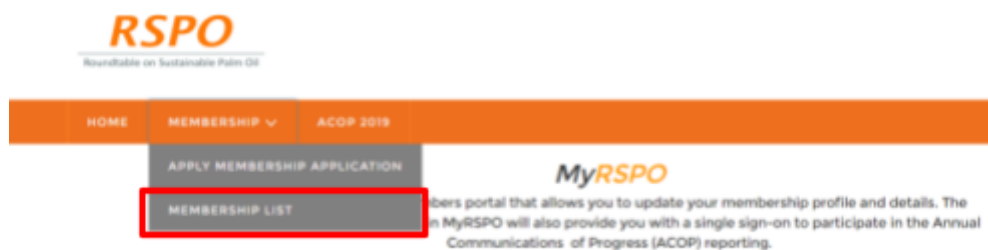
(Only the Contact Person may manage other designated contacts)

### STEP 1 : Login

- 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

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



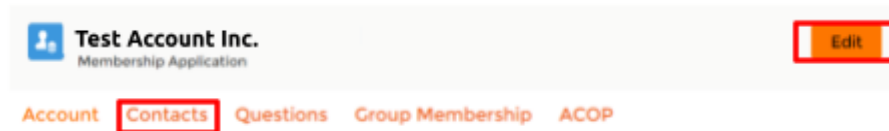
- Thereafter, click on the APP under the Application ID.

#### YOUR APPLICATIONS

Application ID	Organisation Name	Membership Category	Membership Sector	Membership Status
APPO12196	Burger Queen	Ordinary	Consumer Goods Manufacturers	Active

### STEP 3 : Manage Other Designated Contacts

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



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