

Guide on

Managing Designated Contacts at MyRSPO

(Only the Contact Person may manage other contacts)

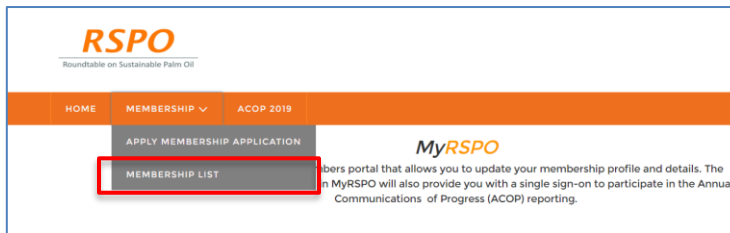


STEP 1: LOGIN

- a. Login to MyRSPO [here](#) 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.



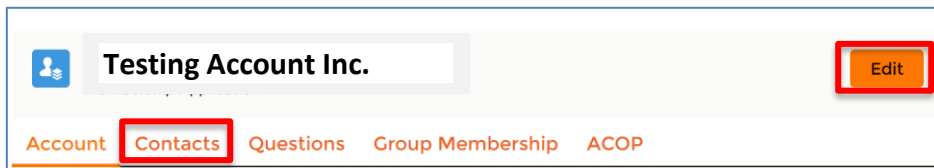
- b. Thereafter, click on the APP under the Application ID.

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

STEP 3: Manage your designated contacts

(only the Contact Person may manage other contacts)

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



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

Membership helpdesk email: membership@rspo.org