

Getting started with the TRCC Member Workspace

Guide for existing TRCC members | Version 1.0 | 30 September 2026

Your organisation is already in the TRCC member database. You do not need to submit another membership application. The TRCC secretary will invite the nominated person to activate access, check the organisation's profile and invite colleagues.

The **Owner** role means the person responsible for administering the organisation's Workspace. It does not establish legal ownership of the company.

1. Open your invitation

The invitation will arrive at the email address agreed with TRCC. Select **Continue to Member Portal**. The link is personal, can be accepted only once and expires at the time shown in the email. Check that the website address starts with <https://trcc.or.th/>.

Check the organisation, your name, the email address and the Owner role. Your name is fixed on a first Owner invitation. If it names someone else or contains a spelling error, ask TRCC to correct the invitation before accepting it. Do not forward the link to a colleague.

2. Create an account or use your existing account

If you do not yet have an account, you will see **Create your account**. Check **Full name**, choose a **Username**, enter a **Password** and repeat it in **Confirm password**. Keep a record of your Username: it may differ from your email address.

Read the privacy notice and select the required acknowledgement and consent to processing your account data. **Send me TRCC member news and Event invitations** is a separate, optional choice. Select **Create account**.

The account email comes from the invitation. Accepting the invitation through the personal link sent to that address confirms access to the mailbox; there is no separate confirmation code. You choose your password yourself. It is never sent by email.

If an account already exists, select **Log in to accept invitation** and sign in with its current Username and password. Then confirm your name, acknowledge the privacy notice and select **Activate portal access**. You do not need a second account.

3. Sign in to your Workspace

After creating a new account, you will be asked to sign in. Open <https://trcc.or.th/accounts/login/>, enter your Username and password and select **Log in**. An existing user goes directly to the Workspace after accepting the invitation.

Check that the correct organisation and Owner role appear. If you see **Identity confirmation received** with a message about TRCC review, first Owner access has not yet been activated. Contact the secretary and wait for the protected review to be completed.

4. Check and complete your organisation's profile

Open **Company profile**. Check the name, business description, products and services, industries, website, contacts, addresses and available legal details. Use **Edit profile** to complete missing information, review your changes and select **Save update**. Open the Logo section and use **Replace logo** when the logo needs to change.

Valid profile and logo changes are applied immediately and recorded in change history. Check the public visibility settings for contacts and other details before saving. Reopen the profile afterwards to confirm the result.

For field-by-field help, read **Completing your TRCC member profile**:

<https://trcc.or.th/documents/completing-your-trcc-member-profile/>

5. Invite colleagues to the Workspace

Open **Team access**, expand **Add a team member**, enter your colleague's **Full name** and **Work email**, choose a role and select **Invite team member**. Each colleague receives a separate invitation and uses their own account.

Role	What this person can do
Owner	Update the profile, manage company representatives and invite Workspace users.
Profile manager	Update the profile and logo and manage representatives. The Owner manages team invitations and access.
Viewer	View the Workspace without permission to make changes.

Invitations appear under **Pending invitations** in Team access. After acceptance, the colleague appears as an active user. The Owner can switch colleagues between Profile manager and Viewer and revoke their access. Contact TRCC about appointing or changing an Owner. Event permissions are assigned separately.

6. Add company representatives

Open **People & representatives**. If the person is already listed, check their record. For a new person, select **Add representative** and enter **Full name (English)**, **Private email** and **Company role title**. If appropriate, choose **Make Primary representative** and select the public visibility option. Select **Submit for protected review**.

TRCC reviews a new representative before applying the change. There can be one Primary representative and several additional representatives. Follow the outcome under **Recent People changes** and in change history.

Representation and Workspace access are set up separately. If a new representative also needs access, after TRCC review the Owner can select **Invite to Workspace** in that person's row, choose Profile manager or Viewer and select **Send invitation**. A colleague invited through Team access does not automatically become a company representative.

If you need help

- **No email:** check Spam and confirm the address with the secretary.
- **Expired or cancelled link:** ask for a new invitation.
- **Invitation already used:** use the normal sign-in page.
- **Forgotten password:** select **Forgot your password?** on the sign-in page.
- **Forgotten Username:** contact TRCC.

Use the contact details in your invitation email, or contact TRCC at secretary@trcc.or.th, +66 2 766 7489, or <https://trcc.or.th/contact/>.