



How to Setup Aravo Multi-Factor Authentication (MFA)

Step 1: Log-in to your account in <https://pg.aravo.com/aems/login.do>

- Tick, I agree with the statement above.
- Enter your Supplier credentials on the login screen.
- If you need to reset your credentials, click on Need help accessing account.

You may refer to the quick guide below for reference.


Step 2: After log-in, choose to set up two-factor authentication (TFA) via (1) email OTP or (2) authenticator app and click “Continue”.

Please select the option that is most convenient for you.

- You can only choose 1 method.
- Instructions on how to set up per method are available on the table below.

Option	Advantages	Set up Guide
Email One-time Password (OTP)	<ul style="list-style-type: none"> • Can be set up on <u>any</u> device. • Quick set up with less steps to follow. • User-friendly as emails are easy to navigate. 	How to Setup Aravo MFA using Registered Email
Authenticator App	<ul style="list-style-type: none"> • Can be set up on a mobile phone or internet browser. • More options on which application to generate OTP. 	How to Setup Aravo MFA using Authenticator App

Step 3: After MFA has been set up, you will be able to successfully access the Aravo site.

 **Information** 

You have successfully enabled two-factor authentication.

Timestamp: Wed Oct 06 2021 03:02:01 CDT

IMPORTANT NOTES:

- MFA is **mandatory**. Please set up your MFA to prevent any log-in issues.

Need help? You can connect with us at <https://pg.aravo.com/>



How to Setup Aravo Two Factor Authentication using Registered Email

Step 1: After clicking “Continue”, an authentication code will be automatically sent to your Aravo registered email address.

Two-factor authentication

Please choose one of below options

Authenticator app, recommended

One-time verification code sent via email

Step 2: Check your email and open mail from pg@aravo.com with subject “One time verification code”.

Hello

A one time verification code has been requested for your account. Please use the following code:

066330

Step 3: Input 6-digit code in setup screen then click “Enable two-factor authentication”. If you did not receive a code, click “Resend” and check your junk/spam mail.

Two-factor authentication

We have sent an email message with a one-time verification code to the email address associated with the account.

Did not receive the code?

Enter the code sent to your email.

066330

Step 4: After MFA has been set up, you will be able to successfully access the Aravo site.

i Information

You have successfully enabled two-factor authentication.

Timestamp: Wed Oct 06 2021 03:02:01 CDT

IMPORTANT NOTES:

- MFA is mandatory. Please set up your MFA to prevent any log-in issues.





How to Enable Aravo Two Factor Authentication using Authenticator App

Quick Summary

You can install and set up authenticator app on your (1) mobile phone or (2) browser extension. Please choose option that best fits your business needs.

Two-factor authentication

1. Install a two-factor app. 
2. Scan the code below using your two-factor app.

3. To verify your app, enter the code generated by the app below.

[Enable two-factor authentication](#) [Cancel](#)

OPTION 1. MOBILE PHONE

Step 1: Install the latest version of the Authenticator app, based on your mobile's operating system and authenticator app preference.

Authenticator App Options

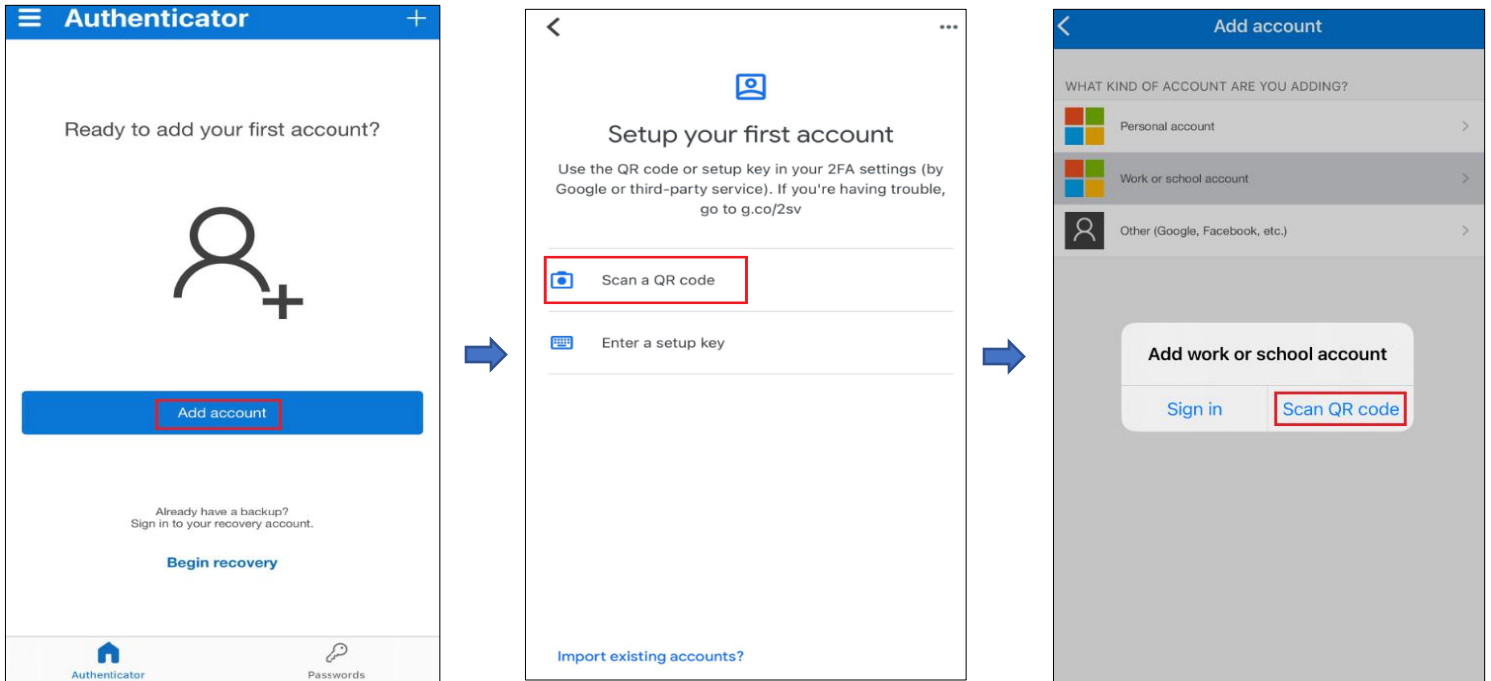
- Microsoft Authenticator
- Salesforce Authenticator
- Google Authenticator

Operating System

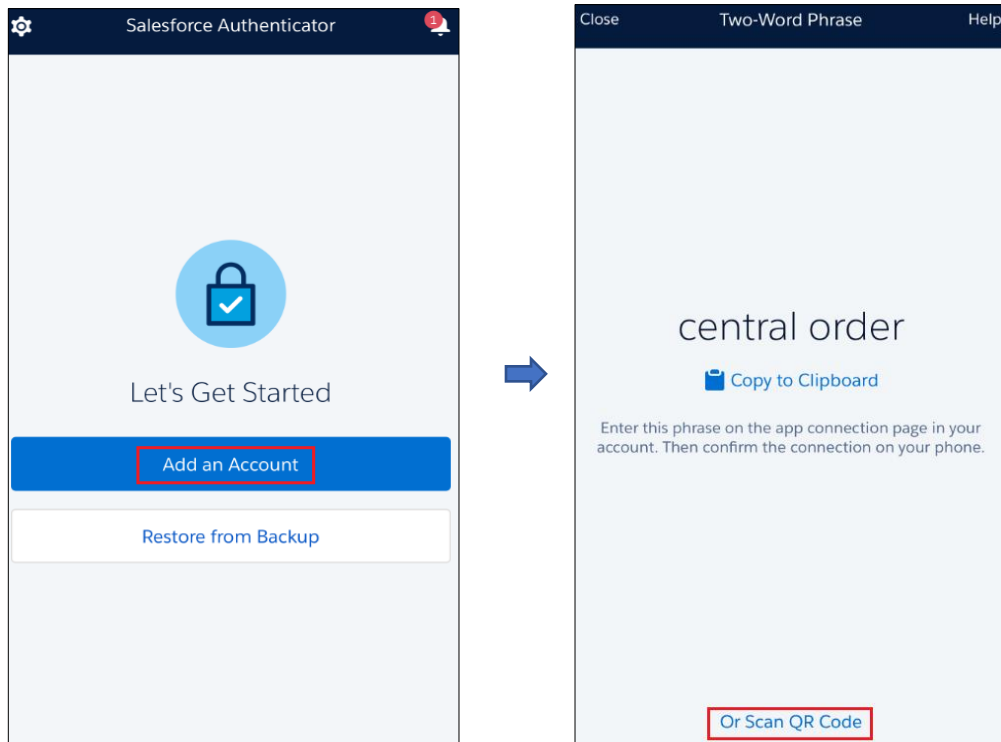
- Google Android: On your Android device, go to Google Play to download and install selected app
- Apple iOS: On your Apple iOS device, go to the App Store to download and install the selected app

Step 2: Open downloaded application and follow instructions to add a new Account. Backup and recovery of account differs from one app to another.

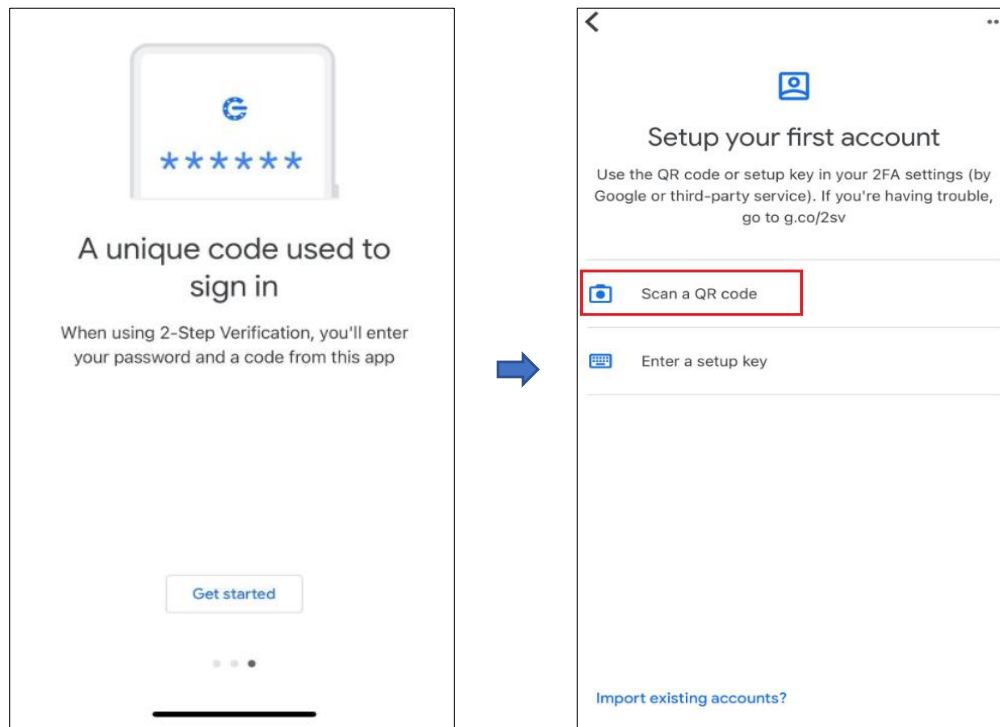
- **Microsoft Authenticator:** Backup requires usage and sign-in of Microsoft account



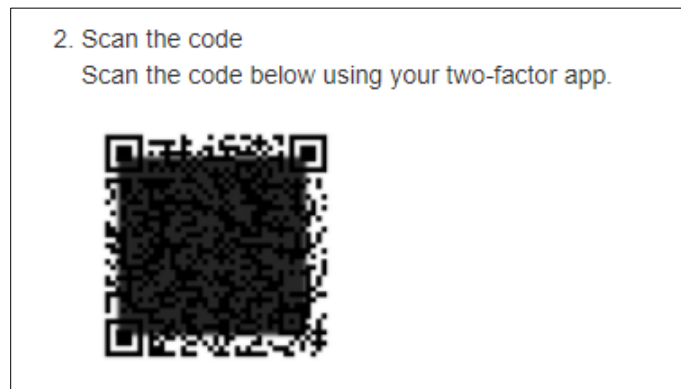
- **Salesforce Authenticator:** Back up requires input and confirmation of mobile number



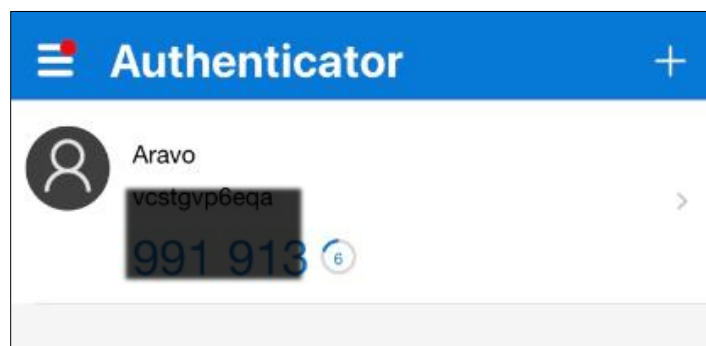
- **Google Authenticator:** Back up via export of account and save QR code for later use



Step 3: Register and scan QR code found on Aravo Page.



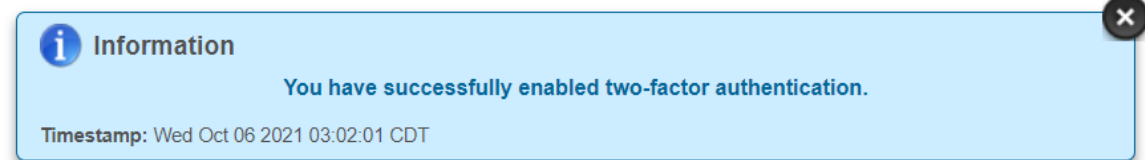
Step 4: Verify app by inputting code generated in authenticator. This one-time code lasts for 30 seconds only.



3. To verify your app, enter code generated by the app below.

Enable two-factor authentication [Cancel](#)

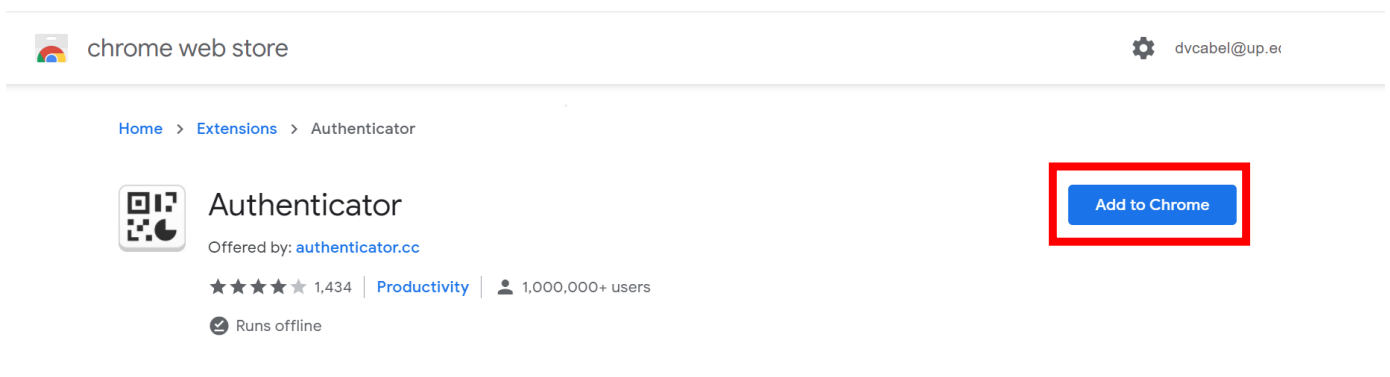
Step 5: After MFA has been set up, you will be able to successfully access the Aravo site.



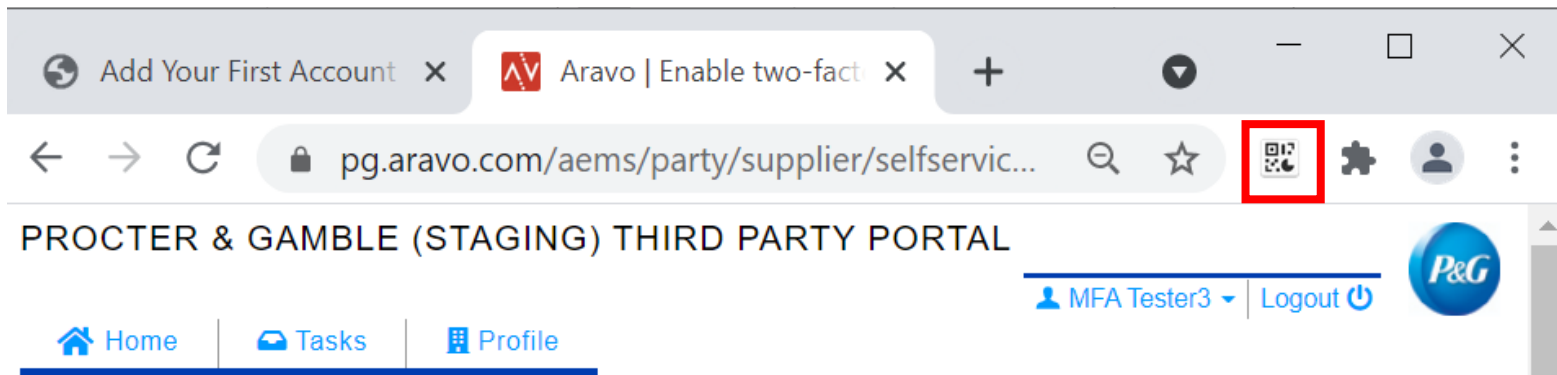
OPTION 2. BROWSER EXTENSION

Step 1: Install the Google Authenticator Browser extension

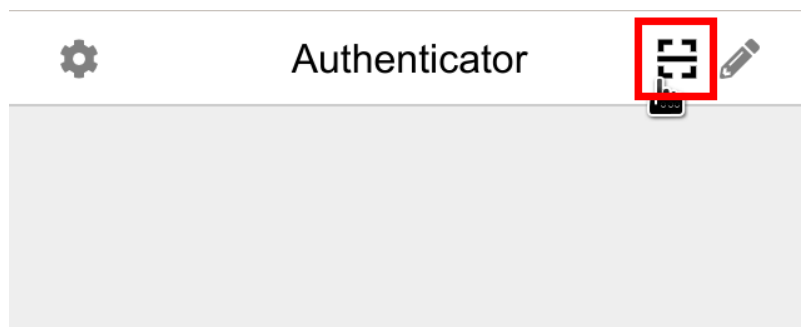
- **Which web browsers does it support?**
 - Google Chrome
 - Mozilla Firefox
 - Microsoft Edge
- **How do I install the extension?**
 - Go to <https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigooaddinpkbai?hl=en>
 - Click **Add to Chrome**



Step 2: Click Authenticator Extension's icon in your browser



Step 3: Click the scan icon at the top right corner of the window



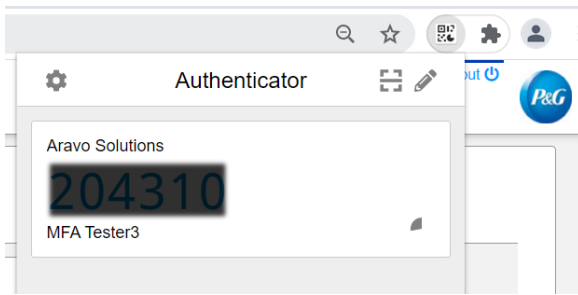
Step 4: Click and drag to draw a square that completely covers the QR code on the Aravo Enable MFA page

2. Scan the code
Scan the code below using your two-factor app.



Step 5: Verify app by inputting code generated in authenticator. Click on the extension shortcut in your browser shortcuts. This code only lasts for 30 seconds only.

Authenticator App

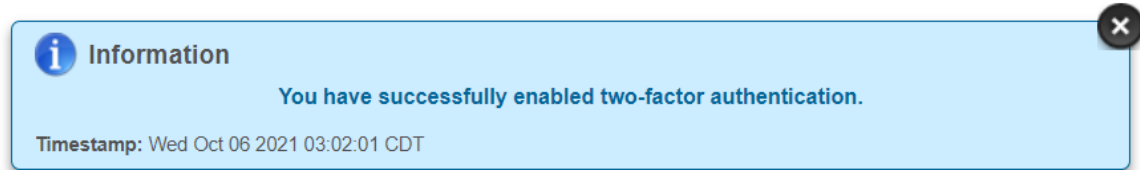


Aravo Page

3. To verify your app, enter code generated by the app below.

Enable two-factor authentication [Cancel](#)

Step 6: After MFA has been set up, you will be able to successfully access the Aravo site.



IMPORTANT NOTES:

- MFA is **mandatory**. Please set up your MFA to prevent any log-in issues
- P&G **recommends** enabling of back-up of account in chosen authenticator app. This is to ensure account can be recovered when phone got lost, reset or application accidentally deleted.